ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES

401 Davis Avenue
Council Chamber, 2nd Floor
February 1, 2024
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, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, D.C. Parker, E. L. Plishka, L.S. Severino, and C.H. Thompson; 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).

Operations Manager M. Kesecker was absent.

PUBLIC COMMENT

Pat Varchetto, Sylvester Drive, spoke in opposition to giving parking spaces to the Tygart Hotel.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 18, 2024.** The motion carried.

PRESENTATION

a. Elkins Tree Board

   Marilynn Cuonzo, Aira Burkhart, and Councilor N. Bross-Fregonara, members of the Elkins Tree Board, presented the board's *Urban Forest Management Plan*.

b. Randolph-Tucker Children's Advocacy Center

   Margot Evick, executive director of the RTCAC, presented information about the organization.

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 Jan. 15-26, 2024.

NEW BUSINESS

Ordinance 320 was postponed to the next meeting because of a typo in the agenda item.

Lowther **MOVED APPROVAL OF A FAIRS/FESTIVALS ABC LICENSE REQUEST FROM DAVIS & ELKINS COLLEGE.** The motion carried.

Carroll **MOVED APPROVAL OF RESOLUTION 1715, AFFIRMING ACCEPTANCE AND APPROVAL OF THE ELKINS TREE BOARD'S URBAN TREE MANAGEMENT PLAN AS THE OFFICIAL COMPREHENSIVE CITY TREE PLAN STIPULATED IN ELKINS CITY CODE § 93.096.** The motion carried.

The meeting was adjourned at 8:08 p.m.

Approved by council at the meeting of February 15, 2024

_____
Jerry A. Marco, Mayor

Attest:

_____
Sutton Stokes, City Clerk

VENDOR SET: 01 Elkins
BANK: ARPA America Rescue Plan Act
DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02378		AAA State of Play							
	I-67566	rubber mulch Glendale	R	1/24/2024	16,323.00		000111		16,323.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			16,323.00	0.00	16,323.00
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:	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: ARPA TOTALS:	1	16,323.00	0.00	16,323.00
BANK: ARPA TOTALS:	1	16,323.00	0.00	16,323.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02417		US Bank Corporate Payment Syst							
	I-VISANF Pmt 123123	Visa NonFleet Pmt 123123	D	1/22/2024	105,142.65		005559		105,142.65
00741		Great-West Trust Company LLC							
	I-VF 202401231610	Voya	D	1/23/2024	595.00		005560		
	I-VF2202401231610	Voya AT	D	1/23/2024	100.00		005560		695.00
00047		Truist Governmental Finance							
	I-00005 012424	9948000234-05 012424	R	1/17/2024	2,596.05		014752		
	I-00006 012724	9948000234-06 012724	R	1/17/2024	2,643.26		014752		5,239.31
00063		Biser's Radio Service							
	I-15715	radio program and repair	R	1/17/2024	300.00		014753		300.00
00154		COE Sanitation							
	I-202401105417	Hauling/Tipping Riverbend	R	1/17/2024	840.48		014754		840.48
00202		Davis Trust Company							
	I-12755 012224	03113776-12755 01/22/24	R	1/17/2024	4,256.84		014755		4,256.84
00287		Garrett Equipment Rentals, LLC							
	I-68868	Stand Shoe Kit/Assembly	R	1/17/2024	349.85		014756		349.85
00296		Gino's Pizza							
	I-1002-20026	C/O Snow Removal/Salting	R	1/17/2024	131.22		014757		131.22
00378		J F Allen Co.							
	I-15714795	#57 Stone	R	1/17/2024	397.80		014758		397.80
00422		Leslie Equipment Co.							
	I-1120807	2 - Battery	R	1/17/2024	793.68		014759		793.68
00468		Miss Utility of West Virginia,							
	I-WV23-5664	Message Fees 12/2023	R	1/17/2024	78.20		014760		78.20
00471		Mon Power							
	I-401SRand 011024	401S Rand 120723-010824	R	1/17/2024	64.36		014761		
	I-CityPk 011124	Elkins CityPk 120823-010924	R	1/17/2024	9.81		014761		
	I-ParkST465 011124	Park St 465 120823-010924	R	1/17/2024	10.90		014761		
	I-ParkSt 011124	Park St 120823-010924	R	1/17/2024	5.25		014761		90.32
00479		Amtower Auto Supply, Inc.							
	C-Credits 12084	Overpayment 8/20/22 CK12084	R	1/17/2024	727.97CR		014762		
	I-200574	SCRW/KIT	R	1/17/2024	3.50		014762		
	I-201193	Swivel Hitch Pin/HitchPin w/5	R	1/17/2024	16.35		014762		
	I-201858	Battery/BoltCutter/BoosterCabl	R	1/17/2024	230.06		014762		
	I-201950	Battery/Warranty Adj	R	1/17/2024	47.04		014762		
	I-202802	Flap Disc/Blades/COWheel	R	1/17/2024	291.50		014762		

