

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
November 17, 2022
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, R.C. Chenoweth, M. D. Cuonzo, C.J. Higgins, G.M. Hinchman, C.C. Lowther, D.C. Parker, L.S. Severino, and L.H. Vest; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilperson J.A. Guye was absent.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 3, 2022 MEETING.**
The motion carried.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits

The following building permits have been issued since the previous regular council meeting.

PERMIT	APPLICANT	LOCATION	DESCRIPTION	Value
220260	A Tobacco Shop, LLC	412 Kerens Ave	Remodel	Pending
220261	Goodwin, Austin D	29 George St	Roof	7,926.00
220262	First Church of Christ	300 Main St	Upgrade Electric Service	5,000.00
220263	Bennett, Burton	120 Weese St	Roof	10,000.00
220264	Bray, Heidi M	36 Fourteenth St	Remodel	20,000.00
220265	Chase, Martyn & Judy	205 Elm St	Roof	3,840.00
220266	BFS (Little Caesars)	527 Randolph Ave	Pole Sign	7,226.00
220267	Poling, Jacob	14 First St	New Electric Service	1,000.00
220268	Robinson, Linda	5 Hampton St	Storage Building	5,100.00
220269	Goodwin, Austin D	29 George St	200 Amp Electric Upgrade	2,000.00
220270	Roy, Darlene	1716 Lavalette Ave	200 Amp Electric Upgrade	2,000.00
220271	Cole, James	101 Virginia Ave	Replace Siding	5,000.00

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220272	Channell, Bryan	411 Davis St	Replace Roof	10,291.00
	Randolph Co Housing			
220273	Authority	231 Diamond St	Replace Roof	10,979.00
220274	Simon, Mike & Allicen	1801 Livingston Ave.	Driveway Extension	4,000.00
220275	Jordan, Randall	147 State St.	Install 700 sq ft of Siding	1,500.00
220276	Pitzer, David E	225 Heavner Ave	200 Amp Upgrade	900.00
220277	Kwasnieuski, Eunice	110 Edgewater Dr	Replace Roof Shingles	10,923.00
220278	Knuiti, John	108 Edgewater Dr	Replace Roof Shingles	10,923.00
220279	Fahim, Mohamed	112 Edgewater Dr	Replace Roof Shingles	10,923.00
			Replace Counter Tops and	
220280	Elkins Housing Authority	1 Stoddard Ave	Sinks	216,183.00

PRESENTATION

Graham Godwin, Executive Director of the Randolph County Housing Authority since January 2022 reported on the activities of the organization for the year to date and future projects. The RCHA has several focus areas including Section 8 housing, workforce development, property management, YouthBuild, Highland Community Builders, development projects and supportive services. Mr. Godwin provided a brief overview of each and was also pleased to report on the housing study embarked upon by the RCHA, Woodlands Development Group and the Home Ownership Center in collaboration with WVU and Virginia Tech, is nearly finalized. Mr. Godwin thanked council for their support and invited them to any future open houses including one planned in January for Riverview Place apartments.

COMMITTEE REPORTS provided by all committee chairs present.

STAFF REPORTS were provided by all administrative officers present and the chief wastewater operator.

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. 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 31 – November 11, 2022

NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1579: ACCEPTING CONDITIONS OF CONTRACT BETWEEN DELMONTE MARKET DBA AS TAMMY'S FLORAL AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF CONTRACT.** The motion carried.

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Cm. Lowther, MOVED APPROVAL OF RESOLUTION 1580: APPROVING AGREEMENT WITH TERRA FLORA LANDSCAPING FOR GROUND MAINTENANCE OF THE CITY HALL PARKING LOT. The motion carried.

Cm. Hinchman, MOVED APPROVAL OF RESOLUTION 1581: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR MEMBERS OF THE ELKINS FIRE DEPARTMENT. The motion carried.

Cm. Lowther, MOVED APPROVAL OF RESOLUTION 1582: APPROVING MODIFIED RANK STRUCTURE AND COMPENSATION LEVELS WITHIN THE ELKINS FIRE DEPARTMENT. The motion carried.

Cm. Parker, MOVED APPROVAL OF RESOLUTION 1583: APPROVING REAPPOINTMENTS TO THE ELKINS TREE BOARD. Cw. N. Bross-Fregonara recused herself from voting as she was one of the members under consideration for reappointment. The motion carried.

Cw. Bross-Fregonara, MOVED APPROVAL OF RESOLUTION 1584: APPROVING REAPPOINTMENTS TO THE ELKINS PLANNING COMMISSION. The motion carried.

Cw. Bross-Fregonara, MOVED APPROVAL OF RESOLUTION 1585: TO CONSIDER AND ACT UPON A PROPOSED RESOLUTION REGARDING THE SETTING OF A PUBLIC HEARING DATE WITH RESPECT TO (I) THE PROPOSED CREATION OF A NEW TAX INCREMENT FINANCING DISTRICT IN THE CITY OF ELKINS, WEST VIRGINIA (THE “TIF DISTRICT”) AND (II) PUBLIC INFRASTRUCTURE PROJECTS AND IMPROVEMENTS WITHIN THE TIF DISTRICT (THE “TIF PROJECTS”) SET FORTH IN THE TAX INCREMENT FINANCING APPLICATION (THE “TIF APPLICATION”) FOR THE TIF DISTRICT SUBMITTED BY THE CITY. The motion carried.

Cw. Bross-Fregonara, MOVED APPROVAL OF RESOLUTION 1586: TO CONSIDER AND ACT UPON A PROPOSED REIMBURSEMENT RESOLUTION REGARDING THE REIMBURSEMENT OF FUNDS SPENT IN ANTICIPATION OF THE POTENTIAL APPROVAL OF THE TIF APPLICATION FROM OBLIGATIONS TO BE ISSUED FOR THE TIF PROJECTS. The motion carried.

Cm. Parker, MOVED APPROVAL OF RESOLUTION 1587: ACCEPTING CONDITIONS OF AGREEMENT WITH SPILMAN THOMAS & BATTLE FOR THE DEVELOPMENT, APPROVAL, AND CREATION OF A NEW TAX INCREMENT FINANCING DISTRICT, AND AUTHORIZING EXECUTION OF AGREEMENT. The motion carried.

MAYOR’S COMMENTS were provided.

Cm. Hinchman, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 8:17 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk