

## ***Approved Minutes***

# **ELKINS COMMON COUNCIL MEETING MINUTES**

***Phil Gainer Community Center  
142 Robert E Lee Ave. Ext.  
Elkins, WV 26241  
November 20, 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, E. L. Plishka, L.S. Severino, C.H. Thompson, and B.A. Woods; City Treasurer T. Judy; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; Human Resources J. Martin; Water Chief Operator W. Lambert; Wastewater Chief Operator W. Hymes; and City Clerk S.R. Stokes (acting chair and recording secretary).

Councilor C.C. Lowther and Fire Chief S.D. Himes were absent.

### **PUBLIC COMMENT**

There was no public comment.

### **MINUTES**

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 6, 2025.** The motion carried.

### **CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS**

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

### **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. Wastewater Chief Operator W. Hymes provided a verbal report.
- f. Water Chief Operator W. Lambert provided a verbal report.
- g. City Clerk S. Stokes provided a written report (attached).
- h. City Attorney G. Roberts provided a verbal report.

### **COUNCILOR REPORTS**

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

### **APPROVAL OF VENDOR INVOICE PAYMENTS**

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 November 3-14, 2025.

### **NEW BUSINESS**

- a. **Resolution 1873: Appointing Van Broughton to the Elkins-Randolph County Regional Airport Authority for a term ending June 30, 2028**

**Approved Minutes**

Bross-Fregonara MOVED APPROVAL OF RESOLUTION 1873. The motion carried.

- b. Resolution 1879: Reappointing and establishing a new compensation level for the City Treasurer, effective Oct. 1, 2025**

Thompson MOVED APPROVAL OF RESOLUTION 1879. The motion carried.

- c. Resolution 1880: Compensation adjustment for General Fund, Fire Fund and Sanitation Fund employees**

Thompson MOVED APPROVAL OF RESOLUTION 1880. The motion carried.

- d. Resolution 1881: Authorizing expenditure of \$10,000 to fund design study for a city-owned property on Harrison Avenue**

Chenoweth MOVED APPROVAL OF RESOLUTION 1881. The motion failed, and the resolution was not approved.

- e. Resolution 1882: Authorizing the transfer of \$50,000 from the Financial Stabilization Fund to the Fire Fund**

Hinchman MOVED APPROVAL OF RESOLUTION 1882. The motion carried.

- f. Resolution 1883: Adopting a new policy for the administration of contributions to outside and partner organizations**

Carroll MOVED APPROVAL OF RESOLUTION 1883. Woods disclosed his membership on the board of Citizens Promoting Community, and Bross-Fregonara and Kerns disclosed their membership in the Elkins Tree Board. The motion carried.

- g. Resolution 1884: Authorizing purchase and installation of new transfer switch at EFD paid from the Coal Severance Fund**

Hinchman MOVED APPROVAL OF RESOLUTION 1884. The motion carried.

- h. Resolution 1885: Reappointing R. Nestor and Clark Evans to the Elkins Housing Authority Board of Directors for a term ending December 31, 2030**

By unanimous consent Resolution 1884 was withdrawn as unnecessary.

The meeting was adjourned at 7:49 p.m.

\_\_\_\_\_  
Attest: S.R. Stokes, City Clerk

\_\_\_\_\_  
Jerry A. Marco, Mayor

The attached report shows building permits issued 09/16/2025-11/03/2025. There were 9 projects with a total valuation of \$170,290.00

Zoning permits show 0 new business

There are currently 44 structures registered as vacant. 34 structures have been billed for 2025. \$6200 Has been collected so far. **Four liens will be placed upon properties tomorrow.** Five are suspended pending demolition by either City or owner. Several properties have dropped off of the list, some sold, some remodeled and no longer vacant, and some demolished.

### BUILDING PERMITS

11/19/2025 7:34 AM PROJECT MASTER REPORT PAGE: 1  
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project  
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes  
CONTRACTORS: All  
APPLIED DATES: 11/04/2025 THRU 11/19/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999  
=====

PROJECT: 240610 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING  
PROPERTY: 203 CENTER ST  
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: HILLSIDE HILLSIDE ROOFING, LLC ISSUED TO: WHITE, ARIEL S  
141 CENTRAL CHAPEL RD  
MONTROSE, WV 26283 ELKINS, WV 26241  
SQUARE FEET: 2,076  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

PROJECT: 240611 - RESIDENTIAL WINDOWS TYPE: WIND-RES RESIDENTIAL WINDOWS  
PROPERTY: 336 GRAHAM ST  
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: HANSHAWENT HANSHAW ENTERPRISES INC ISSUED TO: POE, ERIN B  
148 MIDDLETOWN RD  
FAIRMONT, WV 26554 ELKINS, WV 26241  
SQUARE FEET: 1  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

PROJECT: 240612 - COMMERCIAL HVAC CHANGE TYPE: HVAC-COM COMMERCIAL HVAC CHANGE  
PROPERTY: 169 DIAMOND ST  
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ARROW ARROW AIR ISSUED TO: WV CARING HOSPICE  
2842 MCKINNEY CAVE ROAD  
REEDSVILLE, WV 26547 ARTHURDALE, WV 26520  
SQUARE FEET: 1  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 75.00

PROJECT: 240613 - SIGN TYPE: SIGN SIGN  
PROPERTY: 1013 N RANDOLPH AVE  
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: UNITED HOSPITAL CTR - ELKINS  
327 MEDICAL PARK DR  
BRIDGEPORT, WV 26330  
SQUARE FEET: 20

DWELLING TYPE: PUBLIC	UNITS: 2		
STATUS: OPEN	BALANCE: 35.00		
PROJECT: 240614	- COMMERCIAL REMODEL	TYPE: BC-REM	COMMERCIAL REMODEL
PROPERTY:	100 THIRD ST		
APPLIED DATE: 11/17/2025	ISSUED DATE: 11/17/2025	EXPIRATION DATE: 5/18/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: BARTHOLOME BARTHOLOMEW REMODELING		ISSUED TO: SENECA MALL, LLC	
JOSHUA NOEL BARTHOLOMEW		108 THIRD ST	
7 CENTRAL STREET		ELKINS, WV 26241	
ELKINS, WV 26241-0000			
SQUARE FEET: 2,448			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 394.80		
PROJECT: 240615	- RESIDENTIAL DECK	TYPE: DECK-RES	RESIDENTIAL DECK
PROPERTY:	260 TERRACE AVE		
APPLIED DATE: 11/17/2025	ISSUED DATE: 11/17/2025	EXPIRATION DATE: 5/18/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: MIDDLEFORK MIDDLE FORK BUILDERS		ISSUED TO: DEVINE, LEAH R	
PO BOX 59		260 TERRACE AVE	
BEVERLY, WV 26253		ELKINS, WV 26241	
SQUARE FEET: 1,200			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240616	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	1700 TAYLOR AVE		
APPLIED DATE: 11/17/2025	ISSUED DATE: 11/17/2025	EXPIRATION DATE: 5/18/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: BARTHOLOME BARTHOLOMEW REMODELING		ISSUED TO: METHENY, JERRY	
JOSHUA NOEL BARTHOLOMEW		1700 TAYLOR AVE	
7 CENTRAL STREET		ELKINS, WV 26241	
ELKINS, WV 26241-0000			
SQUARE FEET: 7,000			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 235.00		
PROJECT: 240619	- COMMERCIAL ELECTRICAL	TYPE: ELEC-COM	COMMERCIAL ELECTRICAL
PROPERTY:	14 S RANDOLPH AVE		
APPLIED DATE: 11/17/2025	ISSUED DATE: 11/17/2025	EXPIRATION DATE: 5/18/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: SOLAR SOLAR HOLLER LLC		ISSUED TO: WALLACE LAW OFFICES LC INC	
2835 PARK AVENUE		PO BOX 7	
HUNTINGTON, WV 25704		ELKINS, WV 26241	
SQUARE FEET: 294			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240620	- SIGN	TYPE: SIGN	SIGN
PROPERTY:	501 RAILROAD AVE		
APPLIED DATE: 11/17/2025	ISSUED DATE: 11/17/2025	EXPIRATION DATE: 5/18/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: CITYNEONUS CITY NEON USA LLC		ISSUED TO: VANDALIA SERVICES	
1095 CHAPLIN RD		312 BUFFALO ST	
MORGANTOWN, WV 26501		ELKINS, WV 26241	
SQUARE FEET: 45			
DWELLING TYPE: PRIVATE	UNITS: 3		
STATUS: OPEN	BALANCE: 0.00		

# ZONING PERMITS

NONE

## VACANT STRUCTURE BILLING FOR 2025

11/19/2025 7:46 AM

F E E C O D E R E P O R T

PAGE: 1

LICENSES: THRU ZZZZZZZZZZ  
 LIC CODES: Include: CE-VAC  
 LIC STATUS: Pending, Active  
 FEE CODES: All

ORIGINATION DATE: 3/01/2025 THRU 11/19/2025  
 EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999  
 EXPIRATION DATE: 0/00/0000 THRU 99/99/9999  
 PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
24478	4/03/25 - 4/02/26	CE-VAC	Pending	CODE	AUVIL BENJA	3.0000	400.00
24479	4/03/25 - 4/02/26	CE-VAC	Active	CODE	HIGGINS MARIE	3.0000	400.00
24480	3/31/25 - 4/01/26	CE-VAC	Pending	CODE	METHENY MICHE	3.0000	400.00
24481	4/05/25 - 4/04/26	CE-VAC	Active	CODE	MILLER LINDA	3.0000	400.00
24486	4/09/25 - 4/09/26	CE-VAC	Active	CODE	ARBOGAST GARY	3.0000	400.00
24505	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	PROUDFOOT LINDA	3.0000	400.00
24506	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	HALLE SHANE	3.0000	400.00
24507	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24508	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24509	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CORDER DEBOR	3.0000	400.00
24548	7/28/25 - 7/28/26	CE-VAC	Active	CODE	WHITE DILLEY INVESTMENTS	3.0000	400.00
24550	7/28/25 - 7/28/26	CE-VAC	Active	CODE	BOGGS ANGEL	3.0000	400.00
24551	7/28/25 - 7/28/26	CE-VAC	Active	CODE	SHOMO LINDA	2.0000	200.00
24552	9/10/25 - 9/11/25	CE-VAC	Active	CODE	STEVENSON JULIA	3.0000	400.00
24554	7/28/25 - 7/28/26	CE-VAC	Active	CODE	KIRKPATRICK KRIST	3.0000	400.00
24555	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	VARNEY CATHY	3.0000	400.00
24556	8/07/25 - 8/08/25	CE-VAC	Active	CODE	MESSINGER DAVID	3.0000	400.00
24558	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KNUTTI FREDE	3.0000	400.00
24559	7/29/25 - 7/29/26	CE-VAC	Active	CODE	SANDS DIANE	2.0000	200.00
24560	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KHAN DR FA	3.0000	400.00
24561	9/02/25 - 9/03/25	CE-VAC	Active	CODE	HATFIELD WANDA	3.0000	400.00
24562	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	SHOCKEY KATHE	3.0000	400.00
24563	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	SHOCKEY KATHE	3.0000	400.00
24565	9/24/25 - 9/25/25	CE-VAC	Active	CODE	KIRKPATRICK REBEC	2.0000	200.00
24566	8/27/25 - 8/28/25	CE-VAC	Active	CODE	HALL LOREN	2.0000	200.00
24567	10/21/25 - 10/22/25	CE-VAC	Active	CODE	ANGER MIKE	3.0000	400.00
24568	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	LIN YA FA	2.0000	200.00
24569	9/12/25 - 9/13/25	CE-VAC	Active	CODE	HADDIX RODNE	2.0000	200.00
24570	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	H A SMITH TRUST	2.0000	200.00
24591	8/26/25 - 8/27/25	CE-VAC	Active	CODE	PENNINGTON THOMA	2.0000	200.00
24595	9/17/25 - 9/18/25	CE-VAC	Active	CODE	CARR CAROL	3.0000	400.00
24596	9/12/25 - 9/13/25	CE-VAC	Active	CODE	WOODLANDS DEVELOPMENT GRO	3.0000	400.00
24604	10/20/25 - 10/20/26	CE-VAC	Pending	CODE	MCLAUGHLIN RICHA	2.0000	200.00

REPORT TOTALS:

34

92.0000

11,600.00

# Office of the City Treasurer

## Council Report

Date: November 20, 2025

*Update since November 6<sup>th</sup> council meeting.*

### 1. Council Reports & Attachments

- General Fund Revenue Detail
- FY2026 Budget Control Summary
- Bank Balances as of October 31, 2025
- Invoice Cloud Management Report as of October 31, 2025
- Invoice Cloud Scorecard

### 2. Office Staff

New employee Samantha Kyle in training as a utility billing clerk.

### 3. Projects & Financing

- Final invoice for the Sanitation Garage has been received. Permanent financing began August 2025 with Ohio Valley Bank.
- HVAC permanent financing loan payments began August 2025 with Mountain Valley Bank.
- Work continues with Fahe, Operation's Manager, City Attorney, Woodlands Development Group, and VanNostrand Architects, LLC on financing and tax credits for the City Hall Project.
- Closed on the Mountain Valley City Hall construction loan on November 14, 2025.

### 4. Administration Staff

- Continuing work with HR Director, Administrative Officers, Chief Operators, Parks Director, and Municipal Judge on pay compensation.
- Will be reviewing budget line items with Administrative Officers for budget revisions in December.

### 5. FY2025 Annual Audit

- Continuing working with BHM CPA Group auditors on our FY2025 audit.

## General Fund Revenue Detail

	October Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 33.33
County Tax	\$227,577.53	\$796,811.95	63.83%	1,248,359.00
B & O Tax	\$393,589.32	\$950,817.10	52.68%	1,805,000.00
Hotel/Motel Tax	\$41,269.11	\$133,401.18	51.21%	260,500.00
Gas & Oil Severance Tax	\$17,287.38	\$17,287.38	69.15%	25,000.00
2% City Utility Tax	\$8,028.61	\$32,358.43	33.71%	96,000.00
Utility Excise Tax	\$66,335.41	\$150,353.13	45.56%	330,000.00
Liquor Tax	\$22,749.10	\$43,722.50	50.84%	86,000.00
Police	\$1,565.00	\$7,072.00	59.43%	11,900.00
Municipal Court	\$2,290.11	\$5,847.87	22.93%	25,500.00
Code Enforcement	\$1,708.01	\$14,463.36	41.44%	34,900.00
Business License	\$320.00	\$8,225.00	28.36%	29,000.00
Intergovernmental	\$64,406.34	\$171,448.19	73.46%	233,398.00
Franchise/IRP Fees	\$7,301.56	\$45,423.39	34.94%	130,000.00
Phil Gainer Community Center	\$6,030.00	\$21,775.00	43.55%	50,000.00
Misc. Revenue	\$20,886.41	\$281,551.34	131.47%	214,160.00
Municipal Sales Tax	\$452,556.60	\$846,312.65	56.42%	1,500,000.00
<b>TOTAL</b>	<b>\$1,333,900.49</b>	<b>\$3,526,870.47</b>	<b>58.01%</b>	<b>6,079,717.00</b>

## FY2026 Budget Control Summary

<b>General Fund</b>		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses
Revenues	July	\$989,637.10	\$668,164.14	\$535,168.74	\$1,333,900.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$773,147.51
Expenses	July	\$742,011.71	\$774,261.35	\$685,474.37	\$551,975.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>YTD TOTALS</b>														
<b>\$3,526,870.47</b>														
<b>\$2,753,722.96</b>														

<b>Sanitation Fund</b>		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses
Revenues	July	\$142,546.84	\$134,981.63	\$150,220.49	\$134,025.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,014.43
Expenses	July	\$168,517.89	\$142,348.97	\$150,194.96	\$134,727.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<b>Sewer Fund</b>		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses
Revenues	July	\$277,067.46	\$258,059.28	\$281,895.75	\$262,182.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,724.43
Expenses	July	\$252,414.52	\$273,402.22	\$274,718.26	\$213,946.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<b>Water Fund</b>		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses
Revenues	July	\$447,734.01	\$355,174.15	\$451,688.93	\$413,655.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$75,051.99
Expenses	July	\$468,585.29	\$475,122.40	\$419,264.98	\$380,332.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<b>Fire Fund</b>		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses
Revenues	July	\$44,065.19	\$75,501.80	\$75,648.18	\$46,769.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$165,635.26
Expenses	July	\$128,682.85	\$83,677.12	\$83,634.98	\$111,624.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<b>Landfill Fund</b>		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses
Revenues	July	\$400.93	\$404.89	\$502.56	\$303.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,451.48
Expenses	July	\$74.64	\$24.00	\$62.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

**\$1,612.16**

**\$160.68**

**\$241,984.46**

**\$407,619.72**

**\$1,668,252.72**

**\$1,743,304.71**

**\$1,079,205.46**

**\$1,014,481.03**

**\$561,774.73**

**\$595,789.16**

**YTD TOTALS**

<b>Bank Account Name</b>	<b>Balance as of 10/31/2025</b>
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ARPA	\$20,734.32
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$1,255,483.08
Fire Pension Fund	\$3,252,434.89
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$11,176.70
Landfill Access Escrow	\$2,007,384.13
Landfill Post Closure	\$48,801.61
Opioid	\$25,604.38
Payroll	\$64,073.14
Police Forfeitures	\$24,575.40
Police Pension Fund	\$5,478,970.17
Police Seizures	\$20,002.51
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$71,434.94
Pooled Cash-Fire Fund	\$11,776.96
Pooled Cash-General Fund	\$758,360.32
Pooled Cash-Landfill Fund	\$134,171.93
Pooled Cash-Parks Fund	\$675,571.73
Pooled Cash-Sanitation Fund	\$134,171.93
Pooled Cash-Sewer Fund	\$294,837.63
Pooled Cash-Water Fund	\$502,238.55
Sewer Depreciation	\$216,579.44
Sewer O&M	\$657,413.76
TIF District #1	\$170,521.49
Water Depreciation	\$175,981.42
Water O&M	\$657,976.48