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-203431	Blue DEF 2.5 Gal	R	1/17/2024	47.97		014762		
	I-203750	OBD2Car Reader/BatteryClnr	R	1/17/2024	117.79		014762		26.24
00483		Mountain Valley Bank							
	I-1202553-21 012824	1202553-21 012824 64/84	R	1/17/2024	2,369.18		014763		2,369.18
00550		Precision Pump & Valve Service							
	I-0138849-IN	Pump repair	R	1/17/2024	9,664.00		014764		9,664.00
00670		Steptoe & Johnson PLLC							
	I-1113016	Compliance USDC Civil Action	R	1/17/2024	3,983.37		014765		3,983.37
00726		USA Bluebook							
	I-00137211	ChlorineAnalyzer/ComboProbe	R	1/17/2024	8,607.00		014766		8,607.00
00779		Woodford Oil Company							
	I-143455	CHV HYD OIL AW46	R	1/17/2024	170.00		014767		170.00
00812		WV Regional Jail and Correctio							
	I-12123B49F	3 days inmate housing TVRJ	R	1/17/2024	163.44		014768		163.44
00820		WV State Rail Authority							
	I-2024-27	Sewer Pipe WVC070 WVC228	R	1/17/2024	260.00		014769		260.00
00992		McNeil & Company							
	I-4821207	Comm Pkg	R	1/17/2024	3,096.25		014770		
	I-4828207	Inland Marine 020124	R	1/17/2024	1,200.00		014770		
	I-4834207	Umbrella 020124	R	1/17/2024	438.75		014770		4,735.00
01125		Ferguson Ent dba Pollardwater							
	I-0252765	2-1/2 FNSTXX1-1/2 MNST BRS	R	1/17/2024	46.00		014771		46.00
01331		TimeClock Plus							
	I-00320066	Hardware Suppport Maintenance	R	1/17/2024	2,346.86		014772		2,346.86
01447		Heritage Fire Equipment							
	I-10448	Flashlight Charger	R	1/17/2024	59.80		014773		
	I-10479	Cylinder-Gas Shock	R	1/17/2024	131.19		014773		190.99
01449		Dodson Pest Control							
	I-23-173102-1242 23	Pest Service 12/26/23	R	1/17/2024	60.00		014774		60.00
01563		BHM CPA Group, Inc							
	I-121423	Compiled 6/30/23 Fin Stmts	R	1/17/2024	9,000.00		014775		
	I-121423 SewerFnd	06/30/23 PSC Report	R	1/17/2024	5,000.00		014775		
	I-121423 WaterFnd	06/30/23 PSC Report	R	1/17/2024	5,000.00		014775		19,000.00

