City of Elkins

Regular Council Meeting

October 10, 2024
7:00 PM
Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241

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 September 19, 2024
   b. Proposed mintues for the meeting of September 25, 2024
5. **Correspondence, Notifications, and Recognitions**
   a. Building permits, zoning permits, and vacant property registrations
6. **Councilor Reports**
7. **Staff reports**
   a. Treasurer's report
8. **Approval of vendor invoice payments**
   a. Vendor invoices presented for approval: Sept. 16-Oct. 4, 2024

      (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.)
9. **New business**
   a. Resolution 1792: Authorizing contracting with VanNostrand Architects for preparation of a formal scope-of-work for the renovation of City Hall
   b. Resolution 1793: Implementing a framework for compensation adjustments for the General Fund Administrative Officers
   c. Update concerning real estate negotiation
   d. Matters related to City Hall recovery and restoration
10. **Mayor's comments**
11. **Adjournment**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of September 19, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of September 19
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2024_09_19 - minutes_proposed

ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
September 19, 2024
7 p.m.

Elkins Common Council met in regular session at the Phil Gainer Community Center. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, A.C. Carroll, G.M. Hinchman, B.C. Kerns, C.C. Lowther, D.C. Parker, E. L. Plishka, 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).

Mayor Jerry A. Marco, Councilor R.C. Chenoweth, and Councilor L.S. Severino were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE MINUTES FOR THE MEETING OF SEPTEMBER 5, 2024.** The motion carried.

Carroll **MOVED APPROVAL OF THE MINUTES OF THE MINUTES FOR THE MEETING OF SEPTEMBER 11, 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 Sept. 2-13, 2024.

NEW BUSINESS

Lowther **MOVED APPROVAL OF RESOLUTION 1787: APPROVING A NEW PERSONNEL MANUAL.** The motion carried.

Carroll **MOVED APPROVAL OF RESOLUTION 1788: APPOINTING E. ARMSTRONG TO THE ELKINS PLANNING COMMISSION.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1789: ACCEPTING THE TERMS AND AUTHORIZING A ONE-YEAR CONTRACT RENEWAL WITH CIVIC PLUS FOR AGENDA MANAGEMENT SOFTWARE.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1790: APPROVING A ONE-YEAR CONTRACT WITH CITYNET FOR INTERNET CONNECTION AT CITY HALL.** The motion carried.

Kerns **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION UNDER THE PERSONNEL EXEMPTION FOR THE AGENDA ITEM "MATTERS RELATING TO REPAIRS, IMPROVEMENTS, AND NEXT STEPS AT CITY HALL."** The motion carried. The executive session began at 7:33 p.m. and ended at 8:24 p.m. The chair announced that no decisions were made and no actions were taken.

Kesecker presented an update concerning the wastewater repairs and HVAC project at City Hall. Council also discussed the desirability of continuing to occupy City Hall.

The meeting was adjourned at 9:05 p.m.

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

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed mintues for the meeting of September 25, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of September 25
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2024_09_25 - minutes_proposed

ELKINS COMMON COUNCIL
SPECIAL COUNCIL MEETING
MINUTES

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
September 25, 2024
7 p.m.

Elkins Common Council met in special session at the Phil Gainer Community Center. Present were Mayor Jerry A. Marco; Councilors 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).

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Carroll **MOVED APPROVAL OF RESOLUTION 1791: CLARIFYING THE AUTHORITY OF COUNCIL'S ADMINISTRATIVE OFFICERS AND DIRECTING PREPARATION OF AN ORDINANCE TO THIS EFFECT.** The motion carried.

Bross-Fregonara **MOVED APPROVAL OF ORDINANCE 338: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA AMENDING THE CITY CHARTER, SECTION 3.01 APPOINTMENT, POWERS AND DUTIES OF THE MAYOR (FIRST OF TWO READINGS).** The motion carried.

Chenoweth **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION UNDER THE PERSONNEL EXEMPTION FOR THE AGENDA ITEM "PERSONNEL MATTER IN THE OPERATIONS DEPARTMENT."** The motion carried. Code Enforcement Officer J. Wagler requested that, if council planned to discuss matters relating to her employment, council remain in public session. Marco informed her that she was not the subject of the executive session. The executive session began at 7:15 p.m. and ended at 7:39 p.m. The mayor announced that no decisions were made, and no actions were taken.

The meeting was adjourned at 7:40 p.m.

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

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	The attached report from the City Treasurer includes: • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Bank account balances • Budget control summary
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer's Report - 2024_10_10

	September Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 25.00
Unassigned Fund Balance				
County Tax	$309,084.40	$471,670.09	38.31%	1,231,105.00
B & O Tax	$8,611.22	$527,161.52	32.87%	1,604,000.00
Hotel/Motel Tax	$34,409.76	$92,967.95	46.44%	200,200.00
Gas & Oil Severance Tax	$0.00	$0.00	0.00%	50,000.00
2% City Utility Tax	$7,474.59	$23,999.17	28.23%	85,000.00
Utility Excise Tax	$2,435.86	$54,262.39	17.50%	310,000.00
Liquor Tax	$0.00	$21,653.92	23.54%	92,000.00
Police	$1,687.08	$6,334.61	39.59%	16,000.00
Municipal Court	$2,570.92	$7,951.71	18.96%	41,950.00
Code Enforcement	$3,852.46	$10,914.62	36.38%	30,000.00
Business License	$1,379.15	$7,679.15	27.92%	27,500.00
Intergovernmental	$38,960.41	$872,686.78	382.73%	228,017.00
Franchise/IRP Fees	$4,286.42	$38,375.57	30.22%	127,000.00
Phil Gainer Community Center	$3,980.00	$14,190.00	35.48%	40,000.00
Misc. Revenue	$22,334.45	$58,031.13	42.75%	135,760.00
Municipal Sales Tax	$0.00	$336,230.23	24.02%	1,400,000.00
TOTAL	**$441,066.72**	**$2,544,108.84**	**45.28%**	5,618,532.00

Intergovernmental increased revenues are due to 2 DOJ grant deposits (7/2/24 $158,074.82 & 8/1/24 $640,547.27)

Bank Account Name	Balance as of 9/30/2024
ARPA	$461,737.72
Elkins Building Comm. Sinking Fund	$0.00
Elkins Municipal Building Comm.	$0.00
Financial Stabilization	$789,781.33
Fire Pension Fund	$2,931,880.31
Firemen's Pension & Relief Fund	$0.00
Grant Co Bank-Whitmer	$7,786.66
Landfill Access Escrow	$1,913,163.29
Landfill Post Closure	$48,748.70
Ohio Valley-Construction Draw	$158,355.00
Opioid	$21,864.44
Payroll	$564.31
Police Forfeitures	$13,948.16
Police Pension Fund	$4,797,141.51
Police Seizures	$12,905.03
Policemen's Pension & Relief Fund	$0.00
Pooled Cash-Coal Severance Fund	$197,358.20
Pooled Cash-Fire Fund	$266,937.63
Pooled Cash-General Fund	$1,762,480.62
Pooled Cash-Landfill Fund	$129,376.25
Pooled Cash-Parks Fund	$863,322.34
Pooled Cash-Sanitation Fund	$614,247.00
Pooled Cash-Sewer Fund	$143,734.01
Pooled Cash-Water Fund	$408,626.10
Sewer Depreciation	$234,966.61
Sewer O&M	$538,708.52
TIF District #1	$36,647.37
Water Depreciation	$192,260.45
Water O&M	$512,191.64

FY2025 Budget Control Summary

General Fund

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$1,137,832.22	$965,209.90	$441,066.72	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$5,400.73	$2,544,108.84
Expenses	$749,772.42	$1,335,448.23	$464,288.92	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$2,549,509.57

Sanitation Fund

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$120,655.66	$159,867.23	$120,713.85	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,746.76	$401,236.74
Expenses	$145,364.89	$118,185.70	$119,939.39	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$383,489.98

Sewer Fund

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$281,446.53	$262,540.79	$243,058.51	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$69,350.82	$787,045.83
Expenses	$267,166.54	$223,548.63	$226,979.84	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$717,695.01

Water Fund

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$416,751.93	$431,270.32	$361,901.45	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,924.03	$1,209,923.70
Expenses	$449,879.63	$395,483.80	$337,636.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$1,182,999.67

Fire Fund

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$52,964.67	$91,892.56	$63,979.52	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$65,710.15	$208,836.75
Expenses	$107,354.02	$83,438.32	$83,754.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$274,546.90

Landfill Fund

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$566.80	$497.89	$515.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,234.83	$1,580.50
Expenses	$174.31	$0.00	$171.36	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$345.67

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: Sept. 16-Oct. 4, 2024 *(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.)*
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds Sept. 16-Oct. 4, 2024
Fiscal Impact:	Report details $1,574,427.78 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2024_10_10

VENDOR SET: 01 Elkins
BANK: * ALL BANKS
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02583	Whitmer Water Association							
C-CHECK	Whitmer Water AssociatioVOIDED	V	9/17/2024			000013		199.26CR

* * 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	199.26CR	199.26CR	0.00	

TOTAL ERRORS: 0

		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK:	TOTALS:	1	199.26CR	0.00	0.00
BANK:	TOTALS:	1	199.26CR	0.00	0.00

VENDOR SET: 01 Elkins
BANK: ARPA America Rescue Plan Act
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00118	Cira and Associates Consulting							
I-12503	boiler demo & asbestos abatemt	R	10/01/2024	16,785.00		000119		16,785.00
02552	WV State Fire Marshal							
I-PR31857	architectual review	R	10/01/2024	1,240.00		000120		1,240.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2			18,025.00	0.00	18,025.00
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:	2	18,025.00	0.00	18,025.00
BANK: ARPA TOTALS:	2	18,025.00	0.00	18,025.00

VENDOR SET: 01 Elkins
BANK: FINST Financial Stabilization
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-Ck request100121	Trans Fin Stab Paving Proj	R	10/01/2024	30,533.70		000019		30,533.70

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			30,533.70	0.00	30,533.70
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	30,533.70	0.00	30,533.70
BANK: FINST TOTALS:	1	30,533.70	0.00	30,533.70

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02583	Whitmer Water Association							
I-08/28/24	Phone/Internet	V	9/17/2024	199.26		000013		199.26
02583	Whitmer Water Association							
M-CHECK	Whitmer Water AssociatioVOIDED	V	9/17/2024			000013		199.26CR
00283	Frontier							
I-30422799170913114	Phone/Internet	R	9/17/2024	199.26		000014		199.26
00471	FirstEnergy MP/PE							
I-Whitmer 091124	Whitmer 080624-090724	R	10/01/2024	478.40		000015		478.40

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2			876.92	0.00	677.66
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	199.26CR	199.26CR	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	2	677.66	0.00	677.66
BANK: GCBAN TOTALS:	2	677.66	0.00	677.66

VENDOR SET: 01 Elkins
BANK: OVBSA Construction Draw
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02605	Commercial Builders Inc							
I-Appl #4	contracted services	R	9/17/2024	158,355.00		000005		158,355.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			158,355.00	0.00	158,355.00
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: OVBSATOTALS:	1	158,355.00	0.00	158,355.00
BANK: OVBSA TOTALS:	1	158,355.00	0.00	158,355.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00992	McNeil & Company							
C-Corr 4245218	Rev Invoice 4245218	N	9/24/2024	6,513.05CR		000000		
I-4245218	Pkg/Inland Marine/Umb/Cyber	N	9/24/2024	6,513.05		000000		
00471	FirstEnergy MP/PE							
I-LT31 Barron 081624	LT 31 Barron Ave	D	9/17/2024	13,780.61		006316		13,780.61
00741	Great-West Trust Company LLC							
I-VF 202409171675	Voya	D	9/17/2024	585.00		006317		
I-VF2202409171675	Voya AT	D	9/17/2024	100.00		006317		685.00
00792	WV Consolidated Retirement Boa							
I-RTD202409031673	Retirement	D	9/17/2024	7,345.17		006318		
I-RTD202409031674	Retirement	D	9/17/2024	70.23		006318		
I-RTD202409171675	Retirement	D	9/17/2024	7,932.11		006318		15,347.51
00952	WV Consolidated Retirement Boa							
I-RTF202409031673	Retirement	D	9/17/2024	2,749.32		006319		
I-RTF202409171675	Retirement	D	9/17/2024	3,177.42		006319		
I-RTN202409031673	Retirement	D	9/17/2024	4,615.30		006319		
I-RTN202409171675	Retirement	D	9/17/2024	6,376.74		006319		16,918.78
00993	WV Consolidated Retirement Boa							
I-RT6202409031673	Retirement 6%	D	9/17/2024	9,098.52		006320		
I-RT6202409031674	Retirement 6%	D	9/17/2024	127.26		006320		
I-RT6202409171675	Retirement 6%	D	9/17/2024	9,770.73		006320		
I-RT6202409171676	Retirement 6%	D	9/17/2024	108.24		006320		19,104.75
02667	Health Equity							
I-HSA202409031673	Health Savings	D	9/17/2024	911.54		006321		
I-HSA202409171675	Health Savings	D	9/17/2024	911.54		006321		1,823.08
02417	US Bank Corporate Payment Syst							
I-08/2024 Visa Fleet	Visa Fleet Stmt Pmt 08/2024	D	9/26/2024	16,119.43		006336		16,119.43
02417	US Bank Corporate Payment Syst							
C-MS STORE DISPUTE	Microsoft Store Dispute 071724	D	9/26/2024	74.89CR		006429		
I-VisaNF 083024	Visa NonFleet Stmt Pmt 083024	D	9/26/2024	113,653.02		006429		113,578.13
00741	Great-West Trust Company LLC							
I-VF 202409301678	Voya	D	10/01/2024	620.00		006430		
I-VF2202409301678	Voya AT	D	10/01/2024	100.00		006430		720.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02667		Health Equity							
	I-HSA202409301678	Health Savings	D	10/01/2024	956.54		006431		956.54
00032		Absolute Assurance Drug Test L							
	I-5191	Drug Testing Vandevender C	R	9/17/2024	41.00		015937		
	I-5192	Drug Testing Pre-Emp	R	9/17/2024	126.00		015937		167.00
00073		Brewer & Company of WV, Inc.							
	I-M3312406	monitoring	R	9/17/2024	420.00		015938		420.00
00075		Encova Insurance							
	I-368436002	060224-090124 WCB1037869	R	9/17/2024	7,705.00		015939		
	I-36844773	WCN 080224-090124	R	9/17/2024	6,765.00		015939		14,470.00
00082		Builders Group, Inc.							
	I-748271	TPost/Steel Post Driver/Wire	R	9/17/2024	84.14		015940		84.14
00132		Clarksburg Water Board							
	I-M92102	Compliance Sample	R	9/17/2024	23.00		015941		
	I-M92103	Compliance Sample	R	9/17/2024	230.00		015941		253.00
00154		COE Sanitation							
	I-202408296324	Hauling Fee City Hall 10 Yd	R	9/17/2024	299.48		015942		299.48
00156		COE Sewer Depreciation Account							
	I-08/24 Sewer Depr	08/2024 Swr Deprec Deposit	R	9/17/2024	6,498.02		015943		6,498.02
00158		COE Water Depreciation Account							
	I-08/24 Water Depr	08/24 Water Deprec Deposit	R	9/17/2024	10,438.60		015944		10,438.60
00202		Davis Trust Company							
	I-12755 092224	3113776-12755 #81 092224	R	9/17/2024	4,256.84		015945		4,256.84
00211		Elkins Depot Welcome Center							
	I-07/24 July H/M	07/24 Hotel/Motel Collection	R	9/17/2024	14,750.23		015946		14,750.23
00320		Hach Company							
	I-14157974	Ehternet Kit 55251	R	9/17/2024	254.10		015947		254.10
00378		J F Allen Co.							
	I-15726777	2.92 Ton Cold Mix	R	9/17/2024	292.00		015948		
	I-24115-41684	De-Icing Salt	R	9/17/2024	5,689.95		015948		5,981.95

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00446		McCarty's Septic Service							
	I-A-12717	Sludge	R	9/17/2024	15,120.00		015949		
	I-A-12747	Sludge	R	9/17/2024	9,300.00		015949		24,420.00
00468		Miss Utility of West Virginia,							
	I-WV24-3692	Message Fees 08/2024	R	9/17/2024	262.70		015950		262.70
00471		FirstEnergy MP/PE							
	I-Park 091224	Park St 996 080924-091024	R	9/17/2024	10.52		015951		
	I-ParkSt 091224	Park St 080924-091024	R	9/17/2024	10.95		015951		
	I-ParkStreet 091224	Park St 465 08094-091024	R	9/17/2024	10.89		015951		32.36
00483		Mountain Valley Bank							
	I-1202553-24 091524	1202553-24 091524	R	9/17/2024	6,518.78		015952		6,518.78
00525		Otis Elevator Co.							
	I-NBK15507001	No-Load Safety Test	R	9/17/2024	3,080.60		015953		3,080.60
00628		Seneca Designs							
	I-46874	Printing on shirts	R	9/17/2024	10.00		015954		10.00
00665		State Electric Supply Company							
	I-17402058-00	Conduit/Couplings/Elect tape	R	9/17/2024	1,740.49		015955		
	I-17402058-01	WCUTHHN 10STRBN/STRYW	R	9/17/2024	900.34		015955		
	I-17402058-02	5/32x7 SDS BIT	R	9/17/2024	19.88		015955		
	I-17402058-03	WCUTHHN10STROE	R	9/17/2024	378.78		015955		
	I-17402058-04	5/32x7 SDS BIT	R	9/17/2024	6.63		015955		3,046.12
00779		Woodford Oil Company							
	I-317692	400 Gal Diesel	R	9/17/2024	1,288.00		015956		1,288.00
00812		WV Regional Jail and Correctio							
	I-8124B49F	15 Days Inmate Housing 8/24	R	9/17/2024	861.90		015957		861.90
00970		TLC Stump Grinding & Tree							
	I-2542	Tree Removal Riverbend Park	R	9/17/2024	1,300.00		015958		1,300.00
01208		Hershey's Welding, LLC							
	I-2287	Rpl Metal Doors w/Alum Grating	R	9/17/2024	5,600.00		015959		5,600.00
01220		The Delmonte Market							
	I-1245	City Flowers 4/4	R	9/17/2024	6,028.50		015960		6,028.50

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01292	COE Sewer O & M Account							
I-08/24 Sewer O/M	08/24 Sewer Depr Deposit	R	9/17/2024	13,153.88		015961		13,153.88
01313	COE Water O & M Account							
I-08/24 Water O/M	8/24 Water O&M Deposit	R	9/17/2024	12,902.14		015962		12,902.14
01594	Pace Analytical Services LLC							
I-2430547370	Beverly Sludge Analysis	R	9/17/2024	212.00		015963		
I-2430550505	Compliance Samples	R	9/17/2024	633.60		015963		
I-2430550506	08/24 Lab Analysis	R	9/17/2024	5,796.00		015963		6,641.60
01681	HdL Companies							
I-08312024	BL Revenue 08/2024	R	9/17/2024	793.08		015964		793.08
01751	COE WWTP							
I-202409046333	Backwash 08/2024	R	9/17/2024	919.61		015965		919.61
01790	Crim Law Office PLLC							
I-446	Attorney Services 08/2024	R	9/17/2024	8,310.00		015966		
I-447	08/2024 Municipal Ct Matters	R	9/17/2024	2,510.00		015966		10,820.00
01833	P3 Cost Analysts							
I-25234	08/2024 Visa VUIRF program	R	9/17/2024	572.80		015967		572.80
01942	Elkins Municipal Building Comm							
I-1214756-11 091524	1214756-11 37/80 091524	R	9/17/2024	4,833.20		015968		4,833.20
01957	Zoro Tools, Inc.							
I-14762264	Conduit Hanger	R	9/17/2024	267.00		015969		267.00
02027	WV Paving Inc							
I-243036-1	Paving/Grinding Streets	R	9/17/2024	214,373.80		015970		
I-243036-2	Paving	R	9/17/2024	5,936.47		015970		220,310.27
02277	Vigilant Communications LLC							
I-1026	2 Radios/3 Mics	R	9/17/2024	17,050.00		015971		17,050.00
02694	Melissa Washington							
I-Exp 08/27/24	PEIA Qtrly Workshop Travel	R	9/17/2024	93.40		015972		93.40
02701	What-you-Need							
I-INV0001	Plumbing Repairs at 3 Parks	R	9/17/2024	3,782.90		015973		3,782.90

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00116		Child Support Enforcement							
	I-CDS202409171675	Child Support	R	9/17/2024	690.10		015974		690.10
00121		Citizens Bank of WVFP							
	I-FP 202409171675	Fire Pension	R	9/17/2024	347.37		015975		347.37
00122		Citizens Bank of WVPP							
	I-PP 202409171675	Police Pension	R	9/17/2024	277.10		015976		
	I-PPN202409171675	Police Pension-2010 Forward	R	9/17/2024	299.01		015976		576.11
00147		COE Misc							
	I-MIS202409171675	Misc Reimbursements	R	9/17/2024	115.95		015977		115.95
00150		COE Payroll							
	I-T1 202409171675	Federal Withholding	R	9/17/2024	16,071.30		015978		16,071.30
00151		COE Payroll							
	I-T3 202409171675	FICA	R	9/17/2024	23,691.68		015979		
	I-T4 202409171675	Medicare	R	9/17/2024	5,881.68		015979		29,573.36
00152		COE Payroll							
	I-T2 202409171675	State Withholding	R	9/17/2024	6,905.00		015980		6,905.00
00203		Davis Trust Company							
	I-CC 202409171675	Employee Christmas Club	R	9/17/2024	2,680.00		015981		2,680.00
00747		Washington National Insurance							
	I-WN 202409171675	Washington National Insurance	R	9/17/2024	604.60		015982		604.60
00837		COE Payroll Reimbursement							
	I-001202409171675	Payroll Reimbursement	R	9/17/2024	71,468.27		015983		
	I-006202409171675	Payroll Reimbursement	R	9/17/2024	7,558.70		015983		
	I-036202409171675	Payroll Reimbursement	R	9/17/2024	15,625.52		015983		
	I-400202409171675	Payroll Reimbursement	R	9/17/2024	24,437.91		015983		
	I-401202409171675	Payroll Reimbursement	R	9/17/2024	15,606.15		015983		
	I-404202409171675	Payroll Reimbursement	R	9/17/2024	11,821.92		015983		146,518.47
01885		Colonial Life							
	I-CL 202409171675	Colionial Life-AT	R	9/17/2024	112.10		015984		
	I-CLP202409171675	Colonial Life-PT	R	9/17/2024	52.52		015984		164.62
00150		COE Payroll							
	I-T1 202409171676	Federal Withholding	R	9/17/2024	11.68		015985		11.68

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00151	COE Payroll							
I-T3 202409171676	FICA	R	9/17/2024	89.48		015986		
I-T4 202409171676	Medicare	R	9/17/2024	20.92		015986		110.40
00152	COE Payroll							
I-T2 202409171676	State Withholding	R	9/17/2024	19.00		015987		19.00
00837	COE Payroll Reimbursement							
I-400202409171676	Payroll Reimbursement	R	9/17/2024	592.42		015988		592.42
00006	AFLAC							
I-AF 202409031673	Aflac-After Tax Ins	R	9/17/2024	582.29		015989		
I-AF 202409171675	Aflac-After Tax Ins	R	9/17/2024	582.29		015989		
I-AFL202409031673	Aflac Insurance	R	9/17/2024	297.78		015989		
I-AFL202409171675	Aflac Insurance	R	9/17/2024	297.78		015989		1,760.14
00242	Elkins Professional Firefighte							
I-EPF202409031673	Elkins Professional FF	R	9/17/2024	135.00		015990		
I-EPF202409171675	Elkins Professional FF	R	9/17/2024	135.00		015990		270.00
00591	Retiree Health Benefit Trust F							
I-09/2024 Retirees	Retirees 09/2024	R	9/17/2024	2,302.07		015991		
I-09/24 RChen	RHBT 09/24 RChenoweth	R	9/17/2024	34.00		015991		
I-RHB202409171675	Retiree Health Benefit Trust	R	9/17/2024	2,652.00		015991		4,988.07
00787	WV Bureau of Employment Progra							
I-SUV202407091658	State Unemployment-Vol Fire	R	9/17/2024	29.15		015992		29.15
00805	WV FBMC							
I-09/24 RChen	09/24 RChenoweth	R	9/17/2024	102.84		015993		
I-MFB202409031673	Mt. Flex Benefit	R	9/17/2024	1,967.47		015993		
I-MFB202409171675	Mt. Flex Benefit	R	9/17/2024	1,971.64		015993		4,041.95
00810	WV Public Employee Insurance A							
I-09/24 RChen H/L	9/24 RChenoweth Health/Life	R	9/17/2024	891.98		015994		
I-BL 202409171675	Basic Life Benefit	R	9/17/2024	184.14		015994		
I-BL1202409171675	Basic Life Benefit +	R	9/17/2024	1.98		015994		
I-CEC202409031673	Plan C E/C	R	9/17/2024	1,268.00		015994		
I-CEC202409171675	Plan C E/C	R	9/17/2024	1,268.00		015994		
I-CF 202409031673	Plan C Family	R	9/17/2024	19,580.00		015994		
I-CF 202409171675	Plan C Family	R	9/17/2024	19,580.00		015994		
I-CS 202409031673	Plan C Single	R	9/17/2024	5,562.00		015994		
I-CS 202409171675	Plan C Single	R	9/17/2024	5,562.00		015994		
I-DL 202409031673	Dependent Life	R	9/17/2024	114.16		015994		
I-DL 202409171675	Dependent Life	R	9/17/2024	114.16		015994		
I-IFA202409031673	Ins - Family - Plan A	R	9/17/2024	747.00		015994		
I-IFA202409171675	Ins - Family - Plan A	R	9/17/2024	747.00		015994		
I-OL 202409031673	Optional Life	R	9/17/2024	369.81		015994		

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	I-OL 202409171675	Optional Life	R	9/17/2024	369.41		015994		
	I-TOF202409031673	Tobacco Surcharge Family	R	9/17/2024	450.00		015994		
	I-TOF202409171675	Tobacco Surcharge Family	R	9/17/2024	450.00		015994		
	I-TOS202409031673	Tobacco Surcharge Single	R	9/17/2024	112.50		015994		
	I-TOS202409171675	Tobacco Surcharge Single	R	9/17/2024	112.50		015994		57,484.64
00085		Burgess & Niple, Inc.							
	I-1150571	Eng Serv May 2024	R	9/24/2024	1,672.00		015995		1,672.00
00122		Citizens Bank of WVPP							
	I-10/24 PP Cont	10/24 PP Contribution	R	9/24/2024	26,407.00		015996		26,407.00
00154		COE Sanitation							
	I-202409176395	Hauling Brush 108 Tkt 1685	R	9/24/2024	299.48		015997		
	I-202409176396	Hauling Fee Tkt 28167	R	9/24/2024	299.48		015997		598.96
00471		FirstEnergy MP/PE							
	I-091724 RR Ave	RR Ave 081424-091324	R	9/24/2024	160.12		015998		160.12
00500		Newlons International Sales, L							
	I-01P21766	Control-Reman Heater A/C	R	9/24/2024	496.67		015999		496.67
00517		Ohio Valley Bank							
	I-10/01/2024	6300002950 10/01/24	R	9/24/2024	742.51		016000		742.51
00582		Region VII Plan. & Development							
	I-520-13	GIS Services 08/2024	R	9/24/2024	550.00		016001		550.00
00806		WV Municipal Clerks & Recorder							
	I-24-25 Annual Dues	24-25 Annual Dues S Stokes	R	9/24/2024	35.00		016002		35.00
00884		Colonial Court Service Station							
	I-591090	Trailer Tire	R	9/24/2024	111.00		016003		
	I-591717	Tires	R	9/24/2024	10,026.56		016003		10,137.56
02157		Jerry A Marco							
	I-Travel 091824	Travel- AAPC 0918-092024	R	9/24/2024	332.42		016004		332.42
02215		Tucker County Solid Waste Auth							
	I-00146206	Sweeper Dirt 11.82 ton	R	9/24/2024	630.01		016005		630.01
02219		JMB Sales & Service							
	I-091824	State Inspection	R	9/24/2024	19.00		016006		19.00

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02316		FilmTec Corporation							
	I-140751959	membrane module/housing	R	9/24/2024	9,395.00		016007		
	I-14075973	20 Kit -Seal Housing CP Heavy	R	9/24/2024	8,890.00		016007		18,285.00
02347		LEAF							
	I-17139908	Tosh 5525AC 100824	R	9/24/2024	292.45		016008		
	I-17150406	Tosh E4515AC	R	9/24/2024	304.80		016008		
	I-17168243	Tosh ES4515AC 101324	R	9/24/2024	133.78		016008		731.03
02705		PumpMan Pittsburgh LLC							
	I-137000064	Repair of Actuator	R	9/24/2024	1,875.00		016009		1,875.00
02706		WVa Auto Glass							
	I-9624	Replace Windshield 21 Expl	R	9/24/2024	449.00		016010		449.00
02707		Charlie Ramsey							
	I-CKReq 090524	Reimb for Bkgrnd Ck Ramsey	R	9/24/2024	34.00		016011		34.00
00116		Child Support Enforcement							
	I-CDS202409301678	Child Support	R	10/01/2024	690.10		016012		690.10
00121		Citizens Bank of WVFP							
	I-FP 202409301678	Fire Pension	R	10/01/2024	345.53		016013		345.53
00122		Citizens Bank of WVPP							
	I-PP 202409301678	Police Pension	R	10/01/2024	291.02		016014		
	I-PPN202409301678	Police Pension-2010 Forward	R	10/01/2024	263.63		016014		554.65
00147		COE Misc							
	I-MIS202409301678	Misc Reimbursements	R	10/01/2024	139.31		016015		139.31
00150		COE Payroll							
	I-T1 202409301678	Federal Withholding	R	10/01/2024	15,002.25		016016		15,002.25
00151		COE Payroll							
	I-T3 202409301678	FICA	R	10/01/2024	22,364.20		016017		
	I-T4 202409301678	Medicare	R	10/01/2024	5,565.14		016017		27,929.34
00152		COE Payroll							
	I-T2 202409301678	State Withholding	R	10/01/2024	6,548.00		016018		6,548.00
00203		Davis Trust Company							
	I-CC 202409301678	Employee Christmas Club	R	10/01/2024	2,680.00		016019		2,680.00

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00747		Washington National Insurance							
	I-WN 202409301678	Washington National Insurance	R	10/01/2024	604.60		016020		604.60
00837		COE Payroll Reimbursement							
	I-001202409301678	Payroll Reimbursement	R	10/01/2024	67,560.68		016021		
	I-006202409301678	Payroll Reimbursement	R	10/01/2024	7,211.26		016021		
	I-036202409301678	Payroll Reimbursement	R	10/01/2024	14,771.66		016021		
	I-400202409301678	Payroll Reimbursement	R	10/01/2024	23,187.98		016021		
	I-401202409301678	Payroll Reimbursement	R	10/01/2024	13,222.77		016021		
	I-404202409301678	Payroll Reimbursement	R	10/01/2024	12,293.36		016021		138,247.71
01885		Colonial Life							
	I-CL 202409301678	Colionial Life-AT	R	10/01/2024	112.10		016022		
	I-CLP202409301678	Colonial Life-PT	R	10/01/2024	52.52		016022		164.62
00121		Citizens Bank of WVFP							
	I-FP 202409301679	Fire Pension	R	10/01/2024	87.50		016023		87.50
00122		Citizens Bank of WVPP							
	I-PP 202409301679	Police Pension	R	10/01/2024	35.00		016024		
	I-PPN202409301679	Police Pension-2010 Forward	R	10/01/2024	47.50		016024		82.50
00150		COE Payroll							
	I-T1 202409301679	Federal Withholding	R	10/01/2024	1,797.99		016025		1,797.99
00151		COE Payroll							
	I-T3 202409301679	FICA	R	10/01/2024	5,642.00		016026		
	I-T4 202409301679	Medicare	R	10/01/2024	1,384.86		016026		7,026.86
00152		COE Payroll							
	I-T2 202409301679	State Withholding	R	10/01/2024	1,512.00		016027		1,512.00
00837		COE Payroll Reimbursement							
	I-001202409301679	Payroll Reimbursement	R	10/01/2024	16,006.91		016028		
	I-006202409301679	Payroll Reimbursement	R	10/01/2024	2,081.74		016028		
	I-036202409301679	Payroll Reimbursement	R	10/01/2024	3,616.14		016028		
	I-400202409301679	Payroll Reimbursement	R	10/01/2024	7,037.35		016028		
	I-401202409301679	Payroll Reimbursement	R	10/01/2024	4,325.34		016028		
	I-404202409301679	Payroll Reimbursement	R	10/01/2024	5,091.60		016028		38,159.08
00057		BFMC, Inc.							
	I-28697	Main Water Bills	R	10/01/2024	3,154.27		016029		
	I-28774	Stock Grn Pressure Seal	R	10/01/2024	1,248.86		016029		4,403.13

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00082	Builders Group, Inc.							
I-749100	Treated Plywood	R	10/01/2024	55.68		016030		55.68
00119	First-Citizens Bank & Trust Co							
I-45592270	Kyocera Copier 10/06/24	R	10/01/2024	62.93		016031		
I-45598196	Konica Minolta 100824	R	10/01/2024	72.59		016031		135.52
00122	Citizens Bank of WVPP							
I-10/24 CBWVPP	Police Pension Cont 10/24	R	10/01/2024	273.00		016032		273.00
00126	City of Clarksburg							
I-202409131304	Yard Waste Ticket 1685	R	10/01/2024	80.00		016033		80.00
00132	Clarksburg Water Board							
I-M92154	Samle	R	10/01/2024	46.00		016034		46.00
00140	City of Elkins							
I-CKREQ 100124	Whitmer Utility Pmts to Elkin	R	10/01/2024	2,906.47		016035		2,906.47
00149	COE Parks and Recreation							
I-10/24 Support	Monthly Support 10/2024	R	10/01/2024	25,483.00		016036		25,483.00
00154	COE Sanitation							
I-202409246417	Sweeper Dirt	R	10/01/2024	181.50		016037		
I-202409246425	Hauling Fee	R	10/01/2024	299.48		016037		480.98
00202	Davis Trust Company							
I-35239 092024	3113776-35239 Int Pmt 100124	R	10/01/2024	29.16		016038		29.16
00211	Elkins Depot Welcome Center							
I-08/24 H/M Coll	Hotel/Motel Collections 08/24	R	10/01/2024	16,967.91		016039		16,967.91
00235	Elkins Building Comm.							
I-10/24 Pmt	Monthly Pmt 10/2024	R	10/01/2024	3,483.79		016040		3,483.79
00381	Grover C Jackson Jr							
I-10/24 Rent	10/24 Rent	R	10/01/2024	1,800.00		016041		1,800.00
00430	Jonathan Distefano dba Mainten							
I-1269	Deadbolt repair Riverbend	R	10/01/2024	115.00		016042		115.00
00471	FirstEnergy MP/PE							
I-Elkins CityPk 0917	Elkins City Park 080924-091024	R	10/01/2024	11.23		016043		11.23

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484		Mountaineer Gas Company							
	I-1 Baxter 091924	1 Baxter 080624-090524	R	10/01/2024	38.84		016044		
	I-1Baxter 091924	1Baxter 080624-090524	R	10/01/2024	61.06		016044		
	I-216 4 091924	216 4th 080624-090524	R	10/01/2024	38.84		016044		
	I-216 4th 091924	216 4th 080624-090524	R	10/01/2024	50.01		016044		
	I-401 Davis 091924	401 Davis 080624-090524	R	10/01/2024	72.00		016044		
	I-917 RR 091924	917 S RR 080624-090524	R	10/01/2024	50.01		016044		
	I-Barron 091924	Barron 080624-090524	R	10/01/2024	38.84		016044		
	I-Baxter 091924	Baxter St 080624-090524	R	10/01/2024	49.90		016044		
	I-BearHntr 092724	Bearhunter 102724	R	10/01/2024	37.51		016044		
	I-Center 091924	Center 080624-090524	R	10/01/2024	38.84		016044		
	I-Flood Cntl 091924	Flood Ctrl 080624-090524	R	10/01/2024	38.84		016044		
	I-Glendale 091924	Glendale 080624-090524	R	10/01/2024	38.84		016044		
	I-IndstrialPk 091924	Industrial Pk Rd 080924-090524	R	10/01/2024	38.84		016044		
	I-RELee 091924	RE Lee 080624-090524	R	10/01/2024	83.05		016044		
	I-Scott Ford 092724	Scott Ford Rd 092724	R	10/01/2024	39.50		016044		
	I-Stewart 091924	Stewart 080624-090524	R	10/01/2024	48.33		016044		763.25
00540		Pitney Bowes Bank Inc							
	I-08/24 Postage Allc	Postage Allocation 08/2024	R	10/01/2024	476.27		016045		
	I-09/24 PostageAlloc	Postage Allocation 09/2024	R	10/01/2024	791.72		016045		1,267.99
00550		Precision Pump & Valve Service							
	I-0141679-IN	Pump Repair	R	10/01/2024	12,247.00		016046		12,247.00
00573		Randolph County Development Au							
	I-6392	Prorated Rent 09/18-09/30/24	R	10/01/2024	173.29		016047		173.29
00582		Region VII Plan. & Development							
	I-520-11	GIS Services 06/2024	R	10/01/2024	220.00		016048		220.00
00665		State Electric Supply Company							
	I-17436436-00	Repairs	R	10/01/2024	525.79		016049		525.79
00707		Trickett Hardware, Inc.							
	I-092424	5 Keys	R	10/01/2024	14.95		016050		
	I-092624 CHall	Screws/Bolts	R	10/01/2024	6.96		016050		21.91
00855		LMC & Associates							
	I-3743	08/24 Web Main/Calendar	R	10/01/2024	403.68		016051		403.68
01445		Linda Silva							
	I-CK REQ 092624	Reimb -Tree Protectors	R	10/01/2024	661.71		016052		661.71

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01750		Backflow Prevention Plus							
	I-747215	Backflow testing	R	10/01/2024	230.00		016053		230.00
01833		P3 Cost Analysts							
	I-25754	Visa VUIRF Prgm 09/24	R	10/01/2024	616.28		016054		616.28
02347		LEAF							
	I-17195727	Tosh E478S 101824 Baxter	R	10/01/2024	144.66		016055		
	I-17195728	Tosh E478S 101824	R	10/01/2024	144.57		016055		
	I-17237023	Tosh/Lexmark	R	10/01/2024	607.43		016055		
	I-17237024	Tosh 478S 10/25	R	10/01/2024	154.59		016055		
	I-17237025	Tosh E4515AC 102524	R	10/01/2024	196.83		016055		
	I-17237026	Tosh E3025AC 102524	R	10/01/2024	461.30		016055		1,709.38
02431		Ferguson Waterworks #527							
	I-0861750-4	Couplings	R	10/01/2024	415.92		016056		
	I-0861750-5	Couplings/Comp 90 Bend	R	10/01/2024	572.15		016056		
	I-0884288-2	Coup/SDls	R	10/01/2024	1,651.16		016056		
	I-0884288-3	Couplings/SDLs/Tees	R	10/01/2024	1,129.56		016056		
	I-0901189-1	Blue Pipe	R	10/01/2024	346.15		016056		
	I-0901669	WTR Pres Red Vlv	R	10/01/2024	949.23		016056		
	I-0906794	Ball Curb Vlv/Couplings/Clamps	R	10/01/2024	7,624.55		016056		
	I-0906794-1	Clamps/Couplings/Tees	R	10/01/2024	2,493.18		016056		
	I-0909241	LF MTR RSTR	R	10/01/2024	1,650.00		016056		
	I-0913102	Coup/SDls/Pipe	R	10/01/2024	902.23		016056		
	I-0914570	Gate Vlv LA/BV/Coup	R	10/01/2024	5,581.62		016056		
	I-0914704-1	MAV MTR LD DBGR	R	10/01/2024	1,186.60		016056		24,502.35
02468		Micronics Engineered Filtratio							
	I-2024/F000010604	BP KMS 67X731	R	10/01/2024	1,900.35		016057		1,900.35
02638		Almost Heaven Woodcraft LLC							
	I-1506	Acrylic Ornaments	R	10/01/2024	1,500.00		016058		1,500.00
02708		Kimble Properties LLC							
	I-091224	Couplings/Vlvs/Tees/Sdls	R	10/01/2024	13,011.35		016059		13,011.35
02608		Zinn's R Us Inc							
	I-2550	city hall plumbing	R	10/01/2024	37,499.84		016060		37,499.84
00193		Custom Paving & Sealing, Inc.							
	I-09042024	paving Little League	R	10/01/2024	30,533.70		016061		30,533.70

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 9/16/2024 THRU 10/04/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02118	Don's Auto Body Repair							
I-091624	Repairs on WWTP Truck	R	10/02/2024	3,000.00		016062		3,000.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	126			1,167,802.59	0.00	1,167,802.59
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	10			199,033.83	0.00	199,033.83
EFT:	0			0.00	0.00	0.00
NON CHECKS:	1			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:	137	1,366,836.42	0.00	1,366,836.42
BANK: Pool TOTALS:	137	1,366,836.42	0.00	1,366,836.42
REPORT TOTALS:	143	1,574,427.78	0.00	1,574,427.78

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 9/16/2024 THRU 10/04/2024
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

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1792: Authorizing contracting with VanNostrand Architects for preparation of a formal scope-of-work for the renovation of City Hall
Recommended By:	Ooperations Manager
Summary:	Authorizes requesting a formal scope of services from VanNostrand Architects for a complete renovation of City Hall. The resulting information would later be used as the basis of a request for bids. The attached resolution does not authorize the renovation. It only authorizes commissioning a report on the cost, timeframe, and related information for such a project.
Fiscal Impact:	TBD
Recommendation:	Consider for approval
Attachments:	1. R-1792 - authorizing contracting with VanNostrand for expanded scope of service for city hall renovation

<u>IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV</u>

<u>A RESOLUTION OF COMMON COUNCIL</u>

(#1792)
October 10, 2024

Authorizing Contracting with VanNostrand Architects
to Prepare a Scope of Services for the Renovation of City Hall

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WHEREAS, the Common Council ("Council") of the City of Elkins, West Virginia ("City") has retained VanNostrand Architects as the project architect for the installation of a modern heating, ventilation, and air conditioning (HVAC) system in City Hall; and,

WHEREAS, circumstances have arisen in which it appears worthwhile to analyze the feasibility of a complete renovation of City Hall, in addition to the HVAC project; and,

WHEREAS, prior to authorizing this complete renovation, Council desires to understand the potential cost, timeframe, and other information related thereto; and,

WHEREAS, VanNostrand Architects is the project architect for a similar project, the complete renovation of the Morgantown City Hall, and is therefore well qualified to provide the needed information;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes the Operations Manager to contract with VanNostrand Architects for the preparation of a report detailing the scope of services, costs, and timeframe necessary for a complete renovation of the current City Hall building.

____
Jerry Marco, Mayor

Attest:

____
Sutton R. Stokes, City Clerk

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1793: Implementing a framework for compensation adjustments for the General Fund Administrative Officers
Recommended By:	Personnel Committee
Summary:	The city's five Administrative Officers (Clerk, Treasurer, Fire Chief, Police Chief, Operations Manager) are appointed by and negotiate salaries directly with Council. Two of these officers are appointed to two-year terms and have historically negotiated salary adjustments biannually as a result. The other three have no natural renegotiation point and have seen salary increases lag as a result. The process of negotiating new salaries is inconsistent and time-consuming. Over recent years, the average annual salary increase across the five Administrative Officers has been just under 4 percent. The attached memo proposes a new recurring cost-of-living adjustment of 6 percent every two years, or just under 3 percent annually. This would improve consistency and fairness while also saving money for the city compared to past compensation adjustment patterns across all five Administrative Officers. Starting this new framework Jan. 1 would also address the new U.S. Department of Labor (DOL) threshold for exempt employees, which states that any employee earning less than $58,656 is eligible for overtime pay. (Administrative Officers are paid annual salaries with no additional compensation for hours worked over 40 per week.) DOL advises it will evaluate and adjust this cutoff every three years. See the attached memo for a more detailed explanation.
Fiscal Impact:	Initial annual increased cost to the city of $23,704.11 total.
Recommendation:	Consider for approval
Attachments:	1. R-1793 - Compensation framework for administrative officers 2. Memo - AO compensation adj framework - 2024_10_03 3. Admin Worksheet - 6 percent - from Treasurer

<u>IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV</u>

<u>A RESOLUTION OF COMMON COUNCIL</u>

(#1793)
October 10, 2024

Establishing a Compensation Adjustment Framework
for the General Fund Administrative Officers

WHEREAS, the Elkins Common Council ("Council") of the City of Elkins, W. Va. ("City") has long delegated significant administrative authority to five employees appointed by and reporting directly to Council, to wit, the City Clerk, the City Treasurer, the Fire Chief, the Operations Manager, and the Police Chief (the "Administrative Officers"); and,

WHEREAS, because these Officers are appointed directly by Council, with compensation packages recommended by the Personnel Committee and approved by Council, they are excluded from the compensation and classification system and periodic compensation adjustments applied to all other City employees; and,

WHEREAS, current practices related to compensation adjustments for the Administrative Officers are inefficient and inconsistent; and,

WHEREAS, Elkins City Code, § 30.02 provides Council with the power to prescribe and set forth compensation paid in the annual budget or through other ordinances; and,

WHEREAS, West Virginia Code, §8-5-12 provides that every municipality shall by ordinance or budget fix or cause to be fixed the salary or compensation of every municipal officer and employee; and,

WHEREAS, Council's Personnel Committee has recommended adoption of a new framework that would provide regular, consistent adjustments to the Administrative Officers' compensation, in an amount that would result in reduced overall costs to the city over time, compared to past adjustment patterns for this same category of employee;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Council hereby establishes the following salary levels for the five General Fund Administrative Officers, with effective dates as shown, pending satisfactory performance, and also pending reappointment by Council where applicable:

- City Clerk: $61,480 (effective Jan. 1, 2025, pending reappointment)
- City Treasurer: $62,540 (effective Oct. 1, 2025, pending reappointment)

- Fire Chief: $61,480 (effective Jan. 1, 2025)
- Operations Manager: $74,200 (effective Jan. 1, 2025)
- Police Chief: $61,480 (effective Jan. 1, 2025)

AND BE IT FURTHER RESOLVED, THAT:

The compensation of the above Administrative Officers shall thereafter be increased 6 percent biannually, or otherwise as required by applicable laws, rules, and regulations concerning the compensation of personnel exempt from the overtime requirements of the Fair Labor Standards Act, pending satisfactory performance and, where applicable, reappointment by Council, and only if sufficient funds are available.

AND BE IT FURTHER RESOLVED, THAT:

Nothing in this resolution shall be construed as guaranteeing reappointment (where applicable) and/or permanent employment, nor shall anything in this resolution be construed to guarantee future compensation amounts.

____
Jerry Marco, Mayor

Attest:

____
Sutton R. Stokes, City Clerk

Memo

To: Personnel Committee

From: Admin Team

cc: Melissa Washington, HR Director

Date: October 3, 2024

Re: Framework for Administrative Officer compensation adjustments

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The current approach to salary adjustments for the city's Administrative Officers is inconsistent, time-consuming, and unfair. This memo proposes a new approach that is fairer and more predictable, while also decreasing long-term costs to the city.

Issues With the Current System

One issue with the current system arises from the fact that two Administrative Officers (AOs) are appointed to terms (i.e., City Clerk and City Treasurer), while the rest are not (i.e., Fire Chief, Operations Manager, and Police Chief).

Salaries of officials appointed to terms can only be adjusted at the time of reappointment (i.e., not during a term of office). This reappointment process gives the Clerk and Treasurer a natural point in time to renegotiate salaries. The other three AOs, having no scheduled "reappointment" process, also have no similar point in time for their own renegotiations. (Salaries of AOs are negotiated and recommended by the Personnel Committee, as per the Charter.)

As a result, the Clerk and Treasurer have historically seen more consistent salary adjustments—i.e., every two years. The other three AOs have often gone much longer between adjustments. A previous Operations Manager waited six years for his second raise and four years for his third. A previous Fire Chief waited three years for his first raise and five years for his second. And a past Police Chief waited four years for his first increase after his initial appointment.

Another source of inconsistency is a lack of clarity concerning whether Admin Officer compensation adjustments are intended to compensate for increased cost of living, to recognize expanded duties, to reward excellent performance or training/certification attainment, or some combination of all of these. Given this lack of clarity, AOs come to the negotiating table with widely differing proposals, documentation, and hopes/expectations. The process of considering these proposals then proceeds "from scratch," with no clear framework and no understanding of common assumptions. The result is stressful and time consuming for both the AOs and the Personnel Committee and is at high risk of resulting in misunderstandings, miscommunication, and damaged morale.

Historical AO Compensation Adjustments

In addition to the inconsistency of the *schedule* of AO compensation adjustments, the actual relative *amounts* have also varied considerably.

- The current Treasurer, originally appointed in 2015, has seen an average increase of 7.04 percent at each biannual reappointment since, or around 4.5 percent annually.
- The previous Clerk, originally appointed in 2016, saw an average increase of 8.4 percent at each biannual reappointment, or around 5.5 percent annually.
- From 2009 through 2020, a past Operations Manager compensation increases averaged to around 3 percent annually (and again, he waited six years for his second raise and four years for his third).
- From 2012 to 2020, a past Fire Chief's compensation increases averaged to around 5 percent annually (but again, he waited three years for his first raise and five years for his second).
- The current Police Chief has received only one compensation adjustment since initial appointment in 2019, in an amount that averages to around 1.4 percent annually.

Across the five administrative officers, the average of the annual increases shown above is just under 4 percent.

Proposal

After careful consideration, the AOs propose to replace the above approach with a more straightforward and consistent framework.

In short, each AO would receive a 6-percent increase every two years (slightly less than 3 percent annually), understood simply as a cost-of-living increase.

This increase would occur on January 1st of odd-numbered years, starting in 2025, for all AOs except the Treasurer, whose reappointment schedule would require that it be effective for her on October 1st of odd-numbered years.

Separately from this framework, if any AO felt that his or her salary warranted restructuring based on significantly expanded duties or for exceptional performance, he or she would be free to make that case to the Personnel Committee separately as they see fit. Otherwise, they would simply see their salaries increased by 6 percent every two years.

Although this is a not insignificant amount of increase, it should be considered in the context of the above-described history of AO compensation adjustments. Overall, compared to that pattern and considered across all five AOs, this proposal would result in reduced costs over time compared to past adjustment patterns.

This proposed framework would also be fairer and more predictable. Finally, it will avoid the morale issues and compensation stagnation that the current “system” risks.

Keep in mind that, even after adopting a formal framework of automatic increases such as this one, council would always have the option to amend the policy in the future.

Some Notes:

- The reason for the two-year increase period is because two AOs are appointed to terms, and salaries of employees appointed to terms cannot be changed during a term.
- Proposal is for the first 6-percent increase to be effective January 1, 2025, for everyone except the Treasurer, whose increase would be effective October 1, 2025. The increase would recur biannually thereafter.
- Coincidentally, a new rule from the U.S. Department of Labor requires that all “exempt” (salaried) employees must be paid at least $58,656 as of Jan. 1, 2025. The above proposal would have the additional benefit of moving all AOs above this threshold right on time, except for the Fire Chief. His current salary is so low that a 6 percent increase would not raise him above the Jan. 1 DOL minimum for exempt employees. Therefore, it is proposed that the fire chief be raised to at least $59,000 as of January 1, a 7.3 percent increase. However, given that the Police Chief would be raised to $61,480 and in light of the similarity of the roles, it would seem advisable to raise the Fire Chief to a matching salary (i.e., $61,480). The Fire Chief’s biannual increase would revert to 6 percent after this initial increase.

Proposed Council Action:

To implement the above framework, it is proposed that Council approve a resolution as follows:

- Increase the compensation of the Clerk, Operations Manager, and Police Chief by 6 percent, effective Jan. 1, 2025.
- Increase the compensation of the Treasurer 6 percent, effective Oct. 1, 2025.
- Increase the compensation of the Fire Chief to $61,480, effective Jan. 1, 2025.
- Order that all five AOs will receive at least 6-percent compensation increases biannually thereafter.

##

2 Year Proposed Pay Increase For Administrative Officers

January 1, 2025 an Exempt employee's salary is projected to be $58,656 annually

	Current Pay	1st 6% Increase	1/1/2025	10/1/2025	Annual Increase	1/1/2027	10/1/2027	Annual Increase
City Clerk	$58,000.00	6.00%	$61,480.00		$4,059.42	$65,168.80		$4,302.99
Fire Chief	$55,000.00	6.00%	$61,480.00		$6,573.96	$65,168.80		$3,742.29
Police Chief	$58,000.00	6.00%	$61,480.00		$4,042.02	$65,168.80		$4,284.54
Operation's Manager	$70,000.00	6.00%	$74,200.00		$4,899.30	$78,652.00		$5,193.26
Treasurer	$59,000.00	6.00%		$62,540.00	$4,129.41		$66,292.40	$4,377.17
					$23,704.11			**$21,900.25**

Increase of $4,000 to become exempt

Annual increase includes wage, FICA/Medicare, retirement.

City Clerk	16.65%
Fire Chief	1.45%
Police Chief	16.15%
Operation's Manager	16.65%
Treasurer	16.65%

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Update concerning real estate negotiation
Recommended By:	Mayor, City Attorney
Summary:	Council to hear an update and receive legal advice concerning a real estate negotiation.
Fiscal Impact:	TBD
Recommendation:	Enter executive session for an attorney-client consultation.
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	October 10, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Matters related to City Hall recovery and restoration
Recommended By:	Operations Manager
Summary:	Agenda item to permit reports, discussion, and actions related to the ongoing work at City Hall.
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider actions as needed
Attachments:	None