

## ***Approved Minutes***

# **ELKINS COMMON COUNCIL MEETING MINUTES**

***Phil Gainer Community Center  
142 Robert E Lee Ave. Ext.  
Elkins, WV 26241  
December 4, 2025  
7:00 p.m.***

Elkins Common Council met as above. Present were Mayor Jerry A. Marco; 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, and B.A. Woods; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; and City Clerk S.R. Stokes (recording secretary).

Councilor Thompson was absent.

### **PUBLIC COMMENT**

There was no public comment.

### **MINUTES**

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 20, 2025.** The motion carried.

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

- a. Recognition of the Elkins High School Cross-Country Team
- b. 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. City Clerk S. Stokes provided a written report (attached).

### **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 17 through November 28, 2025

### **NEW BUSINESS**

- a. **Resolution 1885: Reappointing E. Douglas to the Board of Zoning Appeals, Phillips Kolsun to the Planning Commission, Susan Evick to the Planning Commission, Nanci Bross-Fregonara to the Tree Board, and Iris Allen to the Tree Board.**

Woods **MOVED APPROVAL OF RESOLUTION 1885.** The motion carried.

**Approved Minutes**

- b. Ordinance 349: Reducing the speed limit to 15 miles per hour on all streets bounded by Sycamore Street (but not including Sycamore Street), Randolph Avenue (but not including Randolph Avenue), Diamond Street (including Diamond Street), and the City’s eastern boundary. (First of two readings.)**

Bross-Fregonara MOVED APPROVAL OF ORDINANCE 349 ON THE FIRST OF TWO READINGS.  
The motion carried.

- c. HR Director Vacancy**

Chenoweth MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH THE ADMINISTRATIVE OFFICERS FOR THE AGENDA ITEM “HR DIRECTOR VACANCY.” The stated exemption was for matters arising from the employment, etc. of an individual, as allowed under WVC §6-9A-4 (b) (2) (A). The motion carried. The executive session began at 7:29 p.m. and ended at 8:12 p.m. The mayor announced that no decisions were made and no actions were taken.

The meeting was adjourned at 8:13 p.m.

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

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

The attached report shows building permits issued 11/20/2025-12/02/2025. There were 11 projects with a total valuation of \$140,715.00

Zoning permits show 0 new business

There are currently 44 structures registered as vacant. 35 structures have been billed for 2025. \$6200 Has been collected so far. **Four liens have been placed upon properties.** **Four more liens will be placed by the end of the month.** 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

12/02/2025 5:05 PM PROJECT MASTER REPORT PAGE: 1  
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project  
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes  
CONTRACTORS: All  
APPLIED DATES: 11/20/2025 THRU 12/02/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999  
=====

PROJECT: 240621 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING  
PROPERTY: 216 FIRST ST  
APPLIED DATE: 11/20/2025 ISSUED DATE: 11/20/2025 EXPIRATION DATE: 5/21/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: BTI BTI ENTERPRISE LLC ISSUED TO: CORICA, ELSIE  
1425 LAVALETTE AVENUE PO BOX 902  
ELKINS, WV 26241 ELKINS, WV 26241-0902  
SQUARE FEET: 1,450  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

PROJECT: 240622 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING  
PROPERTY: 1606 LAVALETTE AVE  
APPLIED DATE: 11/20/2025 ISSUED DATE: 11/20/2025 EXPIRATION DATE: 5/21/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: SUMMERFIELD ASSET MANAGEMENT  
2224 BEVERLY PIKE 155 OAK CREST DR  
ELKINS, WV 26241 ELKINS, WV 26241  
SQUARE FEET: 2,400  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

PROJECT: 240623 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL  
PROPERTY: 158 DELAWARE AVE  
APPLIED DATE: 11/20/2025 ISSUED DATE: 11/20/2025 EXPIRATION DATE: 5/21/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: HADDIX, MICHAEL  
132 ROCKY STEP RD 158 DELAWARE AVE  
SCOTT DEPOT, WV 25560 ELKINS, WV 26241  
SQUARE FEET: 664  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

