



City of Elkins

Regular Council Meeting

December 7, 2023
7:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Public comment

4. Minutes

- a. Proposed minutes for the meeting of November 16, 2023

5. Correspondence and Notifications

- a. Building permits issued November 13-December 1, 2023.

6. Committee Reports

7. Staff reports

8. Approval of vendor invoice payments

(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)

Vendor invoices presented for approval: November 13-December 1, 2023

9. New business

- a. Granting half-day holiday on Friday, December 22 and Friday, December 29
- b. Ordinance 317: An Ordinance Of The Common Council Of Elkins, West Virginia Amending Sections Of City Code, Chapter 152, Zoning Regarding the Zoning of Unzoned Parcels (final reading)
- c. Ordinance 319: Amending and Re-Enacting City Code Chapter 30.20 Et Seq.: Competitive Bidding (first of two readings)
- d. Resolution 1704: Appointing V. White to the Board of Zoning Appeals

10. Mayor's comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of November 16, 2023
Recommended By:	Clerk
Summary:	Minutes proposed for council's November 16, 2023 meeting.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2023_11_16 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
November 16, 2023
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara, A.C. Carroll, G.M. Hinchman, B.C. Kerns, D.C. Parker, E. L. Plishka, and L.S. Severino; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

Absent were R. Chenoweth, C. Lowther, and C. Thompson.

PUBLIC COMMENT

Marilynn Cuonzo, 160 Guy Street, spoke in support of Resolution 1697, authorizing the transfer of the Darden House to Woodlands Development Group.

MINUTES

Carroll **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 2, 2023.** The motion carried.

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 October 30-November 10, 2023.

NEW BUSINESS

Parker **MOVED APPROVAL OF A PROPOSAL TO CLOSE CITY HALL AT NOON ON THE FRIDAYS BEFORE CHRISTMAS AND NEW YEAR'S.** The motion carried.

Bross-Fregonara **MOVED APPROVAL OF ORDINANCE 317: AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING SECTIONS OF CITY CODE, CHAPTER 152, ZONING REGARDING THE ZONING OF UNZONED PARCELS (FIRST OF TWO READINGS).** The motion carried.

Proposed Minutes

Carroll MOVED APPROVAL OF **RESOLUTION 1697: ACCEPTING THE TERMS OF A PROPOSAL TO TRANSFER THE DARDEN HOUSE TO WOODLANDS DEVELOPMENT GROUP.** The motion carried.

Hinchman MOVED APPROVAL OF **RESOLUTION 1698: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF AN AGREEMENT WITH WENS FOR A MASS NOTIFICATION SYSTEM.** The motion carried.

Hinchman MOVED APPROVAL OF **RESOLUTION 1699: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF AN AGREEMENT WITH DOCUSIGN FOR E-SIGNATURE AND DOCUMENT MANAGEMENT SOFTWARE.** The motion carried.

Hinchman MOVED APPROVAL OF **RESOLUTION 1700: AUTHORIZING THE CITY TREASURER TO OPEN A BANK ACCOUNT FOR THE NEWLY CREATED FUND 26 - OPIOID SETTLEMENT FUNDS.** The motion carried.

Hinchman MOVED APPROVAL OF **RESOLUTION 1701: FY 2024 BUDGET REVISIONS IN THE FIRE DEPARTMENT FUND AND THE SANITATION FUND.** The motion carried.

Hinchman MOVED APPROVAL OF **RESOLUTION 1702: APPROVING FY 2024 GENERAL FUND STATE BUDGET REVISION #3.** In accordance with the requirements of the state auditor's office for inter-departmental budget revisions, the chair ordered a roll-call vote. The motion carried. Council votes were as follows:

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

The motion carried.

Bross-Fregonara MOVED APPROVAL OF **RESOLUTION 1703: RATIFICATION OF SECOND INDUSTRIAL ACCESS ROAD PROGRAM AGREEMENT BETWEEN WEST VIRGINIA DIVISION OF HIGHWAYS, RANDOLPH COUNTY DEVELOPMENT AUTHORITY, AND CITY OF ELKINS FOR ROAD WORK RELATED TO THE RCDA'S INDUSTRIAL PARK EXPANSION.** The motion carried.

Bross-Fregonara MOVED APPROVAL OF A PROPOSAL THAT THE CITY ASSUME RESPONSIBILITY FOR THE 2025 DOWNTOWN HOLIDAY MUSIC PROGRAM AND THAT NO DAILY FEE BE PAID. Carroll MOVED TO AMEND THE MAIN MOTION BY ELIMINATING THE \$40/DAILY FEE FOR ALL USE OF THE SYSTEM GOING FORWARD. Marco requested a roll-call vote. The motion to amend failed. Council votes were as follows:

Proposed Minutes

Bross-Fregonara	No	Kerns	No	Severino	No
Chenoweth	Absent	Lowther	Absent	Thompson	Absent
Carroll	Yes	Parker	No	Mayor J. Marco (in case of tie)	n/a
Hinchman	No	Plishka	No		

Marco requested a roll-call vote on the main motion. The main motion carried. Council votes were as follows:

Bross-Fregonara	Yes	Kerns	Yes	Severino	Yes
Chenoweth	Absent	Lowther	Absent	Thompson	Absent
Carroll	No	Parker	Yes	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Plishka	Yes		

The meeting was adjourned at 8:21 p.m.

*Approved by council at the meeting
of MONTH DAY, YEAR*

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	Correspondence and Notifications
Category:	Presentation
Agenda Item Name:	Building permits issued November 13-December 1, 2023.
Recommended By:	
Summary:	Building permits issued November 13-December 1, 2023.
Fiscal Impact:	Construction work for November had an estimated value of \$335,728.
Recommendation:	For review only
Attachments:	1. Building Permits - 2023_12_07

12/04/2023 9:37 AM

PROJECT MASTER REPORT

PAGE: 1

PROJECTS: THRU ZZZZZZZZZZ

PROJECT TYPE: Exclude: BPZONING

CONTRACTOR CLASS: All

REPORT SEQUENCE: Project

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 11/13/2023 THRU 12/01/2023

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 230312      - SIGN                                TYPE: SIGN      SIGN
  PROPERTY:          100 THIRD ST
APPLIED DATE: 11/13/2023    ISSUED DATE: 11/13/2023    EXPIRATION DATE: 5/14/2024    COMPLETION DATE: 0/00/0000
CONTRACTOR: BARTHOLOME BARTHOLOMEW REMODELING          ISSUED TO: BURKHART, AIRA L
              JOSHUA NOEL BARTHOLOMEW                  915 S KERENS AVE
              7 CENTRAL STREET                          ELKINS, WV 26241
              ELKINS, WV 26241-0000
  SQUARE FEET:        128
DWELLING TYPE: PRIVATE          UNITS:      1
STATUS: OPEN                  BALANCE:      0.00

PROJECT: 230313      - RESIDENTIAL REMODEL                TYPE: BR-REM      RESIDENTIAL REMODEL
  PROPERTY:          1522 TAYLOR AVE
APPLIED DATE: 11/13/2023    ISSUED DATE: 11/13/2023    EXPIRATION DATE: 5/14/2024    COMPLETION DATE: 0/00/0000
CONTRACTOR:                                     ISSUED TO: KERNS, ROBERT & LISA
              1522 TAYLOR AVE
              ELKINS, WV 26241
  SQUARE FEET:        136
DWELLING TYPE: PRIVATE          UNITS:      1
STATUS: OPEN                  BALANCE:      0.00

PROJECT: 230314      - COMMERCIAL ROOFING                  TYPE: ROOF-COM    COMMERCIAL ROOFING
  PROPERTY:          302 DAVIS AV
APPLIED DATE: 11/13/2023    ISSUED DATE: 11/13/2023    EXPIRATION DATE: 5/14/2024    COMPLETION DATE: 0/00/0000
CONTRACTOR: FOAMCOATRO FOAMCOAT ROOFING & COATING      ISSUED TO: HOLLAND ENTERPRISES LLC
              PO BOX 149
              DAVISVILLE, WV 26142
              ELKINS, WV 26241
  SQUARE FEET:       13,000
DWELLING TYPE: PRIVATE          UNITS:      1
STATUS: OPEN                  BALANCE:      0.00

PROJECT: 230315      - RESIDENTIAL FENCE                   TYPE: FENCE-RES    RESIDENTIAL FENCE
  PROPERTY:          115 SIXTEENTH ST
APPLIED DATE: 11/13/2023    ISSUED DATE: 11/13/2023    EXPIRATION DATE: 5/14/2024    COMPLETION DATE: 0/00/0000
CONTRACTOR: ALCOFENCEC ALCO FENCE CO OF CENTRAL WV     ISSUED TO: CUNKELMAN, MATTHEW J
              31 CORY RD
              WHITEHALL, WV 26554
              ELKINS, WV 26241
  SQUARE FEET:        107
DWELLING TYPE: PRIVATE          UNITS:      1
STATUS: OPEN                  BALANCE:      0.00

PROJECT: 230316      - RESIDENTIAL SIDEWALK/DRIVEWAY       TYPE: BR-SIDE      RES DRIVEWAY/SIDEWALK
  PROPERTY:          177 HIGH ST
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APPLIED DATE: 11/15/2023	ISSUED DATE: 11/15/2023	EXPIRATION DATE: 5/16/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: SMOKEY SMOKEY JOE ENTERPRISES LLC		ISSUED TO: SHEARS, BRIAN	
PO BOX 286		1306 S DAVIS AVE	
DAILEY, WV 26259		ELKINS, WV 26241	
SQUARE FEET: 1,240			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230317	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 104 FERNDAL DR			
APPLIED DATE: 11/15/2023	ISSUED DATE: 11/15/2023	EXPIRATION DATE: 5/16/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: DANIELRICE RICE, DANIEL		ISSUED TO: THOMPSON, VICTOR A & LIND	
650 SPRINGSTONE RD		104 FERNDAL DR	
MONTROSE, WV 26283		ELKINS, WV 26241	
SQUARE FEET: 48			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230318	- RESIDENTIAL DEMOLITION	TYPE: DEMO-RES	RESIDENTIAL DEMOLITION
PROPERTY: 1702 LAVALETTE AVE			
APPLIED DATE: 11/16/2023	ISSUED DATE: 11/16/2023	EXPIRATION DATE: 5/17/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: METHENYCON METHENY CONTRACTING		ISSUED TO: KOERNER, ARVELA	
100 HANLEY ST.		1704 LAVALETTE AVE	
ELKINS, WV 26241		ELKINS, WV 26241	
SQUARE FEET: 1,752			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230319	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 129 HARPRTOWN RD			
APPLIED DATE: 11/16/2023	ISSUED DATE: 11/16/2023	EXPIRATION DATE: 5/17/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: HINKLE HINKLE, DAVID		ISSUED TO: SCHMIDLEN, JOSEPH	
412 DIAMOND ST		8 FOX RIDGE LN	
ELKINS, WV 26241		ELKINS, WV 26241	
SQUARE FEET: 1,000			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 152.50		
PROJECT: 230320	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 223 LOUGH ST			
APPLIED DATE: 11/17/2023	ISSUED DATE: 11/17/2023	EXPIRATION DATE: 5/18/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: OHIOBATHSO BATH FITTER		ISSUED TO: GEORGE, ROGER	
542 INDUSTRIAL DRIVE		223 LOUGH ST	
LEWISBERRY, PA 17339		ELKINS, WV 26241	
SQUARE FEET: 66			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230321	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 208 HINKLE ST			

APPLIED DATE: 11/21/2023	ISSUED DATE: 11/21/2023	EXPIRATION DATE: 5/22/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: M & H	M & H CONSTRUCTION LLC	ISSUED TO: CORRICK, RYAN A	
	3268 RACCOON VALLEY ROAD	208 HINKLE ST	
	TUNNELTON, WV 26444	ELKINS, WV 26241	
SQUARE FEET: 322			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230322	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 1705 LAVALETTE AVE			
APPLIED DATE: 11/21/2023	ISSUED DATE: 11/21/2023	EXPIRATION DATE: 5/22/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: BASEMENTA	BASEMENT AUTHORITY OF WV	ISSUED TO: GUM, MICHAEL	
	132 ROCKY STEP RD	1705 LAVALETTE AVE	
	SCOTT DEPOT, WV 25560	ELKINS, WV 26241	
SQUARE FEET: 40			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230323	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 1713 S DAVIS AVE			
APPLIED DATE: 11/21/2023	ISSUED DATE: 11/21/2023	EXPIRATION DATE: 5/22/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: DAVIS, MATTHEW&SHERRI	
		115 RED OAK LN	
		ELKINS, WV 26241	
SQUARE FEET: 1,100			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230324	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY: 1526 TAYLOR AVE			
APPLIED DATE: 11/21/2023	ISSUED DATE: 11/21/2023	EXPIRATION DATE: 5/22/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: OHIOBATHSO	BATH FITTER	ISSUED TO: ROBEY, LINDA	
	542 INDUSTRIAL DRIVE	1526 TAYLOR AVE	
	LEWISBERRY, PA 17339	ELKINS, WV 26241	
SQUARE FEET: 1			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 230325	- NEW COMMERCIAL BUILDING	TYPE: BC-NEW	NEW COMMERCIAL BUILDING
PROPERTY: N TWELFTH			
APPLIED DATE: 11/29/2023	ISSUED DATE: 11/29/2023	EXPIRATION DATE: 5/30/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: ELKINS TRUCK SERVICE INC	
		P0 BOX 790	
		ELKINS, WV 26241	
SQUARE FEET: 400			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 230.00		
PROJECT: 230327	- RESIDENTIAL ELECTRICAL	TYPE: ELEC-RES	RESIDENTIAL ELECTRICAL
PROPERTY: 208 BUFFALO ST			
APPLIED DATE: 11/30/2023	ISSUED DATE: 11/30/2023	EXPIRATION DATE: 5/31/2024	COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: TOLSON, DANIEL
PO BOX 43
ELKINS, WV 26241-0043

SQUARE FEET: 1,120
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 63.60

PROJECT: 230329 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
PROPERTY: 14 S RANDOLPH AVE
APPLIED DATE: 11/30/2023 ISSUED DATE: 11/30/2023 EXPIRATION DATE: 5/31/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: M&MMARRSSE M & M MARRS SERVICES ISSUED TO: WALLACE, JOHN
RT 3 BOX 468-4 PO BOX 7
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 30.00

PROJECT: 230330 - COMMERCIAL REMODEL TYPE: BC-REM COMMERCIAL REMODEL
PROPERTY: 203 FOURTH ST
APPLIED DATE: 11/30/2023 ISSUED DATE: 11/30/2023 EXPIRATION DATE: 5/31/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: HANDYMANWI HANDYMAN WILL LLC ISSUED TO: EISENBREY, ERIC W
PO BOX 652 1 SAVANNA ST
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 2,000
DWELLING TYPE: PUBLIC UNITS: 1
STATUS: OPEN BALANCE: 360.00

*** MONTHLY RECAP BASED ON ISSUED DATE ***

ISSUED YEAR: 2023

MONTH	PROJECTS	VALUATION	BALANCE
NOVEMBER	17	335,728.00	836.10



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: November 13-December 1, 2023
Recommended By:	Treasurer
Summary:	Accounts payable transactions in all funds November 13-December 1, 2023.
Fiscal Impact:	Report details \$750,772.16 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2023_12_07

VENDOR SET: 01 Elkins
BANK: * ALL BANKS

DATE RANGE: 11/13/2023 THRU 12/01/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00498	Naylor's Ace Hardware							
C-CHECK	Naylor's Ace Hardware	VOIDED	V 11/14/2023			014482		23.23CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	23.23CR	23.23CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	1	23.23CR	0.00	0.00
BANK: TOTALS:	1	23.23CR	0.00	0.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 11/13/2023 THRU 12/01/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202311141594	Voya	D	11/14/2023	640.00		005266		
I-VF2202311141594	Voya AT	D	11/14/2023	100.00		005266		740.00
00792	WV Consolidated Retirement Boa							
I-RTD202310311590	Retirement	D	11/15/2023	7,202.49		005281		
I-RTD202310311591	Retirement	D	11/15/2023	227.24		005281		
I-RTD202311141594	Retirement	D	11/15/2023	7,413.78		005281		14,843.51
00952	WV Consolidated Retirement Boa							
I-RTF202310311590	Retirement	D	11/15/2023	2,298.26		005282		
I-RTF202311141594	Retirement	D	11/15/2023	2,811.64		005282		
I-RTN202310311590	Retirement	D	11/15/2023	3,665.44		005282		
I-RTN202311141594	Retirement	D	11/15/2023	3,727.98		005282		12,503.32
00993	WV Consolidated Retirement Boa							
I-RT6202310311590	Retirement 6%	D	11/15/2023	9,375.39		005283		
I-RT6202310311591	Retirement 6%	D	11/15/2023	365.55		005283		
I-RT6202311141594	Retirement 6%	D	11/15/2023	9,796.89		005283		
I-RT6202311141595	Retirement 6%	D	11/15/2023	248.08		005283		19,785.91
02417	US Bank Corporate Payment Syst							
C-00498 CR 092923	Return blade	D	11/17/2023	0.70CR		005373		
C-00719 CR 101023	Refund Sw Broom	D	11/17/2023	648.50CR		005373		
C-00743 101623	Refund monitor and taxes	D	11/17/2023	171.22CR		005373		
C-00841 CR 102023	Refund shipping charge	D	11/17/2023	6.99CR		005373		
C-00841 CR 102623	Return Boots	D	11/17/2023	105.99CR		005373		
I-Visa NFleet 103123	Visa NFleet Pmt 103123	D	11/17/2023	94,414.96		005373		93,481.56
02417	US Bank Corporate Payment Syst							
I-Visa Fleet 103123	Visa Fleet Stmt Pmt 103123	D	11/17/2023	18,615.78		005374		18,615.78
00741	Great-West Trust Company LLC							
I-VF 202311281600	Voya	D	11/28/2023	595.00		005375		
I-VF2202311281600	Voya AT	D	11/28/2023	100.00		005375		695.00
00023	Appalachian Forest Heritage Ar							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	1,500.00		014472		1,500.00
00047	Truist Governmental Finance							
I-00006 112723	9948000234-06 112723	R	11/14/2023	2,643.26		014473		
I-00007 111923	9948000234-07 111923	R	11/14/2023	4,984.55		014473		7,627.81

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash

DATE RANGE:11/13/2023 THRU 12/01/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M90960	Compliance Samples 10/2023	R	11/14/2023	230.00		014474		230.00
00182	Country Roads Transit							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	3,500.00		014475		3,500.00
00239	Elkins Historic Landmark Commi							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	1,000.00		014476		1,000.00
00241	Elkins Main Street							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	4,812.50		014477		4,812.50
00243	Elkins Randolph County Chamber							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	1,500.00		014478		1,500.00
00250	Elkins-Randolph County Regiona							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	4,262.50		014479		4,262.50
00251	Elkins-Randolph County Public							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	5,625.00		014480		5,625.00
00430	Jonathan Distefano dba Mainten							
I-1173	Keys	R	11/14/2023	16.00		014481		16.00
00498	Naylor's Ace Hardware							
I-199980 200574	Tire repair kit/screw kit	V	11/14/2023	23.23		014482		23.23
00498	Naylor's Ace Hardware							
M-CHECK	Naylor's Ace Hardware VOIDED	V	11/14/2023			014482		23.23CR
00551	Preiser Scientific, Inc.							
I-562075-2 562075-1	chemicals	R	11/14/2023	579.37		014483		579.37
00570	Randolph County Commission							
I-2Q FY 23-24	2Q FY 23-24 Contribution	R	11/14/2023	1,750.00		014484		1,750.00
00606	Steven C. Rodeheaver							
I-299742	2-shovels	R	11/14/2023	40.00		014485		40.00
00628	Seneca Designs							
I-45711	Pavilion signs	R	11/14/2023	78.00		014486		78.00
01555	Golden Equipment Co Inc							
I-4849	Install Pinch Roller	R	11/14/2023	3,776.79		014487		3,776.79

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash

DATE RANGE:11/13/2023 THRU 12/01/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01681	HdL Companies							
I-10312023	BLR Collections 10/2023	R	11/14/2023	1,030.07		014488		1,030.07
02047	Cybertech Automation USA Inc							
I-12868	2023 Whitmer 9/2023	R	11/14/2023	1,872.67		014489		
I-12869	2023 Elkins WTP Support 9/23	R	11/14/2023	3,843.78		014489		5,716.45
02150	ERAD Group Inc							
I-211232	subscription fee	R	11/14/2023	1,500.00		014490		1,500.00
02347	LEAF							
I-15559176	Toshiba E4515AC 112523	R	11/14/2023	137.77		014491		137.77
02403	Diversified Air Systems Inc							
I-INV-174160	Air Compressor RS	R	11/14/2023	759.39		014492		759.39
02424	Willquip LLC							
I-20239000-100	17 winter jackets	R	11/14/2023	1,004.19		014493		1,004.19
02451	DataMax Corporation							
I-16855	Collections 09/2023	R	11/14/2023	204.87		014494		204.87
02547	Lori George							
I-KGeorge 23MC0261	Bond Refund Kara George	R	11/14/2023	302.00		014495		302.00
02548	Susan Godwin							
I-CGodwin 23CR280	Bond Refund Chris Godwin	R	11/14/2023	100.00		014496		100.00
02549	Command Fire Apparatus Testing							
I-1274	Tower 402 Sutphen Aerial Test	R	11/14/2023	725.00		014497		725.00
00116	Child Support Enforcement							
I-CDS202311141594	Child Support	R	11/14/2023	600.33		014498		600.33
00121	Citizens Bank of WVFP							
I-FP 202311141594	Fire Pension	R	11/14/2023	550.94		014499		550.94
00122	Citizens Bank of WVFP							
I-PP 202311141594	Police Pension	R	11/14/2023	170.57		014500		
I-PPN202311141594	Police Pension-2010 Forward	R	11/14/2023	475.80		014500		646.37
00147	COE Misc							
I-MIS202311141594	Misc Reimbursements	R	11/14/2023	590.95		014501		590.95

VENDOR SET: 01 Elkins
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00150	COE Payroll							
I-T1 202311141594	Federal Withholding	R	11/14/2023	13,787.45		014502		13,787.45
00151	COE Payroll							
I-T3 202311141594	FICA	R	11/14/2023	20,126.76		014503		
I-T4 202311141594	Medicare	R	11/14/2023	5,136.44		014503		25,263.20
00152	COE Payroll							
I-T2 202311141594	State Withholding	R	11/14/2023	5,835.00		014504		5,835.00
00203	Davis Trust Company							
I-CC 202311141594	Employee Christmas Club	R	11/14/2023	2,900.00		014505		2,900.00
00747	Washington National Insurance							
I-WN 202311141594	Washington National Insurance	R	11/14/2023	947.04		014506		947.04
00837	COE Payroll Reimbursement							
I-001202311141594	Payroll Reimbursement	R	11/14/2023	58,023.55		014507		
I-006202311141594	Payroll Reimbursement	R	11/14/2023	5,144.07		014507		
I-036202311141594	Payroll Reimbursement	R	11/14/2023	15,630.78		014507		
I-400202311141594	Payroll Reimbursement	R	11/14/2023	21,737.06		014507		
I-401202311141594	Payroll Reimbursement	R	11/14/2023	13,811.24		014507		
I-404202311141594	Payroll Reimbursement	R	11/14/2023	12,976.10		014507		127,322.80
01885	Colonial Life							
I-CL 202311141594	Colonial Life-AT	R	11/14/2023	112.10		014508		
I-CLP202311141594	Colonial Life-PT	R	11/14/2023	52.52		014508		164.62
00150	COE Payroll							
I-T1 202311141595	Federal Withholding	R	11/14/2023	48.92		014509		48.92
00151	COE Payroll							
I-T3 202311141595	FICA	R	11/14/2023	205.08		014510		
I-T4 202311141595	Medicare	R	11/14/2023	47.96		014510		253.04
00152	COE Payroll							
I-T2 202311141595	State Withholding	R	11/14/2023	44.00		014511		44.00
00837	COE Payroll Reimbursement							
I-400202311141595	Payroll Reimbursement	R	11/14/2023	1,335.22		014512		1,335.22
00006	AFLAC							
I-AF 202310311590	Aflac-After Tax Ins	R	11/15/2023	67.78		014513		
I-AF 202311141594	Aflac-After Tax Ins	R	11/15/2023	67.78		014513		
I-AFL202310311590	Aflac Insurance	R	11/15/2023	68.68		014513		
I-AFL202311141594	Aflac Insurance	R	11/15/2023	68.68		014513		272.92

