ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES

401 Davis Avenue
Council Chamber, 2nd Floor
May 2, 2024
7:00 p.m.

Elkins Common Council met in regular session in the council chamber of city hall. Present were Councilors N.E. Bross-Fregonara, A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, 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 (chair and recording secretary).

Mayor Jerry A. Marco and Council C.C. Lowther were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 16, 2024.** The motion carried.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Vacant property registrations

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 April 15-26.

NEW BUSINESS

Chenoweth **MOVED APPROVAL OF ORDINANCE 328: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA TO VACATE, ABANDON AND CLOSE A PORTION OF THAT CERTAIN PUBLIC RIGHT OF WAY KNOWN AS COKE ALLEY OF THE VALLEY IMPROVEMENT COMPANY SOUTH ELKINS ADDITION BETWEEN TENTH STREET AND ELEVENTH STREET (FIRST OF TWO READINGS).** The motion carried.

Carroll **MOVED APPROVAL OF ORDINANCE 329: AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING SECTIONS OF CITY CODE, CHAPTER 152, ZONING REGARDING USE DEFINITIONS (FIRST OF TWO READINGS).** The motion carried.

The meeting was adjourned at 7:39 p.m.

Attest: S.R. Stokes, City Clerk	Jerry A. Marco, Mayor

VENDOR SET: 01 Elkins
BANK: * ALL BANKS
DATE RANGE: 4/15/2024 THRU 4/26/2024

VENDOR I.D.	NAME		STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02486	FPG								
C-CHECK	FPG	VOIDED	V	4/24/2024			015293		4,111.19CR

* * TOTALS * *	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	4,111.19CR	4,111.19CR	0.00	

TOTAL ERRORS: 0

		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK:	TOTALS:	1	4,111.19CR	0.00	0.00
BANK:	TOTALS:	1	4,111.19CR	0.00	0.00

VENDOR SET: 01 Elkins
BANK: ARPA America Rescue Plan Act
DATE RANGE: 4/15/2024 THRU 4/26/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00438	Master Service Corporation							
I-Application#4	Emergency Generator Install	R	4/23/2024	40,500.00		000114		
I-Application#5	Emergency Generator Install	R	4/23/2024	16,730.00		000114		57,230.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			57,230.00	0.00	57,230.00
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	57,230.00	0.00	57,230.00
BANK: ARPA TOTALS:	1	57,230.00	0.00	57,230.00

VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741		Great-West Trust Company LLC							
	I-VF 202404161640	Voya	D	4/16/2024	595.00		005887		
	I-VF2202404161640	Voya AT	D	4/16/2024	100.00		005887		695.00
00792		WV Consolidated Retirement Boa							
	I-RTD202404021632	Retirement	D	4/16/2024	6,827.23		005888		
	I-RTD202404021633	Retirement	D	4/16/2024	409.37		005888		
	I-RTD202404161640	Retirement	D	4/16/2024	6,769.04		005888		14,005.64
00952		WV Consolidated Retirement Boa							
	I-RTF202404021632	Retirement	D	4/16/2024	2,953.96		005889		
	I-RTF202404161640	Retirement	D	4/16/2024	2,360.88		005889		
	I-RTN202404021632	Retirement	D	4/16/2024	3,923.92		005889		
	I-RTN202404161640	Retirement	D	4/16/2024	4,014.04		005889		13,252.80
00993		WV Consolidated Retirement Boa							
	I-RT6202404021632	Retirement 6%	D	4/16/2024	9,533.84		005890		
	I-RT6202404161640	Retirement 6%	D	4/16/2024	9,353.54		005890		18,887.38
00116		Child Support Enforcement							
	I-CDS202404161640	Child Support	R	4/16/2024	690.10		015234		690.10
00121		Citizens Bank of WVFP							
	I-FP 202404161640	Fire Pension	R	4/16/2024	479.01		015235		479.01
00122		Citizens Bank of WVPP							
	I-PP 202404161640	Police Pension	R	4/16/2024	216.88		015236		
	I-PPN202404161640	Police Pension-2010 Forward	R	4/16/2024	216.12		015236		433.00
00147		COE Misc							
	I-MIS202404161640	Misc Reimbursements	R	4/16/2024	427.91		015237		427.91
00150		COE Payroll							
	I-T1 202404161640	Federal Withholding	R	4/16/2024	12,780.59		015238		12,780.59
00151		COE Payroll							
	I-T3 202404161640	FICA	R	4/16/2024	19,778.30		015239		
	I-T4 202404161640	Medicare	R	4/16/2024	4,968.84		015239		24,747.14
00152		COE Payroll							
	I-T2 202404161640	State Withholding	R	4/16/2024	5,627.00		015240		5,627.00
00203		Davis Trust Company							
	I-CC 202404161640	Employee Christmas Club	R	4/16/2024	2,760.00		015241		2,760.00

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DATE RANGE: 4/15/2024 THRU 4/26/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00747		Washington National Insurance							
	I-WN 202404161640	Washington National Insurance	R	4/16/2024	641.85		015242		641.85
00837		COE Payroll Reimbursement							
	I-001202404161640	Payroll Reimbursement	R	4/16/2024	55,287.04		015243		
	I-006202404161640	Payroll Reimbursement	R	4/16/2024	5,601.15		015243		
	I-036202404161640	Payroll Reimbursement	R	4/16/2024	13,345.30		015243		
	I-400202404161640	Payroll Reimbursement	R	4/16/2024	24,015.93		015243		
	I-401202404161640	Payroll Reimbursement	R	4/16/2024	14,399.52		015243		
	I-404202404161640	Payroll Reimbursement	R	4/16/2024	11,262.43		015243		123,911.37
01885		Colonial Life							
	I-CL 202404161640	Colionial Life-AT	R	4/16/2024	112.10		015244		
	I-CLP202404161640	Colonial Life-PT	R	4/16/2024	52.52		015244		164.62
00001		A & A Safety, Inc.							
	I-199210	Signs	R	4/16/2024	2,225.00		015245		2,225.00
00006		AFLAC							
	I-AF 202404021632	Aflac-After Tax Ins	R	4/16/2024	67.78		015246		
	I-AF 202404161640	Aflac-After Tax Ins	R	4/16/2024	67.78		015246		
	I-AFL202404021632	Aflac Insurance	R	4/16/2024	68.67		015246		
	I-AFL202404161640	Aflac Insurance	R	4/16/2024	68.67		015246		272.90
00047		Truist Governmental Finance							
	I-00005 042424	9948000234-05 042424	R	4/16/2024	2,596.05		015247		
	I-00006 042724	9948000234-06 042724	R	4/16/2024	2,643.26		015247		5,239.31
00065		Christopher Boatwright							
	I-Travel 041824	Travel-Charleston Training	R	4/16/2024	96.00		015248		96.00
00085		Burgess & Niple, Inc.							
	I-1133517	Prof Engineering Serv 02/2024	R	4/16/2024	2,194.50		015249		2,194.50
00126		City of Clarksburg							
	I-202404129282	Compost 1451 4/11/24	R	4/16/2024	90.60		015250		90.60
00140		City of Elkins							
	I-CKREQ 041124	Whitmer Utility Pmts to Elkins	R	4/16/2024	625.37		015251		625.37
00154		COE Sanitation							
	I-202404035712	Hauling Brush #99 032724	R	4/16/2024	299.48		015252		
	I-202404035713	HaulingFee-Brush #100	R	4/16/2024	299.48		015252		598.96