## Tracy Judy

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**From:** no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>  
**Sent:** Friday, October 31, 2025 10:13 AM  
**To:** Tracy Judy  
**Subject:** InvoiceCloud Daily Management Report

**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.



### City of Elkins WV:

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Daily Management Report for 10/31/2025:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	26,137	\$3,341,502.00	2,535	\$332,836.21	46	\$6,106.72	3,043	1,033
Non Utility Payments	464	\$110,827.39	31	\$10,168.69	3	\$145.52	860	0



Please consider the environment before printing this email

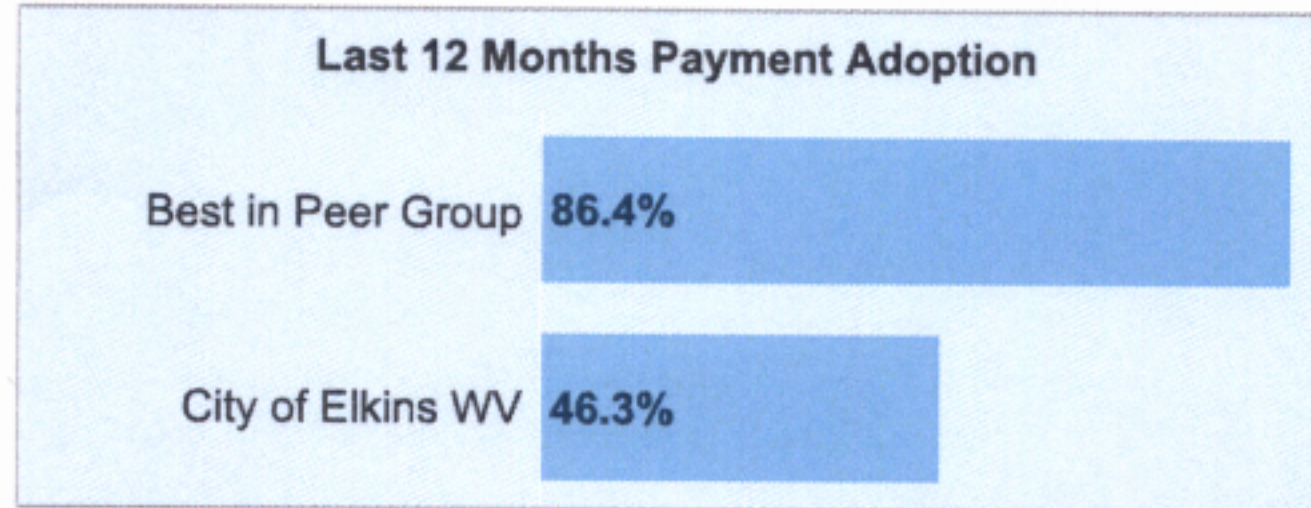
Certain email accounts block messages that you intend to receive. To make sure that you continue to receive updates from Invoice Cloud add no-reply @ invoicecloud.net to your address book. © 2010-2020, Invoice Cloud. All rights reserved.



# InvoiceCloud Scorecard for City of Elkins WV

## Payment Adoption

Your Score:  
**Room to Grow**

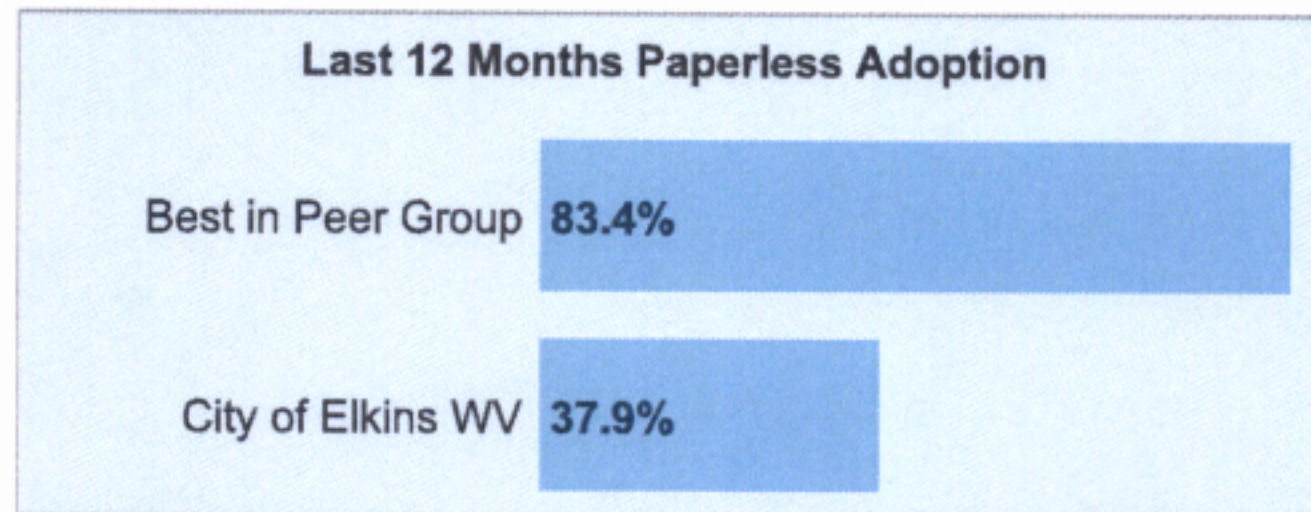


Save an additional  
**\$23K**  
annually by increasing digital payment adoption to match the top peers in your industry

Payment adoption is the percent of invoices sent that are paid through InvoiceCloud.

## Paperless Adoption

Your Score:  
**Room to Grow**

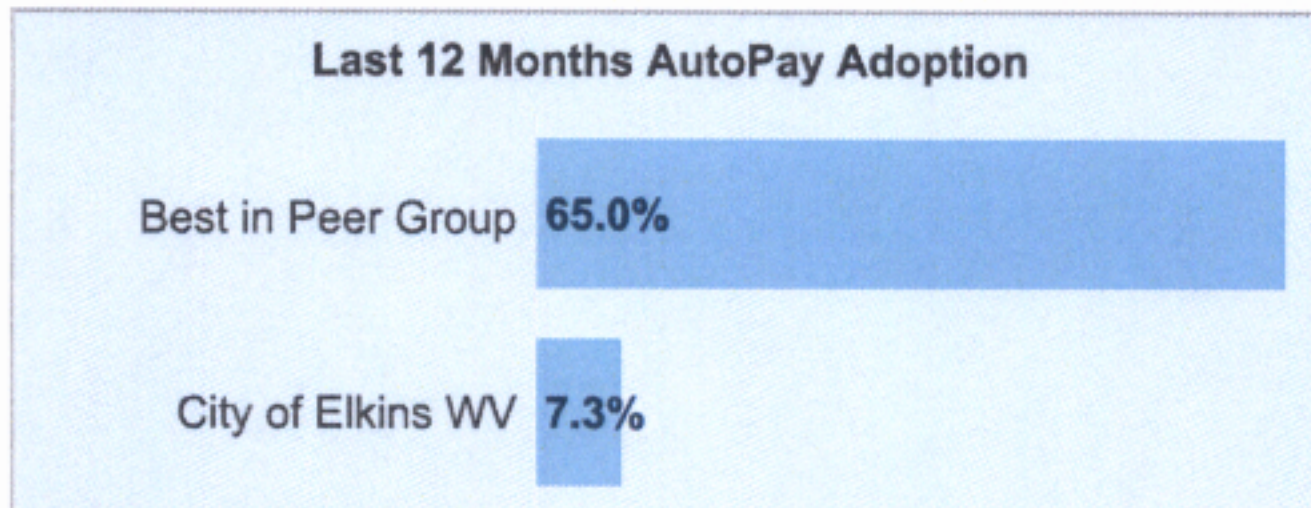


Save an additional  
**\$20K**  
annually by increasing paperless adoption to match the top peers in your industry

Paperless adoption is the percent of invoices sent that are delivered paperlessly.

## AutoPay Adoption

Your Score:  
**Falling Behind**

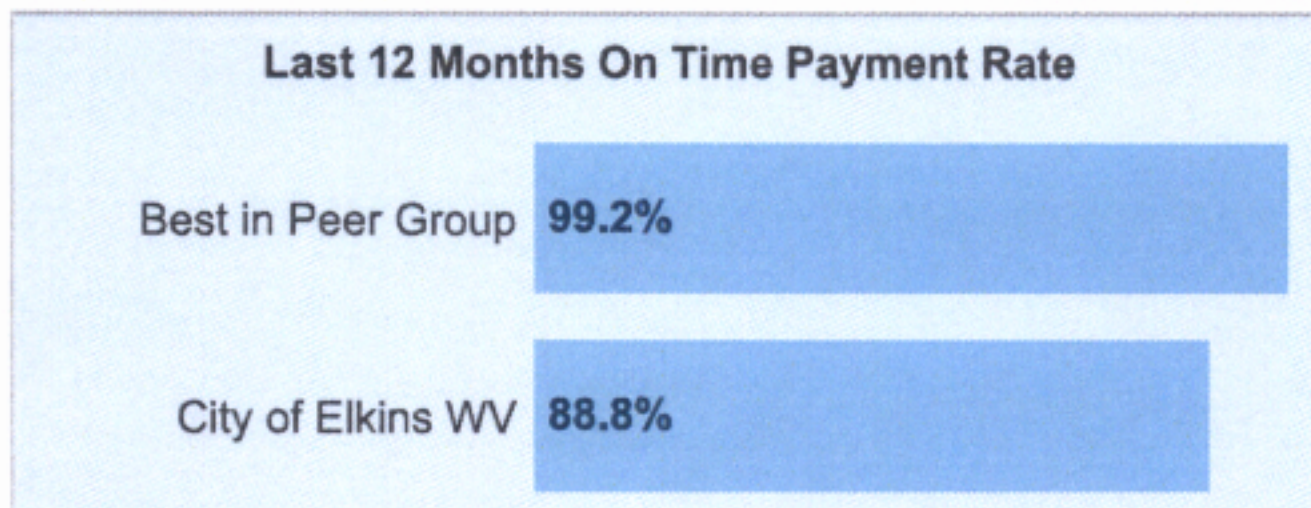


Collect an additional  
**\$5M**  
annual volume automatically by increasing AutoPay adoption to match the top peers in your industry

Autopay adoption is the percent of invoices sent that get paid with autopay.

## On Time Payment Rate

Your Score:  
**Room to Grow**



Collect an additional  
**\$420K**  
annual volume paid on time by increasing your on time payment rate to match the top peers in your industry

Of all invoices paid via InvoiceCloud, the percent of which were paid on or before the invoice due date.

To evaluate your performance, we compare your data to that of the highest performer in your peer group (i.e. same vertical, pricing model, size) using data from the last 12 complete months.

Leading the Pack	90 - 100th percentile of billers
Making Strides	50 - 90th percentile of billers
Room to Grow	10 - 50th percentile of billers
Falling Behind	0 - 10th percentile of billers

Data as of 11/4/2025



# Quarterly InvoiceCloud Report for City of Elkins WV



**Jul-Sept 2025 Payment Count**

**8,237**

▲ +15.1% difference from Jul-Sept 2024

**Calendar Year to Date Payment Count**

**27,546**

▲ +18.5% difference from 2024

**Invoices Paid in Relation to Due Date for Jul-Sept 2025**

3 Weeks Before Due Date	20.3%
2 Weeks Before Due Date	20.3%
1 Week Before Due Date	25.7%
On Due Date	22.4%
1 Week After Due Date	8.6%
> 1 Week After Due Date	2.7%

**Jul-Sept 2025 Payment Volume**

**\$1,110,173**

▲ +24.2% difference from Jul-Sept 2024

**Calendar Year to Date Payment Volume**

**\$3,563,257**

▲ +21.4% difference from 2024

**Payments by Type for Jul-Sept 2025**

	Volume	Count	% of Total Count
Credit Card	\$712,894	5,942	72.1%
EFT (Check)	\$363,169	1,942	23.6%
PayPal Brands	\$22,915	216	2.6%
Online Bank Direct	\$11,195	137	1.7%

**Calendar Year to Date Payment Adoption**

**47.1%**

▲ +22.1% difference from 2024

**Jul-Sept 2025 New Autopay Signups**

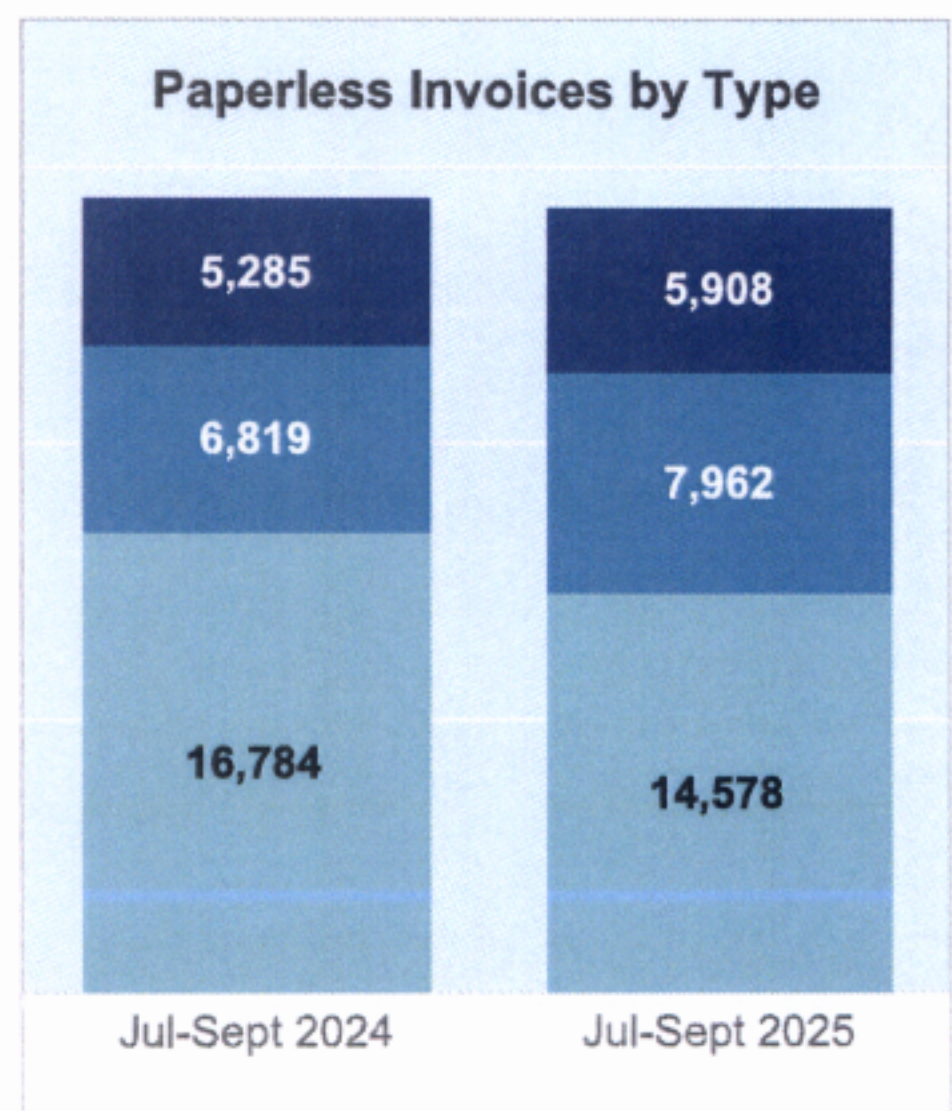
**145**

▲ +61.1% difference from Jul-Sept 2024

**Jul-Sept 2025 New Paperless Signups**

**128**

▼ -56.5% difference from Jul-Sept 2024



**Calendar Year to Date Autopay Adoption**

**7.7%**

▲ +95.5% difference from 2024

**Calendar Year to Date Savings from Paperless**

**\$14,998**

▲ +18.2% difference from 2024

- Paperless Invoices
- Electronic Invoices
- Remaining Invoices

Data as of 11/4/2025

# Office of the City Clerk

## Council Report

Date: November 20, 2025

### 1. Council & Committee Support

- 11/6 Council meeting
- 11/13 Planning Commission meeting
- 11/17 Special Municipal Properties Committee
- 11/17 Joint meeting of the Personnel and Finance Committees

### 2. Information Management & Records Administration

- FOIA request concerning 2021 River Street fire.
- Researching tools for archiving SMS messages on city-issued mobile phones. Have not been able to identify any other West Virginia cities doing this. Have identified some possible vendors; will need to set up demos and request quotes.

### 3. Legislation & Rulemaking

- Prepared draft policy and forms for new administrative framework concerning contributions to outside/partner organizations.
- Updating rules of parliamentary procedure and code of conduct for council and committees.
- Reviewing City Code for needed corrections, updates, and revisions.

### 4. Mapping & Addressing

We are finalizing design of a pilot program through which the city will provide free reflective address-number decals for any city address. These will be offered to new residents/property owners setting up utilities or available on request at the Treasurer's Department.

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Still awaiting quote and/or suggestions from Atlas Geospatial (Randolph County's mapping and addressing contractor) concerning renumbering sections of the city with inconsistent addressing.

Working with Region VII GIS consultant to provide historical city election information using GIS tools. Region VII GIS consultant is also supporting WVU Land Use & Sustainable Development Law Clinic in creation of maps for updated comprehensive plan.

### 5. TIF Administration

*The TIF District is in its second full fiscal year and has generated about \$90,000 as of June 30, 2025. Consultants estimate this level of revenue could support a \$1–2 million bond issuance by summer 2026; this will be reassessed in March 2026 when updated assessed values are available. The TIF Advisory Committee—comprising the City Clerk, Operations Manager, RCDA Director, and*

*Woodlands Development & Lending Executive Director—meets as needed to recommend TIF-related expenditures to Council.*

No TIF funded projects are currently underway.

The committee will meet in early 2026 to evaluate prospects for a bond issue.

## 6. Firefighters Civil Service Commission

In process of verifying latest version of commission rules.

- Entry-level list expires: September 2026
- Captain list expires: January 2028
- One lieutenant vacancy but no one eligible for promotion for at least one year.

## 7. Police Civil Service Commission

- Entry-level testing offered November 8. New list generated with five already certified officers eligible for appointment to EPD. No non-certified applicants showed up for testing.

## 8. Alcohol Beverage Licensing

*The city does not issue alcoholic beverage licenses but must certify whether proposed Class A or B locations comply with zoning and provide endorsements for Class A floorplan extensions and Fair and Festival permits. Council has delegated endorsement-letter authority to the Mayor.*

Class A/B license zoning forms processed:

- None

Floorplan extensions/special event endorsements issued:

- None

## 9. Public Relations

Improved livestream experience by implementing software that enables us to switch from a live on-camera view to informational slides before the meeting starts (“Starting soon”), during executive sessions (previously, we had to end the livestream and start a new one), and at the end of the meeting. This decreases the chance of losing audience members because of the interruption during executive sessions and allows us to provide useful information about executive sessions as well as seasonal services and reminders to sign up for emergency notifications.

We are working on updating the city’s Welcome Guide.

Press releases:

- [The Fall Cleanup Team: Why Elkins Uses Two Different Leaf Collection Machines](#)
- [Job Opening - Water Technician I II or III](#)
- [EPD Investigates Significant Damage at Glendale Park](#)
- [City Hall News: Week of November 16, 2025](#)

Facebook followers: 10,034 followers (0-10,000 in just 13 years!)

#### **10. Leadership Team**

*The Leadership Team consists of the city's five Administrative Officers, the HR Director, the Municipal Judge, the Parks Director, and the Water and Wastewater Chief Operators. This team meets biweekly, as other commitments allow.*

At its most recent meeting, the Leadership Team discussed the compensation and classification plan and the employee holiday party (December 12, PGCC).

#### **11. Planning Commission Activity**

*The Planning Commission's regular meetings are on second Thursdays at 4 p.m. Currently, the commission meets at the W. Va. Wood Technology Center. The commission is currently in the process of updating the city's Comprehensive Plan, supported by a consultant from the WVU Land Use and Sustainable Development Law Clinic.*

At its November 13 meeting, the commission completed its review and updates of the Future Land Use and Development Areas Maps. The WVU consultant is now drafting the plan and will provide for review by commissioners before the end of the year. Once the commission reviews, updates, and approves this draft, WVU will facilitate a public presentation for feedback prior to the final adoption steps.

Pending/future topics before the commission:

- Application process/fee for amending the zoning code
- Application process/fee for amending the zoning map
- Review of the city's law concerning signs (building officer is researching other formats)
- New zoning districts (e.g., Mixed Commercial-Industrial, Highway Commercial, Residential Business)

Next meeting: December 11, 4 p.m.

#### **12. Board of Zoning Appeals (BZA)**

*The BZA hears applications for variances and conditional use permits. The BZA meets as needed, at least two times a year.*

There are currently no active applications or petitions to the BZA.

The BZA has no vacant regular seats but could use up to two additional alternate members. Alternate members attend all meetings and participate in deliberations, but do not vote on the board's official actions unless they are officially substituting for an absent regular member.

#### **13. Building Commission**

*The Building Commission finances, owns, and leases public facilities, allowing the city to undertake long-term capital projects that municipal governing bodies cannot directly enter into under West Virginia law. For this purpose, it holds title to the Phil Gainer Community Center, the Sanitation Garage, and City Hall.*

Outgoing Building Commission chair Van Broughton and City Treasurer Tracy Judy met with Mountain Valley Bank officials to close on the construction bridge loan for the City Hall project on November 14.

This loan will pay construction costs until substantial completion of the City Hall repair and renovation project in 2026. This loan will then be repaid with long-term USDA financing administered by FAHE.

#### **14. Grants & Funding Activity**

Open grant applications submitted by the Office of the City Clerk:

- WV DOH Transportation Alternatives Grant application submitted July 2025. The amount applied for is \$573,000. Grant would fund the engineering phase for the city's Streetscape and Riverfront projects. If awarded, there would be a 20 percent local match, for which we could use TIF revenues without jeopardizing the possible 2026 bond issue. No update has been received to date.

Congressionally directed spending:

- Our application for substantially the same work described above is listed in the FY 2026 Transportation, Housing and Urban Development, and Related Agencies appropriation bill. The amount listed is \$503,000. For this money to be disbursed, there would need to be a full-year FY 2026 budget, not a continuing resolution.

Other grant-related activities:

- We are exploring obtaining grant writing training for the Executive Secretary.

#### **15. External Relations & Intergovernmental Coordination**

After learning that D&E students would be surveying Elkins business owners, we were able to add a question related to business obstacles or challenges resulting from city policies or practices. (This connects to a strategic plan goal.)

As the new treasurer of the West Virginia Clerks & Records Association, I am assisting with planning for that association's meetings as part of the larger semi-annual Municipal League meetings. We are also planning for West Virginia to host the 2027 regional meeting of the International Institute of Municipal Clerks (IIMC).

#### **16. Elections**

Planning for needed local changes to comply with the new state law requiring cities to cede election administration to their local counties. Although state law requires us to do this, it also requires that we follow the charter-amendment process to do, meaning that we are not ultimately in control (one unwithdrawn objection to a charter change would require it to be put before the voters on the ballot).

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE							
I-11th 101425	11th St 091225-101025	D	11/04/2025	10.31		007987		
I-11th/219 101425	11th/219 091225-101025	D	11/04/2025	51.13		007987		
I-216 4th 101425	216 4th 091225-101025	D	11/04/2025	1,278.70		007987		
I-401 Davis 101425	401 Davis 091225-101025	D	11/04/2025	1,098.28		007987		
I-4th Kerens 101425	4th/Kerens 091225-101025	D	11/04/2025	11.48		007987		
I-8Cherokee 101425	8 Cherokee 091225-101025	D	11/04/2025	603.61		007987		
I-Barron 101425	Barron 091225-101025	D	11/04/2025	180.62		007987		
I-Lights Rand/3 1014	Lights Rand/3 091225-101025	D	11/04/2025	31.73		007987		
I-NRand 101425	N Randolph 091225-101025	D	11/04/2025	117.17		007987		
I-Randolph 101425	Randolph Ave 091225-101025	D	11/04/2025	117.80		007987		
I-Stewart 101425	Stewart St 091225-101025	D	11/04/2025	1,202.05		007987		
I-Whiteman 101425	Whiteman 091225-101025	D	11/04/2025	69.48		007987		4,772.36
00450	Visual Edge IT							
I-47944449	Konica Printer 110225	D	11/04/2025	132.00		007988		132.00
00471	FirstEnergy MP/PE							
I-RandAve 101425	Randolph Ave 091225-101025	D	11/04/2025	27.05		007989		27.05
00471	FirstEnergy MP/PE							
I-142 REL 101525	142 R E Lee 091325-101325	D	11/04/2025	1,582.63		007990		
I-15th St 101525	15th St 091325-101325	D	11/04/2025	28.31		007990		
I-1Baxter 101525	1 Baxter 091325-101325	D	11/04/2025	297.13		007990		
I-31Jones 101525	31 Jones Dr 091325-101325	D	11/04/2025	191.54		007990		
I-31Jones Dr 101525	31 Jones Dr 091325-101325	D	11/04/2025	291.62		007990		
I-3rd St 101525	3rd St 091325-101325	D	11/04/2025	77.99		007990		
I-5 Baxter 101525	5 Baxter 091325-101325	D	11/04/2025	306.66		007990		
I-516Glendale 101525	516 Glendale 091325-101325	D	11/04/2025	50.41		007990		
I-Baxter 101525	1 Baxter 091325-101325	D	11/04/2025	329.61		007990		
I-BaxterWD 101525	1 Baxter WD 091325-101325	D	11/04/2025	908.00		007990		
I-Davis/1st 101325	Davis/1st 091325-101325	D	11/04/2025	49.72		007990		
I-Davis/2nd 101525	Davis/2nd 091325-101325	D	11/04/2025	68.46		007990		
I-FloodCtl 101525	Flood Control 091325-101325	D	11/04/2025	357.16		007990		
I-Glendale 101525	Glendale 091325-101325	D	11/04/2025	2,031.28		007990		
I-GlendaleAve 101525	Glendale Ave 091325-101325	D	11/04/2025	43.65		007990		
I-Harrison 101525	Harrison Ave 091325-101325	D	11/04/2025	32.63		007990		
I-OakGrove 101525	Oak Grove 091325-101325	D	11/04/2025	203.91		007990		
I-RRave 101525	RR Ave 091325-101325	D	11/04/2025	1,003.21		007990		
I-RT3 Haddix 101525	RT3 Haddix 091325-101325	D	11/04/2025	55.83		007990		
I-Railroad 101525	Railroad Ave Lighting	D	11/04/2025	415.25		007990		
I-RiverbendLn 101525	Riverbend Ln 091325-101325	D	11/04/2025	47.08		007990		
I-RiverbendPK 101525	Riverbend Pk 091325-101325	D	11/04/2025	16,104.76		007990		
I-Riverview 101525	Riverview 091325-101325	D	11/04/2025	37.02		007990		
I-SDavis/11 101525	S Davis/11th 091325-101325	D	11/04/2025	75.99		007990		
I-Wilson Ln 101525	Wilson Ln 091325-101325	D	11/04/2025	510.37		007990		25,100.22

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-Lt31Barron 101725 LT31 Barron 091625-101525	D	11/05/2025	15,947.83		007991		15,947.83
00119	First-Citizens Bank & Trust Co I-47983851 Konica printer 110825	D	11/10/2025	55.00		007992		55.00
00471	FirstEnergy MP/PE I-Jimtown 102125 Jimtown Comm 091925-101725 I-RR3 Haddix 102325 RR3 Haddix 092325-102125 I-RT219/250 102325 RT 219/250S 092325-102125	D	11/10/2025	12.29		007993		
		D	11/10/2025	21.90		007993		
		D	11/10/2025	81.37		007993		115.56
00484	Mountaineer Gas Company I-1 Baxter 102125 1 Baxter 090825-100725 I-1Baxter CG 102125 1 Baxter CG 090825-100725 I-216 4 B 102125 216 4th B 090925-100725 I-216 4th 102125 216 4th 090925-100725 I-5 Baxter 102125 5 Baxter 090825-100725 I-917 SRR 102125 917 S RR 090825-100725 I-Barron 102125 Barron 090825-100725 I-Baxter 102125 Baxter St 090825-100725 I-Center 102125 Center St 090825-100725 I-Flood Ctl 102125 Flood Control 090825-100725 I-Glendale 102125 Glendale 090825-100725 I-Inds Pk Rd 102125 Industrial Pk Rd 090825-101025 I-RELee 102125 Robert E Lee 090825-100725 I-Stewart 102125 Stewart	D	11/10/2025	39.23		007994		
		D	11/10/2025	78.37		007994		
		D	11/10/2025	39.23		007994		
		D	11/10/2025	49.23		007994		
		D	11/10/2025	40.01		007994		
		D	11/10/2025	39.23		007994		
		D	11/10/2025	49.20		007994		
		D	11/10/2025	48.81		007994		
		D	11/10/2025	39.23		007994		
		D	11/10/2025	39.23		007994		
		D	11/10/2025	39.23		007994		
		D	11/10/2025	137.10		007994		
		D	11/10/2025	56.82		007994		734.15
02347	LEAF I-19199425 Toshiba 5525AC 110825	D	11/10/2025	270.25		007995		270.25
02347	LEAF I-19199426 Toshiba 4525AC 110825	D	11/10/2025	168.50		007996		168.50
02347	LEAF I-19214303 Toshiba 4525AC 111025	D	11/10/2025	369.50		007997		369.50
01346	Cintas Corporation 531 C-Correction Correction on Bank Code C-Correction CH Correction on Bank Code C-Correction FD Correction on Bank Code C-Correction San Correction on Bank Code C-Correction Street Correction on Bank Code C-Correction WT Correction on Bank Code C-Correction WW Correction on Bank Code I-4243343831 Mats/Uniforms 091525 I-4243343911 Mats/Uniforms 091525 I-4243344315 Mats/Uniforms 091525 I-5291959901 First Aid 091525	D	11/10/2025	164.47CR		007998		
		D	11/10/2025	173.70CR		007998		
		D	11/10/2025	16.37CR		007998		
		D	11/10/2025	50.77CR		007998		
		D	11/10/2025	36.15CR		007998		
		D	11/10/2025	18.61CR		007998		
		D	11/10/2025	106.34CR		007998		
		D	11/10/2025	164.47		007998		
		D	11/10/2025	106.34		007998		
		D	11/10/2025	173.70		007998		
		D	11/10/2025	16.37		007998		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-5291959902	First Aid 091525	D	11/10/2025	18.61		007998		
I-5291959907	First Aid 091525	D	11/10/2025	50.77		007998		
I-5291959908	First Aid 091525	D	11/10/2025	36.15		007998		
00741	Great-West Trust Company LLC							
I-VF 202511112574	Voya	D	11/12/2025	630.00		008000		
I-VF2202511112574	Voya AT	D	11/12/2025	120.00		008000		750.00
00075	Encova Insurance							
I-37129498	11/1/25 Installment	D	11/12/2025	6,722.00		008001		6,722.00
00385	John Deere Financial							
I-3095968	JD WLBH	D	11/12/2025	2,096.69		008002		
I-3098156	JD CTLD 112025	D	11/12/2025	1,697.03		008002		3,793.72
02347	LEAF							
I-19227591	Toshiba ES4515AC	D	11/12/2025	128.29		008003		128.29
02667	Health Equity							
I-HSA202511112574	Health Savings	D	11/12/2025	1,034.54		008004		1,034.54
02685	Selective Insurance Company of							
I-S2660422 112525	EVFD Installment	D	11/12/2025	5,931.00		008005		5,931.00
02347	LEAF							
I-19199425 TAX	Property and Sales Tax	D	11/12/2025	133.83		008006		133.83
02347	LEAF							
I-19199426 TAX	Charged Tax	D	11/12/2025	11.80		008007		11.80
02347	LEAF							
I-19214303 TAX	Charged Sales Tax 111025	D	11/12/2025	25.87		008008		25.87
00283	Frontier							
I-102025	Frontier - 092025-101925	D	11/13/2025	1,375.03		008009		1,375.03
00132	Clarksburg Water Board							
I-M93798	Lab Analysis	R	11/05/2025	23.00		018006		23.00
00140	City of Elkins							
I-CKREQ 110425	Whitmer Utility Pmts to Elkins	R	11/05/2025	4,126.05		018007		4,126.05
00143	COE General Fund 2							
I-11/25 Indirects	Monthly Indirects 11/25	R	11/05/2025	16,824.83		018008		16,824.83

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00149	COE Parks and Recreation							
I-11/25	Support Monthly Support 11/25	R	11/05/2025	25,483.00		018009		25,483.00
00156	COE Sewer Depreciation Account							
I-10/25	Contr 10/25 Sewer Depreciation	R	11/05/2025	6,489.07		018010		6,489.07
00158	COE Water Depreciation Account							
I-10/25	Contr 10/25 Water Depreciation	R	11/05/2025	10,051.81		018011		10,051.81
00202	Davis Trust Company							
I-CKREQ	102925 Direct Deposit Fees	R	11/05/2025	250.00		018012		250.00
00438	Master Service Corporation							
I-6111	St. Police Command electric	R	11/05/2025	464.04		018013		464.04
00483	Mountain Valley Bank							
I-1202553-24	111525 1202553-24 111525	R	11/05/2025	6,518.78		018014		6,518.78
00573	Randolph County Development Au							
I-6941	Rental 11/2025	R	11/05/2025	800.00		018015		800.00
00711	Tygart Valley Transfer, Inc.							
C-39953	Correction of Ticket	R	11/05/2025	281.36CR		018016		
I-00039953	Comm	R	11/05/2025	271.36		018016		
I-00040406	Comm	R	11/05/2025	455.77		018016		
I-00040408	Comm	R	11/05/2025	154.79		018016		
I-000404296	Res	R	11/05/2025	1,092.14		018016		
I-00040430	Res	R	11/05/2025	808.35		018016		
I-00040432	Comm	R	11/05/2025	1,038.63		018016		
I-00040457	Comm	R	11/05/2025	279.96		018016		
I-00040458	Comm	R	11/05/2025	180.59		018016		
I-00040477	Res	R	11/05/2025	536.04		018016		
I-00040483	Comm	R	11/05/2025	411.82		018016		
I-00040486	Res	R	11/05/2025	547.50		018016		
I-00040504	Comm	R	11/05/2025	322.96		018016		
I-00040511	Comm	R	11/05/2025	362.13		018016		
I-00040515	Comm	R	11/05/2025	218.81		018016		
I-00040524	Comm	R	11/05/2025	552.28		018016		
I-00040526	Res	R	11/05/2025	635.41		018016		
I-00040527	Res	R	11/05/2025	530.30		018016		
I-00040529	Comm	R	11/05/2025	372.65		018016		
I-00040542	Comm	R	11/05/2025	220.72		018016		
I-00040547	Res	R	11/05/2025	114.66		018016		
I-00040548	Comm	R	11/05/2025	235.05		018016		
I-00040565	Comm	R	11/05/2025	546.55		018016		
I-00040566	Res	R	11/05/2025	549.41		018016		
I-00040571	Res	R	11/05/2025	608.65		018016		
I-00040586	Comm	R	11/05/2025	399.40		018016		

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00040587	Comm	R	11/05/2025	254.16		018016		
I-00040590	Comm	R	11/05/2025	269.45		018016		
I-00040592	Comm	R	11/05/2025	311.49		018016		
I-00040612	Res	R	11/05/2025	430.93		018016		
I-00040613	Comm	R	11/05/2025	686.05		018016		
I-00040621	Res	R	11/05/2025	563.75		018016		
I-00040645	Comm	R	11/05/2025	228.36		018016		
I-00040656	Res	R	11/05/2025	179.63		018016		
I-00040662	Res	R	11/05/2025	921.10		018016		
I-00040667	Comm	R	11/05/2025	934.48		018016		
I-00040668	Res	R	11/05/2025	801.66		018016		
I-00040701	Comm	R	11/05/2025	170.08		018016		
I-00040724	Res	R	11/05/2025	465.33		018016		
I-00040728	Comm	R	11/05/2025	482.53		018016		
I-00040729	Res	R	11/05/2025	491.13		018016		
I-00040755	Comm	R	11/05/2025	252.25		018016		
I-00040757	Comm	R	11/05/2025	259.90		018016		
I-00040758	Comm	R	11/05/2025	401.31		018016		
I-00040763	Comm	R	11/05/2025	254.16		018016		
I-00040774	Res	R	11/05/2025	530.30		018016		
I-00040775	Res	R	11/05/2025	576.17		018016		
I-00040777	Comm	R	11/05/2025	529.35		018016		
I-00040808	Res	R	11/05/2025	622.99		018016		
I-00040809	Res	R	11/05/2025	568.52		018016		
I-00040812	Comm	R	11/05/2025	482.53		018016		
I-00040838	Comm	R	11/05/2025	386.02		018016		
I-00040849	Res	R	11/05/2025	565.66		018016		
I-00040851	Res	R	11/05/2025	522.66		018016		
I-00040852	Comm	R	11/05/2025	680.32		018016		
I-39819	Comm	R	11/05/2025	417.55		018016		
I-39837	Res	R	11/05/2025	624.90		018016		
I-39838	Res	R	11/05/2025	550.37		018016		
I-39839	Comm	R	11/05/2025	649.74		018016		
I-39874	Comm	R	11/05/2025	319.14		018016		
I-39878	Res	R	11/05/2025	670.76		018016		
I-39879	Comm	R	11/05/2025	781.60		018016		
I-39880	Res	R	11/05/2025	426.15		018016		
I-39884	Comm	R	11/05/2025	703.25		018016		
I-39918	Comm	R	11/05/2025	169.12		018016		
I-39925	Comm-FF	R	11/05/2025	372.65		018016		
I-39926	Res-FF	R	11/05/2025	581.90		018016		
I-39927	Comm-FF	R	11/05/2025	320.09		018016		
I-39928	Res-FF	R	11/05/2025	292.38		018016		
I-39930	Comm	R	11/05/2025	153.84		018016		
I-39935	Res	R	11/05/2025	168.17		018016		
I-39937	Comm	R	11/05/2025	318.18		018016		
I-39947	Comm	R	11/05/2025	350.67		018016		
I-39953	Comm	R	11/05/2025	281.36		018016		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-39958	Res	R	11/05/2025	796.89		018016		
I-39961	Comm	R	11/05/2025	586.68		018016		
I-39963	Res	R	11/05/2025	794.02		018016		
I-40006	Comm	R	11/05/2025	472.02		018016		
I-40040	Comm	R	11/05/2025	53.51		018016		
I-40042	Comm	R	11/05/2025	268.50		018016		
I-40045	Comm	R	11/05/2025	404.18		018016		
I-40058	Res	R	11/05/2025	1,001.36		018016		
I-40061	Comm	R	11/05/2025	810.26		018016		
I-40062	Res	R	11/05/2025	709.94		018016		
I-40063	Res	R	11/05/2025	592.41		018016		
I-40078	Comm	R	11/05/2025	177.72		018016		
I-40085	Comm	R	11/05/2025	417.55		018016		
I-40090	Comm	R	11/05/2025	316.27		018016		
I-40095	Comm	R	11/05/2025	664.07		018016		
I-40098	Res	R	11/05/2025	588.59		018016		
I-40106	Res	R	11/05/2025	691.78		018016		
I-40109	Comm	R	11/05/2025	532.21		018016		
I-40141	Comm	R	11/05/2025	257.99		018016		
I-40146	Comm	R	11/05/2025	250.34		018016		
I-40148	Res	R	11/05/2025	412.78		018016		
I-40149	Comm	R	11/05/2025	761.53		018016		
I-40151	Res	R	11/05/2025	695.60		018016		
I-40170	Comm	R	11/05/2025	208.30		018016		
I-40175	Comm	R	11/05/2025	245.56		018016		
I-40183	Comm	R	11/05/2025	158.61		018016		
I-40200	Res	R	11/05/2025	1,070.16		018016		
I-40201	Comm	R	11/05/2025	968.88		018016		
I-40202	Res	R	11/05/2025	833.20		018016		
I-40224	Comm	R	11/05/2025	278.05		018016		
I-40226	Comm	R	11/05/2025	93.64		018016		
I-40228	Comm	R	11/05/2025	265.63		018016		
I-40233	Comm	R	11/05/2025	315.32		018016		
I-40234	Res	R	11/05/2025	149.06		018016		
I-40236	Comm	R	11/05/2025	184.41		018016		
I-40248	Res	R	11/05/2025	443.35		018016		
I-40249	Residential	R	11/05/2025	545.59		018016		
I-40251	Comm	R	11/05/2025	495.90		018016		
I-40270	Comm	R	11/05/2025	189.19		018016		
I-40276	Comm	R	11/05/2025	236.01		018016		
I-40280	Comm	R	11/05/2025	396.53		018016		
I-40287	Comm	R	11/05/2025	222.63		018016		
I-40292	Comm	R	11/05/2025	214.99		018016		
I-40295	Res	R	11/05/2025	626.81		018016		
I-40296	Res	R	11/05/2025	517.88		018016		
I-40297	Comm	R	11/05/2025	605.79		018016		
I-40317	Comm	R	11/05/2025	99.37		018016		
I-40330	Res	R	11/05/2025	155.75		018016		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-40339	Res	R	11/05/2025	674.58		018016		
I-40340	Res	R	11/05/2025	571.39		018016		
I-40342	Comm	R	11/05/2025	592.41		018016		
I-40358	Comm	R	11/05/2025	20.00		018016		
I-40369	Res	R	11/05/2025	360.22		018016		
I-40380	Res	R	11/05/2025	558.97		018016		
I-40382	Comm	R	11/05/2025	788.29		018016		58,481.33
00803	WV Division of Motor Vehicles							
I-101725	Butcher - ID	R	11/05/2025	25.00		018017		25.00
00855	Agency LMC							
I-4135	Website Mgmt 09/2025	R	11/05/2025	113.25		018018		113.25
01292	COE Sewer O & M Account							
I-10/25 Contr	10/25 Sewer O&M	R	11/05/2025	13,527.27		018019		13,527.27
01313	COE Water O & M Account							
I-10/25 Cont	Water O&M Dep 21676.42	R	11/05/2025	21,676.42		018020		21,676.42
01427	K&K Collision & Towing							
I-15362987	L Fender Pnel/Brush Guard	R	11/05/2025	1,490.26		018021		1,490.26
01447	Heritage Fire Equipment							
I-16900	Rescue Tool Mounts	R	11/05/2025	1,875.00		018022		1,875.00
01560	McClain Printing Company							
I-19628	Field Incident Report Form	R	11/05/2025	292.05		018023		292.05
01790	Crim Law Office PLLC							
I-514	Attorney Serv 08/2025	R	11/05/2025	8,210.00		018024		
I-515	Municipal Court Matters 08/25	R	11/05/2025	2,230.00		018024		10,440.00
01942	Elkins Municipal Building Comm							
I-1214756-11 111525	1214756-11 111525	R	11/05/2025	4,833.20		018025		4,833.20
02451	Waypoint Resource Group LLC							
I-23166	Collections 10/2025	R	11/05/2025	60.38		018026		
I-23173	Collections 10/25	R	11/05/2025	161.13		018026		221.51
02816	Whitetail Fabrication LLC							
I-2311	2 YD/8YD Dumpsters	R	11/05/2025	10,790.00		018027		10,790.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02848	First United Methodist Church I-110125 Rent 4 Spaces Rented 11/25	R	11/05/2025	80.00		018028		80.00
02867	Turnouts LLC I-4483 Turnout Gear Repair	R	11/05/2025	89.10		018029		89.10
00116	Child Support Enforcement I-CDS202511112574 Child Support	R	11/12/2025	453.40		018030		453.40
00121	Citizens Bank of WVFP I-FP 202511112574 Fire Pension	R	11/12/2025	330.56		018031		330.56
00122	Citizens Bank of WVFP I-PP 202511112574 Police Pension I-PPN202511112574 Police Pension-2010 Forward	R	11/12/2025	189.39		018032		477.26
00147	COE Misc I-MIS202511112574 Misc Reimbursements	R	11/12/2025	377.98		018033		377.98
00150	COE Payroll I-T1 202511112574 Federal Withholding	R	11/12/2025	14,762.34		018034		14,762.34
00151	COE Payroll I-T3 202511112574 FICA I-T4 202511112574 Medicare	R	11/12/2025	22,258.76		018035		27,758.78
00152	COE Payroll I-T2 202511112574 State Withholding	R	11/12/2025	6,179.00		018036		6,179.00
00203	Davis Trust Company I-CC 202511112574 Employee Christmas Club	R	11/12/2025	3,230.00		018037		3,230.00
00747	Washington National Insurance I-WN 202511112574 Washington National Insurance	R	11/12/2025	574.13		018038		574.13
00837	COE Payroll Reimbursement I-001202511112574 Payroll Reimbursement I-006202511112574 Payroll Reimbursement I-036202511112574 Payroll Reimbursement I-400202511112574 Payroll Reimbursement I-401202511112574 Payroll Reimbursement I-404202511112574 Payroll Reimbursement	R	11/12/2025	65,304.31		018039		135,592.99

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885	Colonial Life							
I-CL 202511112574	Colonial Life-AT	R	11/12/2025	112.10		018040		
I-CLP202511112574	Colonial Life-PT	R	11/12/2025	52.52		018040		164.62
00121	Citizens Bank of WVFP							
I-FP 202511112575	Fire Pension	R	11/12/2025	82.77		018041		82.77
00150	COE Payroll							
I-T1 202511112575	Federal Withholding	R	11/12/2025	1,246.25		018042		1,246.25
00151	COE Payroll							
I-T3 202511112575	FICA	R	11/12/2025	1,143.36		018043		
I-T4 202511112575	Medicare	R	11/12/2025	301.68		018043		1,445.04
00152	COE Payroll							
I-T2 202511112575	State Withholding	R	11/12/2025	474.00		018044		474.00
00837	COE Payroll Reimbursement							
I-001202511112575	Payroll Reimbursement	R	11/12/2025	5,806.89		018045		
I-036202511112575	Payroll Reimbursement	R	11/12/2025	859.25		018045		
I-400202511112575	Payroll Reimbursement	R	11/12/2025	975.77		018045		7,641.91
00032	Absolute Assurance Drug Test L							
I-9050	Emp Testing Mallow	R	11/12/2025	52.00		018046		52.00
00132	Clarksburg Water Board							
I-M93843	Lab Analysis	R	11/12/2025	230.00		018047		230.00
00154	COE Sanitation							
I-202510288425	Hauling Fee Ticket 162673	R	11/12/2025	299.48		018048		299.48
00211	Elkins Depot Welcome Center							
I-09/25 H/M	Hotel/Motel Collection 09/25	R	11/12/2025	20,634.56		018049		20,634.56
00280	Tracy R Judy							
I-Travel 110325	Travel Reimb Bridgeport 110325	R	11/12/2025	81.20		018050		81.20
00422	Leslie Equipment Co.							
I-1270234	Repairs on Rental	R	11/12/2025	855.45		018051		855.45
00426	Liggett's Supply							
I-10831487	Ball Valve/Coupler/Nipple	R	11/12/2025	30.09		018052		30.09

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00500	Newlons International Sales, L							
I-01P33335	Parts for new Leaf Truck	R	11/12/2025	426.40		018053		
I-01P33826	Parts for Leaf Truck	R	11/12/2025	695.01		018053		1,121.41
00515	Matthew Ogden							
I-Travel exp 091825	Travel reimb 091825-092125	R	11/12/2025	238.00		018054		238.00
00573	Randolph County Development Au							
I-6894	Rent 10/2025	R	11/12/2025	800.00		018055		800.00
00738	Vertical Transport Consulting,							
I-1149	Annual Elevator Inspection	R	11/12/2025	129.40		018056		129.40
00812	WV Division of Corrections & R							
I-10125B49F	88 days Inmate Housing 10/25	R	11/12/2025	5,919.76		018057		5,919.76
00884	Colonial Court Service Station							
I-601568	Tires	R	11/12/2025	1,604.69		018058		1,604.69
01445	Linda Silva							
I-CKREQ 102925	Gloves	R	11/12/2025	11.99		018059		
I-CKREQ 110525	Reimb snips/holsters/pruner	R	11/12/2025	69.45		018059		81.44
01447	Heritage Fire Equipment							
I-17004	Pump Test Eng 401	R	11/12/2025	802.00		018060		
I-17005	Pump Test Eng 403	R	11/12/2025	290.00		018060		
I-17006	Pump Test Eng 405	R	11/12/2025	290.00		018060		
I-17007	Pump Test Eng 406	R	11/12/2025	290.00		018060		
I-17008	Pump Test Tower 402	R	11/12/2025	290.00		018060		1,962.00
01681	HdL Companies							
I-10312025	Add'tl BLR 10/2025	R	11/12/2025	362.32		018061		362.32
01846	Southern States Coop							
I-U917477	Propane tank	R	11/12/2025	1,340.00		018062		1,340.00
01957	Zoro Tools, Inc.							
I-INV17511854	2 Solenoid Valves	R	11/12/2025	505.98		018063		
I-INV17553413	Solenoid Valve	R	11/12/2025	683.98		018063		1,189.96
01989	Mitchell Tree Care LLC							
I-2452	Purchase/Install Trees	R	11/12/2025	4,255.00		018064		4,255.00

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02040	Rich Mountain Trading Rifle/Suppressor	R	11/12/2025	1,500.00		018065		1,500.00
02143	Wholesale Tires & Auto							
I-1220334	Tires 2500 Chevy	R	11/12/2025	1,376.00		018066		
I-1220335	Tires F250	R	11/12/2025	804.00		018066		2,180.00
02261	Hunter Corcoran							
I-Travel Exp 091825	Travel Reimb 091825-092125	R	11/12/2025	238.00		018067		238.00
02322	Badger Meter							
I-80215202	Beacon MBL Hosting 10/2025	R	11/12/2025	258.96		018068		258.96
02431	Fel-Ferguson Waterworks #527							
I-0991427-1	Jump TT Ep	R	11/12/2025	150.00		018069		
I-1004358	LF 3/4 CTS XCTS Coup	R	11/12/2025	456.40		018069		
I-1005183	5-1/4 VO HYD Bury	R	11/12/2025	7,590.00		018069		8,196.40
02637	Cody Kerns							
I-CKREQ 110625	Reimburse for tiller	R	11/12/2025	1,199.99		018070		1,199.99
02742	Inductive Automation LLC							
I-1400842	Support Plan Renewal	R	11/12/2025	3,176.00		018071		3,176.00
02794	Total Image Paint & Collision							
I-7818 102925	21 Fd Expl 1364 Repairs	R	11/12/2025	996.40		018072		996.40
02605	Commercial Builders Inc							
I-Appl #12	contracted services	R	11/12/2025	9,574.00		018073		9,574.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	68	464,262.51	0.00	464,262.51
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	22	67,598.50	0.00	67,598.50
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

VENDOR SET: 01 BANK: Pool TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	90	531,861.01	0.00	531,861.01
BANK: Pool TOTALS:	90	531,861.01	0.00	531,861.01

VENDOR SET: 01 Elkins

BANK: TIF TIF District #1

DATE RANGE: 11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02393	Spilman Thomas & Battle PLLC							
I-5546974	TIF Redev Matters 09/25	R	11/05/2025	982.00		000006		982.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	982.00	0.00	982.00
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	982.00	0.00	982.00
BANK: TIF TOTALS:	1	982.00	0.00	982.00

VENDOR SET: 01 Elkins  
BANK: WATDP Water Depreciation  
DATE RANGE: 11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00334	Core & Main LP							
I-X924423	Couplings	R	11/05/2025	3,818.28		000075		3,818.28
02431	Fel-Ferguson Waterworks #527							
I-0994838	10 Bison VLV BX Screw	R	11/05/2025	1,438.40		000076		1,438.40

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		2	5,256.68	0.00	5,256.68
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS		0.00		
	VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	BANK: WATDPTOTALS:	2	5,256.68	0.00	5,256.68
BANK: WATDP	TOTALS:	2	5,256.68	0.00	5,256.68

VENDOR SET: 01 Elkins  
 BANK: WATOM Water O&M  
 DATE RANGE: 11/03/2025 THRU 11/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02677	Buchanan Pump Service and Supp							
I-136985	Raw Water Pump Repair	R	11/05/2025	18,891.32		000007		18,891.32

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	18,891.32	0.00	18,891.32
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	18,891.32	0.00	18,891.32
BANK: WATOM TOTALS:	1	18,891.32	0.00	18,891.32
REPORT TOTALS:	94	556,991.01	0.00	556,991.01

SELECTION CRITERIA

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

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CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 11/03/2025 THRU 11/14/2025  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES

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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

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