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
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VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00242		Elkins Professional Firefighte							
	I-EPF202310311590	Elkins Professional FF	R	11/15/2023	90.00		014514		
	I-EPF202311141594	Elkins Professional FF	R	11/15/2023	135.00		014514		225.00
00591		Retiree Health Benefit Trust F							
	I-11/2023 Inc White	Increase for HWhite 11/2023	R	11/15/2023	29.60		014515		29.60
00805		FBMC							
	I-MFB202310311590	Mt. Flex Benefit	R	11/15/2023	1,980.27		014516		
	I-MFB202311141594	Mt. Flex Benefit	R	11/15/2023	1,969.95		014516		3,950.22
00810		WV Public Employee Insurance A							
	I-BL 202311141594	Basic Life Benefit	R	11/15/2023	184.14		014517		
	I-BL1202311141594	Basic Life Benefit +	R	11/15/2023	1.98		014517		
	I-DL 202310311590	Dependent Life	R	11/15/2023	94.52		014517		
	I-DL 202311141594	Dependent Life	R	11/15/2023	104.34		014517		
	I-HPA202310311590	Ins-Health Plan A	R	11/15/2023	949.00		014517		
	I-HPA202311141594	Ins-Health Plan A	R	11/15/2023	949.00		014517		
	I-HPB202310311590	Ins-Health Plan B	R	11/15/2023	627.50		014517		
	I-HPB202311141594	Ins-Health Plan B	R	11/15/2023	627.50		014517		
	I-ICA202310311590	Ins - Emp/Child-Plan A	R	11/15/2023	1,699.50		014517		
	I-ICA202311141594	Ins - Emp/Child-Plan A	R	11/15/2023	1,699.50		014517		
	I-ICB202310311590	Ins- Emp/child - Plan B	R	11/15/2023	494.50		014517		
	I-ICB202311141594	Ins- Emp/child - Plan B	R	11/15/2023	494.50		014517		
	I-IFA202310311590	Ins - Family - Plan A	R	11/15/2023	18,676.00		014517		
	I-IFA202311141594	Ins - Family - Plan A	R	11/15/2023	18,676.00		014517		
	I-IFB202310311590	Ins - Family - Plan B	R	11/15/2023	5,825.00		014517		
	I-IFB202311141594	Ins - Family - Plan B	R	11/15/2023	5,825.00		014517		
	I-IFD202310311590	Ins-Fam-Plan B - Post Tax	R	11/15/2023	582.50		014517		
	I-IFD202311141594	Ins-Fam-Plan B - Post Tax	R	11/15/2023	582.50		014517		
	I-ISA202310311590	Ins - Single - Plan A	R	11/15/2023	4,687.50		014517		
	I-ISA202311141594	Ins - Single - Plan A	R	11/15/2023	4,687.50		014517		
	I-ISB202310311590	Ins-Single - Plan B	R	11/15/2023	3,934.00		014517		
	I-ISB202311141594	Ins-Single - Plan B	R	11/15/2023	3,934.00		014517		
	I-OL 202310311590	Optional Life	R	11/15/2023	357.64		014517		
	I-OL 202311141594	Optional Life	R	11/15/2023	362.84		014517		
	I-TOF202310311590	Tobacco Surcharge Family	R	11/15/2023	350.00		014517		
	I-TOF202311141594	Tobacco Surcharge Family	R	11/15/2023	350.00		014517		
	I-TOS202310311590	Tobacco Surcharge Single	R	11/15/2023	187.50		014517		
	I-TOS202311141594	Tobacco Surcharge Single	R	11/15/2023	187.50		014517		77,131.46
1		WILMOTH, ROGER							
	I-000202311171597	US REFUND	R	11/17/2023	375.00		014518		375.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	CIANFROCCA, ROCKY							
I-000202311171598	US REFUND	R	11/17/2023	387.50		014519		387.50
1	CIANFROCCA, ROCKY							
I-000202311171599	US REFUND	R	11/17/2023	50.00		014520		50.00
00047	Truist Governmental Finance							
I-00005 112423	9948000234-05 112423	R	11/21/2023	2,596.05		014521		2,596.05
00156	COE Sewer Depreciation Account							
I-10/23 Contribution	10/23 Contribution	R	11/21/2023	6,012.60		014522		6,012.60
00337	Heaster-Hart LLC							
I-299501	Formax Autoseal	R	11/21/2023	4,995.00		014523		4,995.00
00471	Mon Power							
I-401SRAND 110923	Consumption 101023-110723	R	11/21/2023	48.68		014524		
I-CPark 110923	Consumption 101123-110723	R	11/21/2023	9.77		014524		
I-Park St 996 110923	Consumption 101123-110723	R	11/21/2023	5.25		014524		
I-ParkSt 110923	Consumption 101123-110723	R	11/21/2023	10.89		014524		74.59
00479	Amtower Auto Supply, Inc.							
I-199980	Tire Repair/Scrw Kit	R	11/21/2023	23.23		014525		23.23
00726	USA Bluebook							
I-00118619	Sensor/Testor/Clamp	R	11/21/2023	582.85		014526		
I-00118625	Lab tools	R	11/21/2023	5,632.56		014526		
I-00121339	Hardness 2 Test Sol	R	11/21/2023	55.70		014526		
I-00130600	Triangular Support w/Rod	R	11/21/2023	46.00		014526		6,317.11
00779	Woodford Oil Company							
I-4526990	CHV Multifak EP	R	11/21/2023	730.00		014527		730.00
01220	The Delmonte Market							
I-849	City Flowers	R	11/21/2023	4,559.16		014528		4,559.16
01220	The Delmonte Market							
I-907	City Flowers	R	11/21/2023	4,559.16		014529		4,559.16
01292	COE Sewer O & M Account							
I-10/23 Contribution	10/23 Contribution	R	11/21/2023	13,153.88		014530		13,153.88
01449	Dodson Pest Control							
I-23-173102-1042 23	421 Davis Ave	R	11/21/2023	60.00		014531		60.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00032	Absolute Assurance Drug Test L							
I-2495	Drug Testing	R	11/28/2023	240.00		014532		
I-2496	Drug Testing	R	11/28/2023	168.00		014532		408.00
00119	First-Citizens Bank & Trust Co							
I-43605996	Kyocera 12/06/23	R	11/28/2023	52.50		014533		
I-43609521	KM Printer 120623	R	11/28/2023	55.00		014533		107.50
00202	Davis Trust Company							
I-DDFees 111423	Direct Deposit Fees	R	11/28/2023	250.00		014534		250.00
00438	Master Service Corporation							
I-4739	Camera Van Generator Repair	R	11/28/2023	175.00		014535		175.00
00457	Metalworks, Inc.							
I-13208	Belt Wiper	R	11/28/2023	242.00		014536		
I-13242	install SS Truck Bed	R	11/28/2023	1,910.00		014536		2,152.00
00468	Miss Utility of West Virginia,							
I-WV23-4666	Message Fees Oct 2023	R	11/28/2023	93.50		014537		93.50
00471	Mon Power							
I-RRave 111523	Consumption 101423-111323	R	11/28/2023	139.24		014538		139.24
00479	Amtower Auto Supply, Inc.							
I-200815	Connector/Ties	R	11/28/2023	38.61		014539		
I-200817	RFD Screws	R	11/28/2023	9.10		014539		47.71
00483	Mountain Valley Bank							
I-1202553-21 112823	1202553-18 #62 112823	R	11/28/2023	2,369.18		014540		2,369.18
00484	Mountaineer Gas Company							
I-1Baxter 11/2023	1Baxter 100423-110223	R	11/28/2023	470.79		014541		
I-216 4th 11/2023	216 4th 100423-110223	R	11/28/2023	46.31		014541		
I-2164th 11/2023	216 4th 100523-110223	R	11/28/2023	1,160.01		014541		
I-401Davis 11/2023	401 Davis 100423-110223	R	11/28/2023	1,903.42		014541		
I-917SRR 11/2023	917 S RR 100423-110223	R	11/28/2023	417.72		014541		
I-Barron 11/2023	Barron 100423-110223	R	11/28/2023	99.37		014541		
I-Bax 381614 11/23	1 Baxter 100423-110223	R	11/28/2023	72.83		014541		
I-Baxter 11/2023	Baxter 100423-110223	R	11/28/2023	430.98		014541		
I-Center 11/2023	Center St 100423-110223	R	11/28/2023	125.90		014541		
I-Flood Ctl 11/2023	Flood Control 100423-110223	R	11/28/2023	961.60		014541		
I-Glendale3 11/2023	Glendale LS3 100423-110223	R	11/28/2023	192.20		014541		
I-IndPk 11/2023	Ind Park 100623-110223	R	11/28/2023	86.05		014541		
I-StewartI4 11/2023	Stewart Lift 4 100423-110323	R	11/28/2023	44.77		014541		6,011.95

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00540	Pitney Bowes Bank Inc							
I-Pstg Alloc 10/2023	Postage Allocation 10/2023	R	11/28/2023	418.88		014542		418.88
00688	Terra Flora Landscaping							
I-0670	RR Ave Parking Lot maint	R	11/28/2023	88.00		014543		88.00
00805	FBMC							
I-RChen 11/2023	R Chenoweth 2 pays 11/2023	R	11/28/2023	49.90		014544		49.90
00810	WV Public Employee Insurance A							
I-Admn Fees 11/2023	Admin Fees 11/2023	R	11/28/2023	250.00		014545		
I-RChen H/L 11/23	RChenoweth Health/Life 11/2023	R	11/28/2023	1,335.98		014545		1,585.98
00855	LMC & Associates							
I-3406	October 2023 Updates/Edits	R	11/28/2023	281.00		014546		281.00
01594	Pace Analytical Services LLC							
I-2330485930	Lab Contract Anlys1018-110823	R	11/28/2023	1,315.00		014547		1,315.00
01745	Cummins Sales and Service							
I-R3-38498	coolant heater replacement	R	11/28/2023	463.92		014548		463.92
01833	P3 Cost Analysts							
I-21133	Visa VUIRF 11/2023	R	11/28/2023	437.50		014549		437.50
02315	Corley Contracting & Plumbing							
I-111723	plumbing/dry wall repair	R	11/28/2023	800.00		014550		800.00
02347	LEAF							
I-15607643	Toshiba 5525AC	R	11/28/2023	378.78		014551		378.78
02501	Casto Technical Service							
I-MAINT AGREEMENT	Boiler Maintenance Agrmnt	R	11/28/2023	1,740.00		014552		1,740.00
02517	J.T. Lynne Flow Elements							
I-SJT025918	Controller/Brackets	R	11/28/2023	520.00		014553		520.00
02525	DTC Farms LLC							
I-002	Mini Excavator rental	R	11/28/2023	550.00		014554		550.00
02554	SmokeyJoe Enterprises LLC							
I-0001234	17 Davis Ave Demo	R	11/28/2023	38,450.00		014555		38,450.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00116	Child Support Enforcement							
I-CDS202311281600	Child Support	R	11/28/2023	600.33		014556		600.33
00121	Citizens Bank of WVFP							
I-FP 202311281600	Fire Pension	R	11/28/2023	528.07		014557		528.07
00122	Citizens Bank of WVFP							
I-PP 202311281600	Police Pension	R	11/28/2023	190.02		014558		
I-PPN202311281600	Police Pension-2010 Forward	R	11/28/2023	470.25		014558		660.27
00147	COE Misc							
I-MIS202311281600	Misc Reimbursements	R	11/28/2023	676.44		014559		676.44
00150	COE Payroll							
I-T1 202311281600	Federal Withholding	R	11/28/2023	13,135.65		014560		13,135.65
00151	COE Payroll							
I-T3 202311281600	FICA	R	11/28/2023	18,686.34		014561		
I-T4 202311281600	Medicare	R	11/28/2023	4,796.36		014561		23,482.70
00152	COE Payroll							
I-T2 202311281600	State Withholding	R	11/28/2023	5,413.00		014562		5,413.00
00203	Davis Trust Company							
I-CC 202311281600	Employee Christmas Club	R	11/28/2023	2,820.00		014563		2,820.00
00747	Washington National Insurance							
I-WN 202311281600	Washington National Insurance	R	11/28/2023	641.85		014564		641.85
00837	COE Payroll Reimbursement							
I-001202311281600	Payroll Reimbursement	R	11/28/2023	51,767.18		014565		
I-006202311281600	Payroll Reimbursement	R	11/28/2023	5,144.07		014565		
I-036202311281600	Payroll Reimbursement	R	11/28/2023	15,573.69		014565		
I-400202311281600	Payroll Reimbursement	R	11/28/2023	21,314.93		014565		
I-401202311281600	Payroll Reimbursement	R	11/28/2023	12,373.28		014565		
I-404202311281600	Payroll Reimbursement	R	11/28/2023	12,042.08		014565		118,215.23
01885	Colonial Life							
I-CL 202311281600	Colonial Life-AT	R	11/28/2023	112.10		014566		
I-CLP202311281600	Colonial Life-PT	R	11/28/2023	52.52		014566		164.62
00150	COE Payroll							
I-T1 202311281601	Federal Withholding	R	11/28/2023	310.40		014567		310.40

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	COE Payroll							
I-T3 202311281601	FICA	R	11/28/2023	505.72		014568		
I-T4 202311281601	Medicare	R	11/28/2023	118.28		014568		624.00
00152	COE Payroll							
I-T2 202311281601	State Withholding	R	11/28/2023	112.00		014569		112.00
00837	COE Payroll Reimbursement							
I-400202311281601	Payroll Reimbursement	R	11/28/2023	3,099.29		014570		3,099.29
00898	Benny's Boot Hill							
I-Boot Prgm 11/2023	Boot Program 2023	R	11/28/2023	4,375.37		014571		4,375.37

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	99	587,285.56	0.00	587,262.33
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	160,665.08	0.00	160,665.08
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	23.23CR	23.23CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	106	747,927.41	0.00	747,927.41
BANK: Pool TOTALS:	106	747,927.41	0.00	747,927.41

VENDOR SET: 01 Elkins

BANK: SEWDP Sewer Depreciation

DATE RANGE:11/13/2023 THRU 12/01/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01175	Foster Supply, Inc.							
I-IN00654919	Install scum pump	R	11/28/2023	2,844.75		000043		2,844.75

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	2,844.75	0.00	2,844.75
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: SEWDP TOTALS:	1	2,844.75	0.00	2,844.75
BANK: SEWDP TOTALS:	1	2,844.75	0.00	2,844.75
REPORT TOTALS:	107	750,772.16	0.00	750,772.16

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 11/13/2023 THRU 12/01/2023
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Granting half-day holiday on Friday, December 22 and Friday, December 29
Recommended By:	Administrative Officers
Summary:	Because both Christmas Eve and New Year's Eve fall on Sunday this year, council approved closing City Hall at noon on Dec. 22 and Dec. 29 (the Fridays before these holidays), so that employees may also use leave (on both days), comp time (on both days), or a personal day (on Dec. 22) to take this time off. However, this practice prevents employees still in first 90 days of employment from taking time off (employees cannot use leave or personal days during first 90 days and may not have accrued comp time). Council is therefore being requested to grant a half-day holiday on these two days, starting at noon on both Dec. 22 and Dec. 29. The Sanitary Board and Water Board will consider a similar request at their next meetings, which will occur in time to allow a decision before the requested dates.
Fiscal Impact:	Four hours of additional holiday leave for all employees.
Recommendation:	Consider for approval
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 317: An Ordinance Of The Common Council Of Elkins, West Virginia Amending Sections Of City Code, Chapter 152, Zoning Regarding the Zoning of Unzoned Parcels (final reading)
Recommended By:	Planning Commission, prepared by City Attorney
Summary:	After discovery of an inadvertently unzoned parcel of land inside city limits, it was determined that city code stipulate no process for zoning such parcels. This ordinance creates a process for zoning parcels that are found to be unzoned.
Fiscal Impact:	n/a
Recommendation:	Consider for approval on final reading
Attachments:	1. O-317 - Amending Sections Chapter 152 Zoning

ORDINANCE 317

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING SECTION OF CITY CODE, CHAPTER 152, ZONING, § 152.08

WHEREAS, the Common Council previously adopted a zoning ordinance which is codified in City Code Chapter 152, Zoning; and

WHEREAS, following the enactment of the zoning ordinance it has come to the attention of the City that there are several parcels of land that are unzoned because they were believed to be part of a railroad right of way, which were not zoned during the process of zoning by the Planning Commission because no rights of way were zoned, including railroad rights of way and public streets; and

WHEREAS the Elkins Planning Commission has met and reviewed the circumstance and situation where parcels of land within the City where unzoned for the reasons set forth above; and

WHEREAS, the Elkins Planning Commission, pursuant to City Code §152.04, recommends to the Common Council that §152.08 of Chapter 152; Zoning be amended as set forth below; and

WHEREAS it appears that the Elkins Planning Commission has made this recommendation in furtherance of its authority and responsibilities to advise Council of any proposed amendments to Chapter 152: Zoning; and

WHEREAS, the Common Council has determined that by accepting the recommendation of the Elkins Planning Commission it is in the best interest of the citizens

of the City and that said proposed amendment is consistent with the adopted comprehensive plan.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, Chapter 152: Zoning, §152.08, be amended, supplemented, and shall read as follows:

§ 152.068 PROCEDURES RELATING TO ANNEXED LANDS, VACATED AREAS AND **UNZONED LANDS.**

(A) Zoning of annexed lands. Zoning classification for any land annexed into the city shall be established by ordinance, pursuant to W.Va. Code Ch. 8A, Art. 7, simultaneously with the adoption of the annexation resolution required by W.Va. Code Ch. 8, Art. 6, as amended. City Council shall hear zoning recommendations from the Planning Commission for the subject area during the required hearing for annexation. Prior to any hearings, the Elkins Planning Commission shall submit its written recommendations, to be consistent with the comprehensive plan, to City Council at least 30 days prior to the hearing for annexation.

(1) Prior to the annexation hearing and formal zoning designation of any parcel(s) of land being annexed, the city shall, at least 30 days prior to the enactment of the zoning map amendment:

(a) Give written notice, by certified mail, to the landowner(s) whose property is directly involved in the proposed amendment; and

(b) Publish a notice of the proposed amendment to the zoning ordinance map as a Class II-0 legal advertisement, pursuant to W.Va. Code Ch. 59.

(2) After the required 30-day notice period ends and the property owners have been notified by certified mail, the City Council shall hold a public hearing regarding the zoning designation of the newly annexed land. After the hearing, City Council can, by ordinance, designate the zoning districts for the annexed land.

(B) Whenever any street, place, alley, public right-of-way, railroad right-of-way, waterway, or other similar area is vacated by proper authority, the districts adjoining each side of such street, place, alley, public way, railroad right-of-way, waterway, or similar area shall be extended automatically to the center of such vacation and all area included in the vacation shall then and thenceforth be subject to all appropriate provisions of the extended districts. In the event of a partial vacation, the adjoining district, or district nearest the portion vacated, shall be extended automatically to include all of the vacated area.

[C] Zoning of Lands Unzoned Within the City of Elkins. Zoning of any unzoned lands within the City of Elkins shall be zoned and assigned a zoning district by ordinance, pursuant to W. Va. Code Chapter 8A, Art 7. City Council shall hear zoning recommendations from the Planning Commission for the subject area. Prior to any hearing, the Elkins Planning Commission shall submit its written recommendations, to be consistent with the comprehensive plan to the City Council at least 30 days prior to the hearing for zoning.

(1) Prior to the zoning hearing and formal designation of any unzoned parcel(s) of land being zoned, the City shall, at least 30 days prior to the enactment of an ordinance amending the zoning map:

(a) Give written notice, by certified mail, to the landowner(s) whose property is directly involved in the proposed zoning and amendment to the zoning map; and

b) Publish a notice of the proposed amendment to the zoning ordinance map as a Class II-0 legal advertisement, pursuant to W.Va. Code Ch. 59.

(2) After the required 30-day notice period ends and the property owners have been notified by certified mail, the City Council shall hold a public hearing regarding the zoning designation of the unzoned land. After the hearing, City Council can, by ordinance, designate the zoning district for the unzoned land, treating the unzoned land in the same manner that vacated land is treated in Section [B] above.

The changes to Chapter 152: Zoning are only to the section referred to herein and all other sections of said Chapter shall remain in full force in effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON THE FIRST READING: _____,
2023.

