

BUILDING COMMISSION MEETING MINUTES

*Elkins Fire Department
216 Fourth Street
May 15, 2026
3:30 p.m.*

Present were Commissioners R. Leitner (Secretary) and R. Carpenter (newly appointed).
Commissioner C. Tribble (chair) was absent.
Also present: S. Stokes (City Clerk and Recording Secretary).

MINUTES

Leitner **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 24, 2026.** The motion carried.

NEW BUSINESS

a. Swearing in of R. Carpenter

Carpenter took and subscribed the following oath:

“I, Renea Carpenter, do solemnly swear that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of Building Commission to the best of my skill and judgment, so long as I may continue therein.”

b. Election of officers

By unanimous consent, officers were elected as follows:

- Chair: Tribble
- Vice Chair: Carpenter
- Secretary: Leitner

c. Resolution authorizing commission representative’s signature on contracts presented by the City

Leitner **MOVED APPROVAL OF A RESOLUTION AUTHORIZING ANY COMMISSION MEMBER’S SIGNATURE ON CONTRACTS PRESENTED BY THE CITY** The motion carried.

The meeting adjourned at 3:45 p.m.

Name & Title

Signature