

Approved Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
June 11, 2026
7:00 p.m.***

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

Councilor R.C. Chenoweth and City Attorney G. S. Roberts were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Woods **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MAY 21, 2026.** The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Mayor's Proclamations
 - 1. Migraine and Headache Awareness Month – June 2026
- b. Approved Event Requests
 - 1. Beander's Boo Mile Run – October 22, 2026
- c. Building permits, zoning permits, and vacant property registrations

COUNCILOR REPORTS

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

STAFF REPORTS

- a. City Treasurer T. Judy provided a written report (attached).
- b. Operations Manager M. Kesecker provided a verbal report.
- c. Fire Chief S. Himes provided a verbal report.
- d. Police Chief T. Bennett provided a verbal report.
- e. Water Chief Operator W. Lambert provided a verbal report.
- f. City Clerk S. Stokes provided a written report (attached).

APPROVAL OF VENDOR INVOICE PAYMENTS

Hinchman **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 May 18 through June 5, 2026.

NEW BUSINESS

- a. **Resolution 1921: Authorizing execution of agreement with WV Tax Office concerning GIS sales tax map**

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Plishka MOVED APPROVAL OF RESOLUTION 1921. The motion carried.

- b. Resolution 1922: Appointing Ann Berlin as an alternate member of the Board of Zoning Appeals

Bross-Fregonara MOVED APPROVAL OF RESOLUTION 1922. The motion carried.

- c. Resolution 1923: Adopting a policy requiring annual driving record check for employees authorized to operate City vehicles

Thompson MOVED APPROVAL OF RESOLUTION 1923. The motion carried.

- d. Resolution 1924: Authorizing the Operations Manager to sign checks on City bank accounts

Carroll MOVED APPROVAL OF RESOLUTION 1924. The motion carried.

- e. Resolution 1925: Designate S. Campbell as City benefits manager

Thompson MOVED APPROVAL OF RESOLUTION 1925. The motion carried.

- f. Resolution 1926: FY 2026 General Fund Budget Revision SAO 2026-001-04

Hinchman MOVED THAT COUNCIL ADOPT RESOLUTION 1926 (BUDGET REVISION SAO 2026-001-04). In accordance with the requirements of the state auditor’s office for inter-departmental budget revisions, the chair ordered a roll-call vote. The clerk called the roll. The motion carried. Council votes were as follows:

Bross-Fregonara	Yes	Kerns	Yes	Thompson	Yes
Chenoweth	Absent	Lowther	Yes	Woods	Yes
Carroll	Yes	Plishka	Yes	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Severino	Yes		

- g. Resolution 1927: FY 2026 General Fund Budget Revisions 13-24

Hinchman MOVED APPROVAL OF RESOLUTION 1927. The motion carried.

- h. Resolution 1928: FY 2026 Fire Fund Budget Revision 1

Plishka MOVED APPROVAL OF RESOLUTION 1928. The motion carried.

- i. Resolution 1929: FY 2026 Sanitation Fund Budget Revision 1

Hinchman MOVED APPROVAL OF RESOLUTION 1929. The motion carried.

- j. Resolution 1930: Policy Concerning ad hoc funding requests

Lowther MOVED APPROVAL OF RESOLUTION 1930. The motion carried.

- k. Resolution 1931: Accepting and approving a proposal from Mountain Valley Bank for financing of the City Hall renovation project

Carroll MOVED APPROVAL OF RESOLUTION 1931. The motion carried.

- l. Resolution 1932: Accepting and authorizing execution of an agreement with Hart OS for a multi-function copier for the Fire Department

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Lowther MOVED APPROVAL OF RESOLUTION 1932. The motion carried.

- m. Resolution 1933: Accepting and authorizing execution of an agreement with the Mills Group to design wayfinding signs, authorizing the expenditure of TIF funds, and directing the Municipal Properties Committee to assist with the project**

Bross-Fregonara MOVED APPROVAL OF RESOLUTION 1933. The motion carried.

- n. Resolution 1934: Authorizing Execution and Implementation of Professional Archiving Services Agreement with Smarsh**

Thompson MOVED APPROVAL OF RESOLUTION 1934. The motion carried.

- o. Discussion of proposed Council rules**

The meeting was adjourned at 8:28 p.m.

Attest: M. Goins, Executive Secretary

Jerry A. Marco, Mayor