PASSED AND APPROVED ON THE SECOND AND FINAL READING:
_____, 2023.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Ordinance 319: Amending and Re-Enacting City Code Chapter 30.20 Et Seq.: Competitive Bidding (first of two readings)
Recommended By:	Rules & Ordinances Committee; prepared by city attorney
Summary:	The city's current purchasing policy ordinance (City Code Chapter 30.20) imposes bidding requirements for purchases of "goods and services" costing \$25,000 or more. When the bid requirement is complied with, the current ordinance requires no action by council, either to authorize request for bids or to approve the eventual purchase from the winning bidder. Under the current ordinance, the only role for council is approve a request to waive the bidding requirement (which can be granted under circumstances specified in the ordinance). The proposed new ordinance attached makes only one substantive change, i.e., imposes a requirement that all purchases of "materials, supplies, equipment, or services" costing \$25,000 or more would have to be authorized by council. The marked-up version also adds a reference to "Applicable state requirements concerning bid bonds and other details." This is intended to ensure that bid-bond requirements are not overlooked by city staff.
Fiscal Impact:	n/a
Recommendation:	Consider for approval on first reading
Attachments:	1. O-319 - Amending Chap 30.20 Competitive Bidding

ORDINANCE 319

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING AND RE-ENACTING CITY CODE CHAPTER 30.20 *ET SEQ.* COMPETITIVE BIDDING

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted ordinances, which are codified and reflected in City Code, Chapter § 30.20 *et seq.*, Competitive Bidding.

WHEREAS, subsequent to the passages of the ordinances, it has become apparent that certain provisions of the City Code , Chapter § 30.20 *et seq.* Competitive Bidding needed to be changed and amended to reflect changes in State law , for clarity and for enforceability issues; and

WHEREAS the Common Council has determined that by making these amendments to said Chapter it is in the best interests of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, Chapter 30.20 *et seq.*, Competitive Bidding, be amended as follows:

COMPETITIVE BIDDING

§ 30.20 WHEN REQUIRED; PUBLICATION OF NOTICE.

(A) Every contract for the procurement of materials, supplies, equipment, or services by the city, except as hereinafter provided, shall be by competitive bidding and shall not be approved and let until after at least fourteen days public notice made as 1) the public posting at City Hall of the notice for bids, request for proposal, or other written solicitation by the City, 2) the public posting of such notice, request, or solicitation on the City's website and social media accounts, and 3) a Class I legal advertisement in compliance with the provisions of article three [§§ 59-3-1, *et seq.*] Chapter fifty-nine of the Code of West Virginia, and after a public opening for bids. Provided that the Council, or the Administrative Officer having issued such request for competitive bidding, may reject all bids and advertise again; further provided, that the above requirements shall not apply to

any contract for a gross amount of less than \$25,000; further provided, that purchases of materials, supplies, equipment, or services costing \$25,000 or more shall in all cases be memorialized by a contract, or other writing, authorized by City Council prior to execution, even in the event that the above requirements concerning competitive bidding are waived under the provisions of division (B), below; further provided that the City Council may by motion subsequently ratify purchases made by its employees or agents in the event of a mistake of law or fact. Nothing in this section shall preclude the use by the city of or be applicable to the purchasing of goods or services through the State Director of the Purchasing Division of the State Department of Finance and Administration as provided by the W.Va. Code § 5A-3-9.

(B) (1) The provision of division (A) above, concerning competitive bidding, shall not be applicable when the Council, by vote, finds that:

- (a) Compliance therewith would be inimical to the public welfare;
- (b) Procurement of the contemplated goods or services is of such urgency as to brook no delay;
- (c) Other circumstances exist which would render the interests of the city better served by noncompliance than by compliance with division (A) above;
- (d) As a practical matter it is determined that there exists only one supplier of the goods or services sought to be obtained;
- (e) The goods or services sought to be obtained are for the purpose of maintenance or repair of existing city goods or equipment; or
- (f) No suppliers of goods or services sought to be obtained are located within the general circulation area of any of the city newspapers.

(2) When the Council determines that the provisions of division (A) above, concerning competitive bidding, are not applicable, the Council shall, at the time of the approval of the contract for the procurement of goods and services, refer to the applicable provision of this division (B) which is relied upon for the waiver of the bidding process.

(C) (1) Notwithstanding other provisions of this subchapter, in any instance that a purchase of goods or services by the city is required under the provisions of this subchapter to be made upon competitive bids, such purchase shall be made from a vendor resident in the city if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than 2% of the latter bid, and if such resident vendor has made written claim for such preference at the time the bid was submitted.

(2) A vendor shall be deemed to be a resident of the city if such vendor is an individual, partnership, association or corporation that maintains an active, bona fide place of business within the city and maintains therein a representative inventory of the commodities on which the bid is submitted and, in the case of a corporation, is duly qualified to do business in the state as is in good standing under the laws of the state and under the ordinances of the city.

(1991 Code, § 2-3) (Ord. passed 11-1-1979; Ord. 175, passed 3-20-2014)

Statutory reference:

Authority of city to require competitive bidding for purchases of supplies and the like, see W.Va. Code § 8-12-10

Availability to municipalities of facilities of state division of purchases, see W.Va. Code § 5A-3-9

Applicable state requirements concerning bid bonds and other details, see W.Va. Code §5-22-1

§ 30.21 TRANSMITTING AND RECEIVING BIDS; BONDS; SPECIFICATIONS AND THE LIKE.

~~The form and manner of transmitting and receiving bids under the provisions of § 30.20, the amount of deposit or performance bond, if any, to accompany such bids, the terms, specifications, reservation of right to reject bids or waive irregularities therein shall be determined by the Council prior to each respective advertisement for bids and, insofar as is practical, be stated in the published notice.~~

(1991 Code, § 2-4)

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

**PASSED AND APPROVED ON THE FIRST READING: _____,
2023.**

**PASSED AND APPROVED ON THE SECOND AND FINAL READING:
_____, 2023.**

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 7, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1704: Appointing V. White to the Board of Zoning Appeals
Recommended By:	City Clerk
Summary:	Two vacancies exist on the Board of Zoning Appeals. The BZA hears appeals of zoning decisions and fulfills other responsibilities assigned by city code, including hearing applications for conditional uses under the zoning code. Mr. White, who also serves on the Police Civil Service Commission, desires appointment to the BZA.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1704 - Appointment of V. White to the BZA

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#11704)

December 7, 2023

***Appointment of V. White to the Board of Zoning Appeals
for the City of Elkins***

WHEREAS, a vacancy exists on the Board of Zoning Appeals for the City of Elkins; and,

WHEREAS, Victor White has submitted an application for appointment to the Board of Zoning Appeals; and,

WHEREAS, Mr. White meets the qualifications determined to serve on said Board and has agreed to do so;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Victor White to the Board of Zoning Appeals effective immediately and with a term ending December 31, 2026.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk