ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES

401 Davis Avenue
Council Chamber, 2nd Floor
July 11, 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; Councilors N.E. Bross-Fregonara, 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 (recording secretary).

Councilors A.C. Carroll, R.C. Chenoweth, and C.C. Lowther were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 24, 2024.** 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 June 24-July 5, 2024.

NEW BUSINESS

Severino **MOVED APPROVAL OF ORDINANCE 337: AMENDING THE CITY CHARTER CONCERNING THE DATE OF THE MUNICIPAL ELECTION (FIRST OF TWO READINGS).** The motion carried.

Plishka **MOVED APPROVAL OF RESOLUTION 1768: REAPPOINTING R. LEITNER TO THE ELKINS BUILDING COMMISSION.** The motion carried.

Thompson **MOVED APPROVAL OF RESOLUTION 1769: ADDING NEW HOLIDAYS: FOREST FESTIVAL FRIDAY, THANKSGIVING FRIDAY, AND CHRISTMAS AND NEW YEAR'S EVE.** The motion carried.

Hinchman **MOVED THAT COUNCIL ADOPT RESOLUTION 1770 (BUDGET REVISION SAO 2025-001-01), RECORDING THE FY 2024 CARRYOVER.** 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 in random order. The motion carried. Council votes were as follows:

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

Approved Minutes

Hinchman **MOVED THAT COUNCIL ADOPT RESOLUTION 1771 (BUDGET REVISION SAO 2025-002-01), RECORDING THE COAL SEVERANCE FUND BALANCE AS OF JULY 1.** 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 in random order. The motion carried. Council votes were as follows:

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

Hinchman **MOVED APPROVAL OF RESOLUTION 1772: STATEMENT OF SUPPORT FOR THE ASCEND WV PROGRAM.** The motion carried.

Thompson **MOVED APPROVAL OF RESOLUTION 1773: ADDING SICK LEAVE TO THE LEAVE DONATION PROGRAM.** The motion carried.

Bross-Fregonara **MOVED APPROVAL OF RESOLUTION 1774: ACCEPTING A 2024 COMMUNITY EQUI-CITY GRANT AWARDED TO ELKINS TREE BOARD.** The motion carried.

The meeting was adjourned at 7:31 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor

VENDOR SET: 01 Elkins
BANK: FINST Financial Stabilization
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CKRequest062624	Trans Fin Stab Sewer Relocate	R	6/26/2024	140,000.00		000018		140,000.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			140,000.00	0.00	140,000.00
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: FINSTTOTALS:	1	140,000.00	0.00	140,000.00
BANK: FINST TOTALS:	1	140,000.00	0.00	140,000.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741		Great-West Trust Company LLC							
	I-VF 202406251655	Voya	D	6/25/2024	595.00		006099		
	I-VF2202406251655	Voya AT	D	6/25/2024	100.00		006099		695.00
00792		WV Consolidated Retirement Boa							
	I-RTD202406111652	Retirement	D	6/26/2024	7,344.59		006100		
	I-RTD202406251655	Retirement	D	6/26/2024	7,459.83		006100		14,804.42
00952		WV Consolidated Retirement Boa							
	I-RTF202406111652	Retirement	D	6/26/2024	2,995.52		006101		
	I-RTF202406251655	Retirement	D	6/26/2024	2,838.38		006101		
	I-RTN202406111652	Retirement	D	6/26/2024	4,445.94		006101		
	I-RTN202406251655	Retirement	D	6/26/2024	5,010.18		006101		15,290.02
00993		WV Consolidated Retirement Boa							
	I-RT6202406111652	Retirement 6%	D	6/26/2024	9,220.76		006102		
	I-RT6202406251655	Retirement 6%	D	6/26/2024	10,312.69		006102		19,533.45
02663		Sherman McKinney							
	I-CK REQ 062124	Training Class - D Coffman	R	6/24/2024	50.00		015567		50.00
02663		Sherman McKinney							
	I-CKREQ 062124	Training Class - DCoffman	R	6/24/2024	50.00		015568		50.00
02439		Dylan Coffman							
	I-PerExpenseRPT	travel-Officer Safety training	R	6/24/2024	361.50		015569		361.50
02490		WVcorp							
	I-CKRequest62524	Reimb claim WV0792024023587	R	6/26/2024	670.67		015570		670.67
02649		Civil & Enviromental Consultan							
	I-406140	survey/bidding sewer relocate	R	6/26/2024	3,500.00		015571		3,500.00
1		A DURER INC							
	I-000202406261656	ST REFUND	R	6/26/2024	52,708.81		015572		52,708.81
00839		Motorola Solutions, Inc.							
	I-1411076794	command central 5 yr service	R	6/27/2024	10,356.00		015573		10,356.00
01927		Simmons Painting							
	I-970101	council chamber work	R	6/27/2024	8,525.00		015574		8,525.00
00149		COE Parks and Recreation							
	I-Support 07/2024	Monthly Support 07/2024	R	7/01/2024	25,483.00		015575		25,483.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00235		Elkins Building Comm.							
	I-07/2024	Monthly Payment 07/2024	R	7/01/2024	3,483.79		015576		3,483.79
00381		Grover C Jackson Jr							
	I-Rent 07/2024	Rent 07/2024	R	7/01/2024	1,800.00		015577		1,800.00
00202		Davis Trust Company							
	I-35239 070124	3113776-35269 070124	R	7/01/2024	29.15		015578		29.15
1		ALLY FINANCIAL INC							
	I-000202406281657	BL REFUND	R	7/01/2024	20.00		015579		20.00
00116		Child Support Enforcement							
	I-CDS202406251655	Child Support	R	6/25/2024	690.10		915287		690.10
00121		Citizens Bank of WVFP							
	I-FP 202406251655	Fire Pension	R	6/25/2024	324.54		915288		324.54
00122		Citizens Bank of WVPP							
	I-PP 202406251655	Police Pension	R	6/25/2024	249.97		915289		
	I-PPN202406251655	Police Pension-2010 Forward	R	6/25/2024	275.50		915289		525.47
00147		COE Misc							
	I-MIS202406251655	Misc Reimbursements	R	6/25/2024	356.01		915290		356.01
00150		COE Payroll							
	I-T1 202406251655	Federal Withholding	R	6/25/2024	14,376.24		915291		14,376.24
00151		COE Payroll							
	I-T3 202406251655	FICA	R	6/25/2024	22,624.02		915292		
	I-T4 202406251655	Medicare	R	6/25/2024	5,604.00		915292		28,228.02
00152		COE Payroll							
	I-T2 202406251655	State Withholding	R	6/25/2024	6,443.00		915293		6,443.00
00203		Davis Trust Company							
	I-CC 202406251655	Employee Christmas Club	R	6/25/2024	2,550.00		915294		2,550.00
00747		Washington National Insurance							
	I-WN 202406251655	Washington National Insurance	R	6/25/2024	604.60		915295		604.60
00837		COE Payroll Reimbursement							
	I-001202406251655	Payroll Reimbursement	R	6/25/2024	65,116.09		915296		
	I-006202406251655	Payroll Reimbursement	R	6/25/2024	10,741.26		915296		
	I-036202406251655	Payroll Reimbursement	R	6/25/2024	13,654.26		915296		
	I-400202406251655	Payroll Reimbursement	R	6/25/2024	24,830.16		915296		
	I-401202406251655	Payroll Reimbursement	R	6/25/2024	13,717.59		915296		
	I-404202406251655	Payroll Reimbursement	R	6/25/2024	13,044.18		915296		141,103.54

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885		Colonial Life							
	I-CL 202406251655	Colionial Life-AT	R	6/25/2024	112.10		915297		
	I-CLP202406251655	Colonial Life-PT	R	6/25/2024	52.52		915297		164.62
1		BODKINS, JANICE							
	I-000202406191654	US REFUND	R	6/25/2024	20.00		915298		20.00
00006		AFLAC							
	I-AF 202406111652	Aflac-After Tax Ins	R	6/26/2024	129.88		915299		
	I-AF 202406251655	Aflac-After Tax Ins	R	6/26/2024	129.88		915299		
	I-AFL202406111652	Aflac Insurance	R	6/26/2024	68.67		915299		
	I-AFL202406251655	Aflac Insurance	R	6/26/2024	68.67		915299		397.10
00032		Absolute Assurance Drug Test L							
	I-4439	Pre-Emp Testing 061724	R	6/26/2024	336.00		915300		336.00
00119		First-Citizens Bank & Trust Co							
	I-44986837	Kyocera Copier Pmt 070624	R	6/26/2024	52.50		915301		
	I-45009885	Konica Printer Cont 070824	R	6/26/2024	55.00		915301		107.50
00140		City of Elkins							
	I-CKREQ 062524	Whitmer Utility Pmts to Elkins	R	6/26/2024	2,600.45		915302		2,600.45
00154		COE Sanitation							
	I-202406246016	Hauling Sweeper Tallons	R	6/26/2024	181.50		915303		181.50
00242		Elkins Professional Firefighte							
	I-EPF202406111652	Elkins Professional FF	R	6/26/2024	135.00		915304		
	I-EPF202406251655	Elkins Professional FF	R	6/26/2024	135.00		915304		270.00
00471		Mon Power							
	C-Barron Overpmt	Barron overpayment	R	6/26/2024	13,100.81CR		915305		
	C-RR Ave overpmt	RR Ave overpayment	R	6/26/2024	151.06CR		915305		
	I-Barron 061724	Barron Ave 051524-061324	R	6/26/2024	13,829.99		915305		
	I-RR Ave 061424	RR Ave 051424-061224	R	6/26/2024	163.08		915305		741.20
00484		Mountaineer Gas Company							
	I-1 Baxter WD 062024	1 Baxter WD 050624-060724	R	6/26/2024	61.56		915306		
	I-1Baxter 062024	1 Baxter 050624-060724	R	6/26/2024	128.55		915306		
	I-216 4th 062024	216 4th St 050624-060524	R	6/26/2024	162.05		915306		
	I-216 4th B 062024	216 4th B 050624-060524	R	6/26/2024	39.23		915306		
	I-401 Davis 062024	401 Davis Ave 050624-060624	R	6/26/2024	95.06		915306		
	I-917 S RR 062024	917 S RR 050624-060624	R	6/26/2024	72.73		915306		
	I-Barron 062024	Barron Ave 050624-060524	R	6/26/2024	39.23		915306		
	I-Baxter 062024	Baxter St 050624-060624	R	6/26/2024	61.56		915306		
	I-Center St 062024	Center St 050624-0160524	R	6/26/2024	39.23		915306		
	I-Flood Ctl 062024	Flood Cntrl 050624-061024	R	6/26/2024	61.56		915306		
	I-Glendale 062024	Glendale LS3 050624-060624	R	6/26/2024	50.40		915306		

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VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-Ind Pk 062024	Inds Park 050624-061024	R	6/26/2024	39.23		915306		
	I-RELee 062024	RELee 050624-060624	R	6/26/2024	95.06		915306		
	I-Stewart LS4	Stewart LS4 050724-060624	R	6/26/2024	48.82		915306		994.27
00517		Ohio Valley Bank							
	I-6300002950 070124	6300002950 070124	R	6/26/2024	214.42		915307		214.42
00569		Randolph County Clerk							
	I-CKREQ 062524	Lien Linda Hosey 2 Properties	R	6/26/2024	24.00		915308		24.00
00591		Retiree Health Benefit Trust F							
	I-06/2024 Corcoran	R Corcoran Retiree RHBT	R	6/26/2024	206.27		915309		
	I-Retirees 06/2024	RHBT Retirees 06/2024	R	6/26/2024	1,639.16		915309		1,845.43
00670		Steptoe & Johnson PLLC							
	I-1134990	Compliance USDC 04/2024	R	6/26/2024	4,573.14		915310		
	I-1139083	USDC ND Civil Action Case	R	6/26/2024	2,215.76		915310		6,788.90
00726		USA Bluebook							
	I-INV 00225402	Piston Probe	R	6/26/2024	239.95		915311		
	I-INV00251455	Hose Kit	R	6/26/2024	884.95		915311		
	I-INV00397984	5 Gal Tracing Dye	R	6/26/2024	247.85		915311		1,372.75
00779		Woodford Oil Company							
	I-319216	Diesel #2 420 Gal	R	6/26/2024	1,386.00		915312		1,386.00
00805		WV FBMC							
	I-MFB202406111652	Mt. Flex Benefit	R	6/26/2024	1,717.86		915313		
	I-MFB202406251655	Mt. Flex Benefit	R	6/26/2024	1,755.39		915313		
	I-RChen 06/2024	R Chenoweth 06/2024	R	6/26/2024	49.90		915313		3,523.15
00810		WV Public Employee Insurance A							
	I-Admn Fees 062024	Admn Fees 06/2024	R	6/26/2024	200.00		915314		
	I-BL 202406251655	Basic Life Benefit	R	6/26/2024	188.10		915314		
	I-BL1202406251655	Basic Life Benefit +	R	6/26/2024	1.98		915314		
	I-DL 202406111652	Dependent Life	R	6/26/2024	89.61		915314		
	I-DL 202406251655	Dependent Life	R	6/26/2024	89.61		915314		
	I-HPA202406111652	Ins-Health Plan A	R	6/26/2024	949.00		915314		
	I-HPA202406251655	Ins-Health Plan A	R	6/26/2024	949.00		915314		
	I-HPB202406111652	Ins-Health Plan B	R	6/26/2024	627.50		915314		
	I-HPB202406251655	Ins-Health Plan B	R	6/26/2024	627.50		915314		
	I-ICA202406111652	Ins - Emp/Child-Plan A	R	6/26/2024	2,266.00		915314		
	I-ICA202406251655	Ins - Emp/Child-Plan A	R	6/26/2024	2,266.00		915314		
	I-ICB202406111652	Ins- Emp/child - Plan B	R	6/26/2024	494.50		915314		
	I-ICB202406251655	Ins- Emp/child - Plan B	R	6/26/2024	494.50		915314		
	I-IFA202406111652	Ins - Family - Plan A	R	6/26/2024	16,008.00		915314		
	I-IFA202406251655	Ins - Family - Plan A	R	6/26/2024	16,008.00		915314		
	I-IFB202406111652	Ins - Family - Plan B	R	6/26/2024	5,825.00		915314		

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-IFB202406251655	Ins - Family - Plan B	R	6/26/2024	6,702.72		915314		
	I-IFD202406111652	Ins-Fam-Plan B - Post Tax	R	6/26/2024	582.50		915314		
	I-IFD202406251655	Ins-Fam-Plan B - Post Tax	R	6/26/2024	582.50		915314		
	I-ISA202406111652	Ins - Single - Plan A	R	6/26/2024	3,750.00		915314		
	I-ISA202406251655	Ins - Single - Plan A	R	6/26/2024	3,750.00		915314		
	I-ISB202406111652	Ins-Single - Plan B	R	6/26/2024	3,653.00		915314		
	I-ISB202406251655	Ins-Single - Plan B	R	6/26/2024	3,653.00		915314		
	I-OL 202406111652	Optional Life	R	6/26/2024	370.20		915314		
	I-OL 202406251655	Optional Life	R	6/26/2024	377.10		915314		
	I-RChen 06/2024	R Chenoweth Health/Life 06/24	R	6/26/2024	1,335.98		915314		
	I-TOF202406111652	Tobacco Surcharge Family	R	6/26/2024	325.00		915314		
	I-TOF202406251655	Tobacco Surcharge Family	R	6/26/2024	350.00		915314		
	I-TOS202406111652	Tobacco Surcharge Single	R	6/26/2024	100.00		915314		
	I-TOS202406251655	Tobacco Surcharge Single	R	6/26/2024	100.00		915314		72,716.30
01185		InfoUSA Marketing Inc							
	I-10004222845	Polk City Directory-Elkins	R	6/26/2024	740.00		915315		740.00
01427		K&K Collision & Towing							
	I-14543062	21FD Police Interceptor Tice	R	6/26/2024	1,327.03		915316		1,327.03
01594		Pace Analytical Services LLC							
	I-2430511465	Backwash WV 3304203	R	6/26/2024	74.62		915317		
	I-2430512265	73-102306 WV 3304203	R	6/26/2024	421.00		915317		
	I-2430521706	Analytical Chgs 30678952	R	6/26/2024	177.00		915317		
	I-2430522437	WV3304203 Analytical Chgs	R	6/26/2024	421.00		915317		
	I-2430525078	WV3304203 Anaylitical Chgs	R	6/26/2024	177.00		915317		
	I-2430525880	WV3004203 Analytical Chgs	R	6/26/2024	496.60		915317		
	I-2430526528	WV3004203 Analytical Chgs	R	6/26/2024	421.00		915317		2,188.22
01833		P3 Cost Analysts							
	I-24295	Visa VUIRF June 2024	R	6/26/2024	510.90		915318		510.90
02215		Tucker County Solid Waste Auth							
	I-00143146	Sweeper Tallons 18.22 tons	R	6/26/2024	971.13		915319		971.13
02347		LEAF							
	I-16687924	Tosh E4515AC 071124	R	6/26/2024	301.50		915320		
	I-16701771	Tosh ES4515AC 071324	R	6/26/2024	133.78		915320		435.28
02615		Chris Jones							
	I-CKREQ 022724	Referee fees 2 games	R	6/26/2024	50.00		915321		50.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02664	Summit Publishing LLC							
I-18684	Blue Ridge Outdoors Mag Ad	R	6/26/2024	4,995.00		915322		4,995.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	49			407,140.59	0.00	407,140.59
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	4			50,322.89	0.00	50,322.89
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:	53	457,463.48	0.00	457,463.48
BANK: Pool TOTALS:	53	457,463.48	0.00	457,463.48

VENDOR SET: 01 Elkins
BANK: SEIZU Police Seizure
DATE RANGE: 6/24/2024 THRU 7/05/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02665	Courtney McGee							
I-CKrequest62724	reimburse property seizure	R	7/01/2024	282.00		000020		282.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			282.00	0.00	282.00
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: SEIZU TOTALS:	1	282.00	0.00	282.00
BANK: SEIZU TOTALS:	1	282.00	0.00	282.00
REPORT TOTALS:	55	597,745.48	0.00	597,745.48

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 6/24/2024 THRU 7/05/2024
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