PROJECT: 240624 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL  
PROPERTY: 103 VECTOR AVE  
APPLIED DATE: 12/01/2025 ISSUED DATE: 12/01/2025 EXPIRATION DATE: 5/31/2026 COMPLETION DATE: 0/00/0000  
CONTRACTOR: SOLAR SOLAR HOLLER LLC ISSUED TO: ROSE, JOHN M JR  
2835 PARK AVENUE 103 VECTOR AVE  
HUNTINGTON, WV 25704 ELKINS, WV 26241  
SQUARE FEET: 545



SQUARE FEET: 1  
 DWELLING TYPE: PRIVATE UNITS: 1  
 STATUS: OPEN BALANCE: 30.00

PROJECT: 240633 - COMMERCIAL ROOFING TYPE: ROOF-COM COMMERCIAL ROOFING  
 PROPERTY: 888 INDUSTRIAL PARK RD  
 APPLIED DATE: 12/01/2025 ISSUED DATE: 12/01/2025 EXPIRATION DATE: 5/31/2026 COMPLETION DATE: 0/00/0000  
 CONTRACTOR: TRI-STATE TRI-STATE ROOFING& SHEET METAL ISSUED TO: GREENFIELD CABINETS LLC  
 PO BOX 4255 6111 CHURCHMAN BYPASS  
 MORGANTOWN, WV 26504 INDIANAPOLIS, IN 46203  
 SQUARE FEET: 100  
 DWELLING TYPE: PRIVATE UNITS: 1  
 STATUS: OPEN BALANCE: 0.00

### ZONING PERMITS

NONE

### VACANT STRUCTURE BILLING FOR 2025

12/02/2025 5:12 PM FEE CODE REPORT PAGE: 1  
 LICENSES: THRU ZZZZZZZZZZ ORIGINATION DATE: 3/01/2025 THRU 12/02/2025  
 LIC CODES: Include: CE-VAC EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999  
 LIC STATUS: Pending, Active EXPIRATION DATE: 0/00/0000 THRU 99/99/9999  
 FEE CODES: All PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
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
24612	12/01/25 - 12/02/26	CE-VAC	Pending	CODE	KING	WILLI	3.0000	400.00

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REPORT TOTALS:

35

95.0000

12,000.00

# Office of the City Treasurer

## Council Report

Date: December 2, 2025

*Update since November 20<sup>th</sup> council meeting.*

### 1. Council Reports & Attachments

- FY2026 Purchasing Card Rebates
- FY2026 1<sup>st</sup> Qtr. Detail by Fund
- FY2025 Purchasing Card Rebates
- Purchasing Card Fiscal Year Comparison
- Invoice Cloud Management Report as of November 30, 2025

### 2. Projects & Financing

- Nothing new since last meeting

### 3. Administration Staff

- Met with General Fund staff to review budgets through October 31, 2025.
- 

### 4. Treasurer

- Preparing budget revisions for finance meeting on December 8, 2025.

### FY2026 Purchasing Card Rebates

1st Qtr    2nd Qtr    3rd Qtr    4th Qtr    TOTAL

<b>General Fund</b>	<b>3,484.90</b>					<b>3,484.90</b>
<b>Parks Fund</b>	<b>269.26</b>					<b>269.26</b>
<b>Fire Fund</b>	<b>250.84</b>					<b>250.84</b>
<b>Water Fund</b>	<b>2,967.35</b>					<b>2,967.35</b>
<b>Sewer Fund</b>	<b>846.19</b>					<b>846.19</b>
<b>Sanitation Fund</b>	<b>259.75</b>					<b>259.75</b>

<b>8,078.29</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>8,078.29</b>
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## VISA P-CARD QUARTERLY REBATES

	July	August	September	
General Fund	85,314.68	53,398.92	68,146.13	206,859.73
Parks Fund	9,543.31	3,358.02	3,081.91	15,983.24
Fire Fund	8,825.09	3,014.94	3,049.28	14,889.31
Water Fund	76,070.00	51,425.75	48,643.04	176,138.79
Sewer Fund	22,206.48	14,411.77	13,610.49	50,228.74
Sanitation Fund	9,143.17	3,649.56	2,625.98	15,418.71
	211,102.73	129,258.96	139,156.83	

479,518.52

**8,078.29**

0.016846669

001-General Fund - Rebates	3,484.90
006-Parks - Rebates	269.26
036-Fire - Rebates	250.84
400-Water - Rebates	2,967.35
401-Sewer - Rebates	846.19
404-Sanitation - Rebates	259.75

**\$ 8,078.29**

**July-September 2025 VISA P-CARD REBATE**

### FY2025 Purchasing Card Rebates

1st Qtr    2nd Qtr    3rd Qtr    4th Qtr    TOTAL

<b>General Fund</b>	<b>2,388.36</b>	<b>3,646.78</b>	<b>2,985.59</b>	<b>3,201.63</b>	<b>12,222.36</b>
<b>Parks Fund</b>	<b>410.34</b>	<b>166.98</b>	<b>92.60</b>	<b>298.98</b>	<b>968.90</b>
<b>Fire Fund</b>	<b>111.31</b>	<b>109.36</b>	<b>131.31</b>	<b>152.26</b>	<b>504.24</b>
<b>Water Fund</b>	<b>2,664.44</b>	<b>2,277.26</b>	<b>2,691.65</b>	<b>2,190.72</b>	<b>9,824.07</b>
<b>Sewer Fund</b>	<b>1,121.88</b>	<b>776.60</b>	<b>883.51</b>	<b>802.06</b>	<b>3,584.05</b>
<b>Sanitation Fund</b>	<b>196.52</b>	<b>117.23</b>	<b>188.45</b>	<b>274.71</b>	<b>776.91</b>

<b>6,892.85</b>	<b>7,094.21</b>	<b>6,973.11</b>	<b>6,920.36</b>	<b>27,880.53</b>
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## P-CARD FISCAL YEAR COMPARISON

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	TOTAL
General Fund	\$6,429.29	\$7,416.24	\$7,684.04	\$6,932.77	\$10,795.04	\$8,367.64	\$8,768.85	\$8,572.72	\$7,529.60	\$6,057.57	\$8,561.10	\$8,994.51	\$12,222.36	\$87,114.86
Parks Fund	\$83.91	\$341.02	\$181.76	\$753.95	\$855.36	\$449.76	\$264.49	\$281.73	\$678.72	\$561.24	\$853.25	\$635.54	\$968.90	\$5,305.19
Fire Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$444.36	\$730.25	\$504.24	\$444.36
Water Fund	\$783.14	\$3,511.40	\$3,404.61	\$8,292.64	\$10,652.79	\$10,988.40	\$12,616.35	\$11,453.46	\$9,091.44	\$2,068.80	\$2,092.41	\$7,326.91	\$9,824.07	\$74,955.44
Sewer Fund	\$335.63	\$1,466.46	\$1,312.28	\$3,730.00	\$5,351.09	\$5,675.19	\$6,035.23	\$7,769.36	\$4,837.04	\$3,405.47	\$3,731.35	\$3,319.36	\$3,584.05	\$43,649.10
Sanitation Fund	\$111.88	\$177.68	\$179.03	\$542.75	\$678.31	\$598.91	\$659.09	\$1,030.30	\$541.12	\$2,975.40	\$1,667.98	\$741.42	\$776.91	\$9,162.45
Landfill Fund	\$0.00	\$50.40	\$28.53	\$52.65	\$14.71	\$3.65	\$2.29	\$7.64	\$1.18	\$0.60	\$0.00	\$0.00	\$0.00	\$161.65
	\$7,743.85	\$12,963.20	\$12,790.25	\$20,304.76	\$28,347.30	\$26,083.55	\$28,346.30	\$29,115.21	\$22,679.10	\$15,069.08	\$17,350.45	\$21,747.99	\$27,880.53	\$270,421.57

## Tracy Judy

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**From:** no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>  
**Sent:** Sunday, November 30, 2025 10:15 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 11/30/2025:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	29,057	\$3,700,710.42	2,855	\$352,546.44	100	\$9,198.52	3,247	1,073
Non Utility Payments	492	\$114,132.00	26	\$3,162.96	0	\$0.00	859	0



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# Office of the City Clerk

## Council Report

Date: December 4, 2025

### 1. Council & Committee Support

- 12/1 Personnel Committee meeting
- 12/1 Public Safety Committee meeting
- 12/1 Rules & Ordinances Committee meeting

### 2. Information Management & Records Administration

- FOIA request concerning arrest of Christian Mayle.
- Scheduling demos for platforms providing SMS message archiving (to further strengthen compliance with public records laws).