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VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00202		Davis Trust Company							
	I-12755 042224	3113776-12755 042224	R	4/16/2024	4,256.84		015253		4,256.84
00242		Elkins Professional Firefighte							
	I-EPF202404021632	Elkins Professional FF	R	4/16/2024	135.00		015254		
	I-EPF202404161640	Elkins Professional FF	R	4/16/2024	135.00		015254		270.00
00430		Jonathan Distefano dba Mainten							
	I-1234 040324	8 Keys	R	4/16/2024	48.00		015255		48.00
00457		Metalworks, Inc.							
	I-13380	Repair Body Valve	R	4/16/2024	240.00		015256		
	I-13388	SS brackets	R	4/16/2024	267.00		015256		507.00
00468		Miss Utility of West Virginia,							
	I-WV24-1179	Message Fees 03/2024	R	4/16/2024	255.60		015257		255.60
00471		Mon Power							
	I-CityPark 041024	City Park 030924-040824	R	4/16/2024	9.77		015258		
	I-Park 095 041024	Park 030924-040824	R	4/16/2024	7.89		015258		
	I-Park 465 041024	Park St 465 030924-040824	R	4/16/2024	10.90		015258		
	I-Park 996 041024	Park St 030924-040824	R	4/16/2024	7.46		015258		
	I-Whitmer 040924	Church Hill Rd 030624-040424	R	4/16/2024	1,098.20		015258		1,134.22
00483		Mountain Valley Bank							
	I-1202553-21 042824	1202553-21 042824	R	4/16/2024	2,369.18		015259		2,369.18
00483		Mountain Valley Bank							
	I-1202553-24 041524	1202553-24 041524	R	4/16/2024	6,518.78		015260		6,518.78
00484		Mountaineer Gas Company							
	I-421Davis 040524	421 Davis 030724-032824	R	4/16/2024	255.77		015261		255.77
00551		Preiser Scientific, Inc.							
	I-567305-1	Free Chl Reag Set/Buffers	R	4/16/2024	600.41		015262		600.41
00591		Retiree Health Benefit Trust F							
	I-04/2024 RHBT	Retirees 04/2024	R	4/16/2024	1,639.16		015263		1,639.16
00670		Steptoe & Johnson PLLC							
	I-1129452	Prof Services through 03/31/24	R	4/16/2024	2,508.14		015264		2,508.14
00779		Woodford Oil Company							
	I-314205 Diff 0322	Diff on invoice 314205	R	4/16/2024	500.00		015265		500.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00805	FBMC							
I-MFB202404021632	Mt. Flex Benefit	R	4/16/2024	1,828.72		015266		
I-MFB202404161640	Mt. Flex Benefit	R	4/16/2024	1,886.44		015266		
I-RChen 04/2024	RChenoweth April 2024	R	4/16/2024	49.90		015266		3,765.06
00810	WV Public Employee Insurance A							
I-Admn Fees 042024	Admin Fees 4/2024	R	4/16/2024	200.00		015267		
I-BL 202404161640	Basic Life Benefit	R	4/16/2024	186.12		015267		
I-BL1202404161640	Basic Life Benefit +	R	4/16/2024	1.98		015267		
I-DL 202404021632	Dependent Life	R	4/16/2024	89.61		015267		
I-DL 202404161640	Dependent Life	R	4/16/2024	89.61		015267		
I-HPA202404021632	Ins-Health Plan A	R	4/16/2024	949.00		015267		
I-HPA202404161640	Ins-Health Plan A	R	4/16/2024	949.00		015267		
I-HPB202404021632	Ins-Health Plan B	R	4/16/2024	627.50		015267		
I-HPB202404161640	Ins-Health Plan B	R	4/16/2024	627.50		015267		
I-ICA202404021632	Ins - Emp/Child-Plan A	R	4/16/2024	2,266.00		015267		
I-ICA202404161640	Ins - Emp/Child-Plan A	R	4/16/2024	2,266.00		015267		
I-ICB202404021632	Ins- Emp/child - Plan B	R	4/16/2024	494.50		015267		
I-ICB202404161640	Ins- Emp/child - Plan B	R	4/16/2024	494.50		015267		
I-IFA202404021632	Ins - Family - Plan A	R	4/16/2024	16,675.00		015267		
I-IFA202404161640	Ins - Family - Plan A	R	4/16/2024	16,675.00		015267		
I-IFB202404021632	Ins - Family - Plan B	R	4/16/2024	5,825.00		015267		
I-IFB202404161640	Ins - Family - Plan B	R	4/16/2024	5,825.00		015267		
I-IFD202404021632	Ins-Fam-Plan B - Post Tax	R	4/16/2024	582.50		015267		
I-IFD202404161640	Ins-Fam-Plan B - Post Tax	R	4/16/2024	582.50		015267		
I-ISA202404021632	Ins - Single - Plan A	R	4/16/2024	4,279.69		015267		
I-ISA202404161640	Ins - Single - Plan A	R	4/16/2024	4,062.50		015267		
I-ISB202404021632	Ins-Single - Plan B	R	4/16/2024	3,934.00		015267		
I-ISB202404161640	Ins-Single - Plan B	R	4/16/2024	3,934.00		015267		
I-OL 202404021632	Optional Life	R	4/16/2024	351.63		015267		
I-OL 202404161640	Optional Life	R	4/16/2024	379.11		015267		
I-RChen 04/2024	RChenoweth Health/life 4/24	R	4/16/2024	1,335.98		015267		
I-TOF202404021632	Tobacco Surcharge Family	R	4/16/2024	325.00		015267		
I-TOF202404161640	Tobacco Surcharge Family	R	4/16/2024	325.00		015267		
I-TOS202404021632	Tobacco Surcharge Single	R	4/16/2024	137.50		015267		
I-TOS202404161640	Tobacco Surcharge Single	R	4/16/2024	137.50		015267		74,608.23
00812	WV Regional Jail and Correctio							
I-3124B49F	23 days inmate housing TVRJ	R	4/16/2024	1,253.04		015268		1,253.04
00990	Cleveland Brothers							
I-INPP5926053	Element-Fuel/Element-Sep	R	4/16/2024	142.66		015269		142.66

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 4/15/2024 THRU 4/26/2024

VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00992		McNeil & Company							
	I-1354214	Add 23 Sutphen/Del 1990Pierce	R	4/16/2024	208.27		015270		208.27
01386		The Sign Guy							
	I-25643	8 HDU Signs	R	4/16/2024	24,480.00		015271		24,480.00
01559		Ryan Summerfield							
	I-Travel 041724	Travel -Morgantown Training	R	4/16/2024	88.50		015272		88.50
01681		HdL Companies							
	I-03312024	Add'l Bus License Rev 3/2024	R	4/16/2024	3,195.93		015273		3,195.93
01704		Dustin George							
	I-Travel 041824	Travel-Charleston Training	R	4/16/2024	96.00		015274		96.00
01790		Crim Law Office PLLC							
	I-422	Sanitary Bd Services 03/2024	R	4/16/2024	1,140.00		015275		
	I-423	Water Board 03/2024	R	4/16/2024	1,230.00		015275		2,370.00
01821		Busy Beaver							
	I-1610/L	hose fitting	R	4/16/2024	7.38		015276		7.38
01942		Elkins Municipal Building Comm							
	I-1214756-11 041524	1214756-11 041524 32/80	R	4/16/2024	4,833.20		015277		4,833.20
01957		Zoro Tools, Inc.							
	I-14023076	sump pump/fittings	R	4/16/2024	129.85		015278		129.85
02389		Fire & Police Selection Inc							
	I-21573	PACT Testing/Materials	R	4/16/2024	500.00		015279		500.00
02630		West Virginia United Health Sy							
	I-GAR202404021632	Case #22-M42C-00404/DStemple	R	4/16/2024	456.62		015280		456.62
02636		Applied Concepts Inc-Stalker R							
	I-436358	Radar Cables/Mounts	R	4/16/2024	1,695.50		015281		1,695.50
02637		Cody Kerns							
	I-CKREQ 041524	Reimb for Elect Sewer Snake	R	4/16/2024	85.60		015282		85.60
02182		Ramon Goux							
	I-Travel 0423-050124	Travel - Training	R	4/23/2024	442.50		015283		442.50

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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-3903	Employment Testing Leary	R	4/24/2024	42.00		015284		42.00
00132	Clarksburg Water Board							
I-M91512	compliance sampling	R	4/24/2024	23.00		015285		23.00
00471	Mon Power							
I-Barron 041724	Barron 031524-041224	R	4/24/2024	13,100.81		015286		
I-RRAve 041624	RR Ave 031424-041224	R	4/24/2024	151.06		015286		13,251.87
00582	Region VII Plan. & Development							
I-520-9	GIS Services 3/2024	R	4/24/2024	55.00		015287		55.00
00779	Woodford Oil Company							
I-4584048	CHV Multifak EP 1 35/1	R	4/24/2024	580.00		015288		580.00
00786	WV Bureau for Public Health							
I-MallowWm CLII	William Mallow CLII WW Cert	R	4/24/2024	150.00		015289		150.00
00976	David Davis Heating, A/C & Ele							
I-3955	Filters/Honeywell Thermostat	R	4/24/2024	1,078.94		015290		1,078.94
01594	Pace Analytical Services LLC							
I-2430515876	Feb24-Mar24 Lab Contract	R	4/24/2024	2,465.00		015291		2,465.00
02047	Cybertech Automation USA Inc							
I-12998	2023 Whitmer WTP	R	4/24/2024	5,529.56		015292		
I-12999	2023 Whitmer WTP	R	4/24/2024	1,852.12		015292		
I-13000	Repair Flow Meter	R	4/24/2024	108.00		015292		7,489.68
02486	FPG							
I-21803F	BM Repair and Test	V	4/24/2024	270.71		015293		
I-21932F	Recordall Disc Meter	V	4/24/2024	3,840.48		015293		4,111.19
02486	FPG							
M-CHECK	FPG VOIDED	V	4/24/2024			015293		4,111.19CR
02486	FPG							
I-21803F	BM Repair and Test	R	4/24/2024	Reissue		015294		
I-21932F	Recordall Disc Meter	R	4/24/2024	Reissue		015294		
I-21932F UPS	UPS US Ground on Inv 21932F	R	4/24/2024	109.56		015294		4,220.75

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT

** TOTALS **	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	60			352,582.91	0.00	352,582.91
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	4			46,840.82	0.00	46,840.82
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	4,111.19			
		VOID CREDITS	4,111.19CR	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	64	399,423.73	0.00	399,423.73
BANK: Pool TOTALS:	64	399,423.73	0.00	399,423.73
REPORT TOTALS:	65	456,653.73	0.00	456,653.73