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DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01681		HdL Companies							
	I-12312023	BL Rev 12/2023	R	1/17/2024	856.36		014776		856.36
01727		Enterprise FM Trust							
	I-578571-010524	Fleet Leases 01/2024	R	1/17/2024	18,545.09		014777		18,545.09
01790		Crim Law Office PLLC							
	I-394	Sanitary Bd 11/2023	R	1/17/2024	830.00		014778		
	I-395	Water Bd 11/2023	R	1/17/2024	165.00		014778		995.00
02157		Jerry A Marco							
	I-Exp 1/11/24	WVMWQA Meeting Expense	R	1/17/2024	272.62		014779		272.62
02217		Steve Hannan Construction							
	I-91	garage door opener/rollers	R	1/17/2024	2,209.24		014780		2,209.24
02347		LEAF							
	I-15857300	Tosh/Lex 012424	R	1/17/2024	570.83		014781		
	I-15857302	Toshiba E4515AC	R	1/17/2024	180.03		014781		750.86
02389		Fire & Police Selection Inc							
	I-21270	Police Aptitude Test/Booklets	R	1/17/2024	854.50		014782		854.50
02411		Zurich Insurance							
	I-1155939	deductible	R	1/17/2024	127.06		014783		127.06
02431		Ferguson Waterworks #527							
	I-0831665-5	LF 1x3/4 CTS COMP BRCH	R	1/17/2024	589.32		014784		
	I-0861750-1	LF 1 MIPXCTS BEND/COMPCOUP	R	1/17/2024	332.76		014784		922.08
02451		DataMax Corporation							
	I-17461	Collections 12/2023	R	1/17/2024	25.00		014785		25.00
02461		The Thraser Group Inc							
	I-1031106	Land Survey Easement MethenyLn	R	1/17/2024	1,950.00		014786		1,950.00
02536		Go With The Flow Utility Servi							
	I-010324 Whitmer	Service Call	R	1/17/2024	415.50		014787		415.50
02570		Aster Oilfield Services Inc							
	I-ELK-231207	201 Davis Ave	R	1/17/2024	13,500.00		014788		
	I-ELK-240101	211 First St	R	1/17/2024	12,000.00		014788		
	I-ELK-240102	212 First St	R	1/17/2024	14,500.00		014788		40,000.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02575		Lauren Pegg							
	I-Cancellation Reimb	Refund less $20 processing fee	R	1/17/2024	160.00		014789		160.00
00073		Brewer & Company of WV, Inc.							
	I-F9112307	Annual Fire Alarm/Extghsr Insp	R	1/23/2024	500.00		014790		500.00
00132		Clarksburg Water Board							
	I-M91253	Compliance Samples	R	1/23/2024	230.00		014791		230.00
00310		Griffith & Associates, PLLC							
	I-14695	Attorney Services Whitmer	R	1/23/2024	5,256.75		014792		5,256.75
00787		WV Bureau of Employment Progra							
	I-SUV202401091609	State Unemployment-Vol Fire	R	1/23/2024	31.51		014793		31.51
01790		Crim Law Office PLLC							
	I-401	Attorney Serv 12/2023	R	1/23/2024	5,390.00		014794		
	I-406	WVDEP Grant 12/2023	R	1/23/2024	370.00		014794		5,760.00
01833		P3 Cost Analysts							
	I-22002	Visa VUIRF Jan 2024	R	1/23/2024	438.98		014795		438.98
02157		Jerry A Marco							
	I-Reimb 011724	WDTV Interview	R	1/23/2024	76.51		014796		76.51
02576		Steve Kerns							
	I-EPRC BBall Kerns	EPRC BBall Referee 7 games	R	1/23/2024	175.00		014797		175.00
02577		Teemu Johannes							
	I-EPRC BBall Johanne	EPRC BBall Referee 2 games	R	1/23/2024	50.00		014798		50.00
02578		Thomas Maynard							
	I-EPRC BBall Maynard	EPRC BBall Referee 2 games	R	1/23/2024	50.00		014799		50.00
02579		Mitchell Price							
	I-EPRC BBall Price	EPRC BBall Referee 2 games	R	1/23/2024	50.00		014800		50.00
00116		Child Support Enforcement							
	I-CDS202401231610	Child Support	R	1/23/2024	600.33		014801		600.33
00121		Citizens Bank of WVFP							
	I-FP 202401231610	Fire Pension	R	1/23/2024	584.47		014802		584.47

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DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122		Citizens Bank of WVPP							
	I-PP 202401231610	Police Pension	R	1/23/2024	196.58		014803		
	I-PPN202401231610	Police Pension-2010 Forward	R	1/23/2024	509.26		014803		705.84
00147		COE Misc							
	I-MIS202401231610	Misc Reimbursements	R	1/23/2024	527.85		014804		527.85
00150		COE Payroll							
	I-T1 202401231610	Federal Withholding	R	1/23/2024	14,336.15		014805		14,336.15
00151		COE Payroll							
	I-T3 202401231610	FICA	R	1/23/2024	20,928.22		014806		
	I-T4 202401231610	Medicare	R	1/23/2024	5,358.66		014806		26,286.88
00152		COE Payroll							
	I-T2 202401231610	State Withholding	R	1/23/2024	6,119.00		014807		6,119.00
00203		Davis Trust Company							
	I-CC 202401231610	Employee Christmas Club	R	1/23/2024	2,820.00		014808		2,820.00
00747		Washington National Insurance							
	I-WN 202401231610	Washington National Insurance	R	1/23/2024	641.85		014809		641.85
00837		COE Payroll Reimbursement							
	I-001202401231610	Payroll Reimbursement	R	1/23/2024	61,759.92		014810		
	I-006202401231610	Payroll Reimbursement	R	1/23/2024	5,165.30		014810		
	I-036202401231610	Payroll Reimbursement	R	1/23/2024	16,451.83		014810		
	I-400202401231610	Payroll Reimbursement	R	1/23/2024	24,130.43		014810		
	I-401202401231610	Payroll Reimbursement	R	1/23/2024	12,997.29		014810		
	I-404202401231610	Payroll Reimbursement	R	1/23/2024	13,216.36		014810		133,721.13
01885		Colonial Life							
	I-CL 202401231610	Colionial Life-AT	R	1/23/2024	112.10		014811		
	I-CLP202401231610	Colonial Life-PT	R	1/23/2024	52.52		014811		164.62
00150		COE Payroll							
	I-T1 202401231611	Federal Withholding	R	1/23/2024	5.12		014812		5.12
00151		COE Payroll							
	I-T3 202401231611	FICA	R	1/23/2024	131.04		014813		
	I-T4 202401231611	Medicare	R	1/23/2024	30.64		014813		161.68
00152		COE Payroll							
	I-T2 202401231611	State Withholding	R	1/23/2024	26.00		014814		26.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00837		COE Payroll Reimbursement							
	I-400202401231611	Payroll Reimbursement	R	1/23/2024	881.40		014815		881.40
01790		Crim Law Office PLLC							
	I-395 Diff	Water Bd -Mun	R	1/23/2024	1,485.00		014816		1,485.00
00483		Mountain Valley Bank							
	I-1202553-22 Payoff	Payoff LOC 1202553-22	R	1/24/2024	83,856.09		014817		83,856.09
02583		Whitmer Water Association							
	I-WhitmerPmts012424	Whitmer Pmts-City of Elkins	R	1/24/2024	625.37		014818		625.37

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	67			418,350.62	0.00	418,350.62
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	2			105,837.65	0.00	105,837.65
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:	69	524,188.27	0.00	524,188.27
BANK: Pool TOTALS:	69	524,188.27	0.00	524,188.27

VENDOR SET: 01 Elkins
BANK: WATDP Water Depreciation
DATE RANGE: 1/15/2024 THRU 1/26/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02517	J.T. Lynne Flow Elements							
I-SJT026568	2 postioners	R	1/17/2024	1,950.00		000048		1,950.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			1,950.00	0.00	1,950.00
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:	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: WATDP TOTALS:	1	1,950.00	0.00	1,950.00
BANK: WATDP TOTALS:	1	1,950.00	0.00	1,950.00
REPORT TOTALS:	71	542,461.27	0.00	542,461.27

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 1/15/2024 THRU 1/26/2024
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