### 3. Legislation & Rulemaking

- Draft rules of parliamentary procedure and code of conduct for council and committees submitted to 12/1 meeting of Rules & Ordinances Committee. Discussion identified several additional needed improvements. The next draft will be submitted to the Rules & Ordinances Committee in January.
- Submitted annual Home Rule Progress Report to the Home Rule Board on November 24.
- Continuing review of City Code for needed corrections, updates, and revisions.

### 4. Mapping & Addressing

Free reflective address number decals are now at the Treasurer's Department. These will be offered to new residents/property owners setting up utilities or available on request.

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. Staff Development

Attended demo for GoSkills, an online training platform, to evaluate its applicability for city clerical staff.

### 6. 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.*

Woodlands Development & Lending has secured external grant funding to cover the organization's staff time providing project planning and management services for TIF-funded projects (e.g., Streetscape, Riverfront).

No TIF funded projects are currently underway.

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

## **7. 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.

## **8. Police Civil Service Commission**

- Entry-level list expires Nov. 8, 2028. The list consists of four already certified officers eligible for appointment to EPD.

## **9. 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

## **10. Public Relations**

Press releases:

- [Demystifying Executive Session: A Look Behind the Closed Doors of Elkins City Council](#)
- [An Update on Bulk Item Pickup in Elkins \(and the Schedule for Nov/Dec 2025\)](#)
- [Commentary and shares on what happened at Glendale Park](#)

## **11. 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.*

The November 27 Leadership Team meeting was canceled for Thanksgiving.

## 12. 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.

## 13. 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.

## 14. 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.*

This commission has a vacancy after the resignation of Van Broughton.

## 15. 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.

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

As the new treasurer of the West Virginia Clerks & Records Association, I am:

- Helping to plan the state association's winter meeting, to coincide with the next Municipal League meeting.
- 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).

#### **17. 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 SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00792	WV Consolidated Retirement Boa							
I-RTD202511112574	Retirement	D	11/18/2025	7,250.23		008010		
I-RTD202511112575	Retirement	D	11/18/2025	159.04		008010		7,409.27
00952	WV Consolidated Retirement Boa							
I-RTF202511112574	Retirement	D	11/18/2025	2,752.60		008011		
I-RTN202511112574	Retirement	D	11/18/2025	6,178.10		008011		8,930.70
00993	WV Consolidated Retirement Boa							
I-RT6202511112574	Retirement 6%	D	11/18/2025	10,484.64		008012		
I-RT6202511112575	Retirement 6%	D	11/18/2025	456.38		008012		10,941.02
01727	Enterprise FM Trust							
I-578571-110525	Fleet Leases 11/2025	D	11/18/2025	24,805.71		008013		24,805.71
00047	Truist Governmental Finance							
I-00007 102425	9948000234-07 111925	D	11/18/2025	4,984.55		008014		4,984.55
00471	FirstEnergy MP/PE							
I-ElkinsCom 103125	Elkins Comm Lighting 103125	D	11/18/2025	10,286.76		008015		10,286.76
00471	FirstEnergy MP/PE							
I-Teaberry 103025	Teaberry Hills 092725-102825	D	11/18/2025	40.64		008016		40.64
00484	Mountaineer Gas Company							
I-153 BearHtr 102925	Bearhunter Est 091725-101625	D	11/18/2025	38.00		008017		38.00
00484	Mountaineer Gas Company							
I-500Scott 102925	500 Scott Ford 091725-101625	D	11/18/2025	120.46		008018		120.46
02347	LEAF							
I-19255240	Toshiba E478S 111825	D	11/18/2025	85.00		008019		85.00
02347	LEAF							
I-19255241	Toshiba E478S 111825	D	11/18/2025	85.00		008020		85.00
00741	Great-West Trust Company LLC							
I-VF 202511242576	Voya	D	11/25/2025	630.00		008021		
I-VF2202511242576	Voya AT	D	11/25/2025	120.00		008021		750.00
00792	WV Consolidated Retirement Boa							
I-RTD202511242576	Retirement	D	11/25/2025	7,652.90		008022		
I-RTD202511242577	Retirement	D	11/25/2025	232.24		008022		7,885.14

VENDOR SET: 01 Elkins

BANK: I Pool Pooled Cash

DATE RANGE: 11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00952	WV Consolidated Retirement Boa							
	I-RTF202511242576 Retirement	D	11/25/2025	3,372.42		008023		
	I-RTN202511242576 Retirement	D	11/25/2025	6,176.58		008023		9,549.00
00993	WV Consolidated Retirement Boa							
	I-RT6202511242576 Retirement 6%	D	11/25/2025	10,436.28		008024		
	I-RT6202511242577 Retirement 6%	D	11/25/2025	98.12		008024		10,534.40
02667	Health Equity							
	I-HSA202511242576 Health Savings	D	11/25/2025	1,034.54		008025		1,034.54
00023	Appalachian Forest Heritage Ar							
	I-2026 2nd Qtr Cont 2026 2nd Qtr Contribution	R	11/18/2025	500.00		018074		500.00
00126	City of Clarksburg							
	I-2025110034396 Yard Waste Ticket 2270	R	11/18/2025	149.00		018075		149.00
00182	Country Roads Transit							
	I-2026 2nd Qtr Cont 2026 2nd Qtr Contribution	R	11/18/2025	3,750.00		018076		3,750.00
00239	Elkins Historic Landmark Commi							
	I-2026 2nd Qtr Cont 2026 2nd Qtr Contribution	R	11/18/2025	1,000.00		018077		1,000.00
00243	Elkins Randolph County Chamber							
	I-2026 2nd Qtr Cont 2026 2nd Qtr Contribution	R	11/18/2025	625.00		018078		625.00
00247	Elkins Truck Service, Inc							
	I-157282 Pipe Coupling	R	11/18/2025	41.69		018079		41.69
00250	Elkins-Randolph County Regiona							
	I-2026 2nd Qtr Cont 2026 2nd Qtr Contribution	R	11/18/2025	3,750.00		018080		3,750.00
00251	Elkins-Randolph County Public							
	I-2026 2nd Qtr Cont 2026 2nd Qtr Contribution	R	11/18/2025	5,625.00		018081		5,625.00
00325	Howard H. Harper							
	I-103125 Dozer rental	R	11/18/2025	3,020.00		018082		3,020.00
00457	Metalworks, Inc.							
	I-13906 Guide Wheels	R	11/18/2025	192.00		018083		192.00
00569	Randolph County Clerk							
	I-CKREQ 110625 Liens	R	11/18/2025	60.00		018084		60.00

VENDOR SET: 01 Elkins

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DATE RANGE:11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00570	Randolph County Commission							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	2,500.00		018085		2,500.00
00571	Randolph County Community Arts							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	1,250.00		018086		1,250.00
00573	Randolph County Development Au							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	3,375.00		018087		3,375.00
00576	Randolph County Humane Society							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	3,000.00		018088		3,000.00
00578	Randolph Elkins Health Departm							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	1,375.00		018089		1,375.00
00579	Randolph-Tucker Children's Adv							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	2,500.00		018090		2,500.00
00670	Steptoe & Johnson PLLC							
I-1207203	USDC NDist 07/2025	R	11/18/2025	1,890.00		018091		1,890.00
00779	Woodford Oil Company							
I-15752	CHV Multifak	R	11/18/2025	435.00		018092		435.00
00797	WV DEP Division of Water and W							
I-WV-125-00096	2025 Renewal App	R	11/18/2025	430.00		018093		430.00
01231	CNA Surety Direct Bill							
I-62606515 120525	Bond 62606515 WV Hwy Permit	R	11/18/2025	250.00		018094		250.00
01390	Phoenix Solutions, LLC							
I-42122	Chemicals	R	11/18/2025	6,720.28		018095		
I-42144	Chemicals	R	11/18/2025	295.67		018095		
I-42148	Chemicals	R	11/18/2025	9,667.00		018095		
I-42173	chemicals	R	11/18/2025	6,787.83		018095		
I-42174	chemicals	R	11/18/2025	6,828.75		018095		
I-42202	Chemicals	R	11/18/2025	8,119.64		018095		
I-42227	Chemicals	R	11/18/2025	11,900.46		018095		
I-42228	Chemicals	R	11/18/2025	78.50		018095		50,398.13
01445	Linda Silva							
I-CKREQ 111225	Mulch - Kump House	R	11/18/2025	175.00		018096		175.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01594 I-2530642850	Pace Analytical Services LLC October 2025 Lab Contract	R	11/18/2025	3,969.10		018097		3,969.10
01665 I-CKREQ	WV Division of Labor - Safety Bounce House Permit	R	11/18/2025	200.00		018098		200.00
01731 I-4895	Bradish Glass Inc Cullet Pick Up 102225	R	11/18/2025	250.00		018099		250.00
01790 I-516	Crim Law Office PLLC Sanitary Bd Matters 082025	R	11/18/2025	690.00		018100		690.00
02123 I-2026 2nd Qtr Cont	Our Town Inc. 2026 2nd Qtr Contribution	R	11/18/2025	625.00		018101		625.00
02389 I-22751	Fire & Police Selection Inc Police Apt Testing Materials	R	11/18/2025	612.95		018102		612.95
02501 I-298041	Casto Technical Service Agreement 3040	R	11/18/2025	1,884.00		018103		1,884.00
02608 I-463 I-4677	Zinn's R Us Inc 4 Septic Holding Tanks 4 Septic Holding Tanks	R R	11/18/2025 11/18/2025	400.00 400.00		018104 018104		800.00
02691 I-2026 2nd Qtr Cont	Citizens Promoting Community 2026 2nd Qtr Contribution	R	11/18/2025	625.00		018105		625.00
02692 I-2026 2nd Qtr Cont	Randolph County EMS 2026 2nd Qtr Contribution	R	11/18/2025	12,500.00		018106		12,500.00
02852 I-CKREQ 2852	Kump Education Center SHPO Pass Thru Grant	R	11/18/2025	1,250.00		018107		1,250.00
02908 I-CKREQ 110725	WVU Perservice Student Chapter MonForest Towns Kiosk	R	11/18/2025	500.00		018108		500.00
00116 I-CDS202511242576	Child Support Enforcement Child Support	R	11/25/2025	453.40		018109		453.40
00121 I-FP 202511242576	Citizens Bank of WVFP Fire Pension	R	11/25/2025	363.04		018110		363.04

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122	Citizens Bank of WVPP							
I-PP 202511242576	Police Pension	R	11/25/2025	194.64		018111		
I-PPN202511242576	Police Pension-2010 Forward	R	11/25/2025	240.81		018111		435.45
00147	COE Misc							
I-MIS202511242576	Misc Reimbursements	R	11/25/2025	366.00		018112		366.00
00150	COE Payroll							
I-T1 202511242576	Federal Withholding	R	11/25/2025	15,723.09		018113		15,723.09
00151	COE Payroll							
I-T3 202511242576	FICA	R	11/25/2025	23,510.00		018114		
I-T4 202511242576	Medicare	R	11/25/2025	5,794.04		018114		29,304.04
00152	COE Payroll							
I-T2 202511242576	State Withholding	R	11/25/2025	6,504.00		018115		6,504.00
00203	Davis Trust Company							
I-CC 202511242576	Employee Christmas Club	R	11/25/2025	3,230.00		018116		3,230.00
00747	Washington National Insurance							
I-WN 202511242576	Washington National Insurance	R	11/25/2025	574.13		018117		574.13
00837	COE Payroll Reimbursement							
I-001202511242576	Payroll Reimbursement	R	11/25/2025	67,096.17		018118		
I-006202511242576	Payroll Reimbursement	R	11/25/2025	5,379.90		018118		
I-036202511242576	Payroll Reimbursement	R	11/25/2025	16,501.13		018118		
I-400202511242576	Payroll Reimbursement	R	11/25/2025	23,539.71		018118		
I-401202511242576	Payroll Reimbursement	R	11/25/2025	16,841.98		018118		
I-404202511242576	Payroll Reimbursement	R	11/25/2025	13,884.66		018118		143,243.55
01885	Colonial Life							
I-CL 202511242576	Colonial Life-AT	R	11/25/2025	112.10		018119		
I-CLP202511242576	Colonial Life-PT	R	11/25/2025	52.52		018119		164.62
00150	COE Payroll							
I-T1 202511242577	Federal Withholding	R	11/25/2025	258.44		018120		258.44
00151	COE Payroll							
I-T3 202511242577	FICA	R	11/25/2025	294.44		018121		
I-T4 202511242577	Medicare	R	11/25/2025	68.86		018121		363.30
00152	COE Payroll							
I-T2 202511242577	State Withholding	R	11/25/2025	134.00		018122		134.00

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00837	COE Payroll Reimbursement							
I-001202511242577	Payroll Reimbursement	R	11/25/2025	1,683.73		018123		1,683.73
00006	AFLAC							
I-AF 202511112574	Aflac-After Tax Ins	R	11/25/2025	846.98		018124		
I-AF 202511242576	Aflac-After Tax Ins	R	11/25/2025	839.88		018124		
I-AFL202511112574	Aflac Insurance	R	11/25/2025	270.04		018124		
I-AFL202511242576	Aflac Insurance	R	11/25/2025	256.58		018124		2,213.48
00104	Elkins Wrecker Service							
I-54351	Tow Service - Roller	R	11/25/2025	204.30		018125		204.30
00242	Elkins Professional Firefighte							
I-EPP202511112574	Elkins Professional FF	R	11/25/2025	150.00		018126		
I-EPP202511242576	Elkins Professional FF	R	11/25/2025	150.00		018126		300.00
00247	Elkins Truck Service, Inc							
I-157266	Road Service-Work on Roller	R	11/25/2025	757.05		018127		757.05
00582	Region VII Plan. & Development							
I-520-25	GIS Services 10/2025	R	11/25/2025	110.00		018128		110.00
00591	Retiree Health Benefit Trust F							
I-11/25 RHBT	Retirees RHBT 11/25	R	11/25/2025	2,303.92		018129		
I-RHB202511242576	Retiree Health Benefit Trust	R	11/25/2025	996.00		018129		3,299.92
00805	WV FBMC							
I-FB2202511112574	Mt. Flex Benefits Post Tax	R	11/25/2025	3.00		018130		
I-FB2202511242576	Mt. Flex Benefits Post Tax	R	11/25/2025	3.00		018130		
I-MFB202511112574	Mt. Flex Benefit	R	11/25/2025	2,198.62		018130		
I-MFB202511242576	Mt. Flex Benefit	R	11/25/2025	2,211.66		018130		4,416.28
00810	WV Public Employee Insurance A							
I-BL 202511242576	Basic Life Benefit	R	11/25/2025	196.02		018131		
I-CEC202511112574	Plan C E/C	R	11/25/2025	1,937.50		018131		
I-CEC202511242576	Plan C E/C	R	11/25/2025	1,937.50		018131		
I-CF 202511112574	Plan C Family	R	11/25/2025	25,872.00		018131		
I-CF 202511242576	Plan C Family	R	11/25/2025	25,872.00		018131		
I-CS 202511112574	Plan C Single	R	11/25/2025	7,695.00		018131		
I-CS 202511242576	Plan C Single	R	11/25/2025	7,438.50		018131		
I-DL 202511112574	Dependent Life	R	11/25/2025	137.49		018131		
I-DL 202511242576	Dependent Life	R	11/25/2025	137.49		018131		
I-OL 202511112574	Optional Life	R	11/25/2025	442.29		018131		
I-OL 202511242576	Optional Life	R	11/25/2025	442.29		018131		
I-TOF202511112574	Tobacco Surcharge Family	R	11/25/2025	450.00		018131		
I-TOF202511242576	Tobacco Surcharge Family	R	11/25/2025	450.00		018131		
I-TOS202511112574	Tobacco Surcharge Single	R	11/25/2025	100.00		018131		
I-TOS202511242576	Tobacco Surcharge Single	R	11/25/2025	100.00		018131		73,208.08

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01392	William Butcher							
I-Travel 120125	Travel Gatlinburg 120125	R	11/25/2025	238.00		018132		238.00
02072	Rocky Fork Enterprizes LLC							
I-10607	Cage for Truck	R	11/25/2025	1,622.08		018133		1,622.08
02755	Citizens Bank of WV							
I-GAR202511112574	Case #: CC-42-2023-C-79	R	11/25/2025	182.44		018134		
I-GAR202511242576	Case #: CC-42-2023-C-79	R	11/25/2025	182.44		018134		364.88
02899	Edward Shiflett							
I-CKREQ 111825	Bond Refund T Hedrick 25CR213	R	11/25/2025	654.00		018135		654.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	62	400,385.73	0.00	400,385.73
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	16	97,480.19	0.00	97,480.19
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	78	497,865.92	0.00	497,865.92
BANK: Pool TOTALS:	78	497,865.92	0.00	497,865.92
REPORT TOTALS:	78	497,865.92	0.00	497,865.92

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: 11/17/2025 THRU 11/28/2025  
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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