

**Council Meeting
Nutter Fort
July 10, 2012**

The regular meeting of Council of Nutter Fort, was held, Tuesday, July 10, 2012, in council chambers with the following members present: Stephen Korn, Barbara Gorby, William Benincosa, Karen Phillips, Robin Newhouse, Mayor Nathan Rohrbough, and Recorder Sam Maxson. Also present were: Supervisor Jim Wolfe, Police Chief Ron Godwin, Fire Chief Jeremy Haddix, Treasurer Julia Foley, Computer Operator Leslie Holbert, and Deputy Chief Brian Richards. Guests were Jenalda Heflin, Ryan Roberts, Mabel Forinash, and Linda Blake.

The meeting was called to order at 7:30PM by Mayor Rohrbough, followed by Councilor Newhouse asking prayer and the pledge of allegiance.

- Barbara Gorby motioned we advertise for bids the sale of the property at 802 Illinois Ave with the right to refuse any bid. Following a second by William Benincosa, the motion passed by unanimous vote.
- The Coal Severance Fund budget revision (attached) was approved by unanimous vote, following a motion by Robin Newhouse and a second by Barbara Gorby.

Councilor Barbara Gorby was presented a proclamation by the Mayor thanking her for her years of service to the people of Nutter Fort.

- The building permits (attached) were approved by unanimous vote after a motion by Robin Newhouse and a second by Karen Phillips.
- Robin Newhouse motioned approval of the bills (attached) and, after a second by Karen Phillips, they were approved by unanimous vote.
- The minutes of the June 26, 2012 meeting were approved by unanimous vote after a motion by Robin Newhouse and a second by Karen Phillips with the following additions:

(The following board appointments include those with un-expired terms as well as those re-appointed)

There was a motion made by William Benincosa, seconded by Stephen Korn and passed to appoint Janet Conrad, Barbara Gorby, Leanne Spornak, Connie Leuliette, Lynn Newhouse, Peg Holmes, Linda Blake, and Rebecca Korn to the Beautification Committee.

There was a motion made by Karen Phillips, seconded by Stephen Korn and passed to appoint Dave Nuzum, Norval Lawrence, Paul Lister, Mike Jones, and Denver Atkinson to the Board of Appeals.

There was a motion made by Karen Phillips, seconded by William Benincosa, and passed to appoint Steve Funk, Jeff Hardman, Debbie Johnson, Stephen Korn, and Shirley Sheets to the Building Commission.

There was a motion made by William Benincosa, seconded by Barbara Gorby, and passed to appoint Denver Atkinson, Barbara Gorby, Peg Holmes, Charles Leuliette, Jean Ray, Dorothy White, Lynn Newhouse, Donna Eakles, Kandy Atkinson, and Charla Koerner to the Library Board.

There was a motion made by Karen Phillips, seconded by Barbara Gorby, and passed to appoint William Benincosa, Ron Gilmore, Barbara Gorby, Teddy Moscar and Robin Newhouse, to the Parks, Recreation, and Wellness Committee.

A motion was made by Karen Phillips, seconded by Barbara Gorby, and passed to appoint Tom Betler, Jay Galbraith, Jeremy Haddix, Jack Holt, Bruce Kidd, Joe Mills, Karen Phillips, Nathan Rohrbough, and William Benincosa to the Planning Commission.

A motion was made by William Benincosa, seconded by Stephen Korn, and passed to appoint Don Hutson, David Leroy, and Sam Strickland to the Police Civil Service Commission.

A motion was made by Stephen Korn, seconded by Barbara Gorby to appoint Bunie Harper, Nathan Rohrbough, and Tom Ruziska to the Sanitary Board.

A motion was made by Barbara Gorby, seconded by Karen Phillips, and passed to appoint Ron Godwin, Jill Ruziska, Jim Wolfe, Nathan Rohrbough, Robin Newhouse, Stephen Korn, and Jeremy Haddix, to the Traffic Advisory Commission.

In the minutes of June 26, 2012, a clarification is noted regarding in-house housekeeping. It should have stated "allowing Alicia Cable or Leslie Holbert 4 hours weekly to perform this service" and in regards to the purchase of hands free telephones, we would be purchasing up to 10 units.

- Stephen Korn motioned that William Benincosa and Brian Richards be appointed to the Traffic Commission. The motion was passed by unanimous vote after a second by William Benincosa.

Jeremy Haddix informed council that he has talked to Hickman Signs about installing the LED sign. Hickman told him they could furnish the steel and install the sign for \$4800. This could be done now, and later, landscaping blocks could be installed along the area to complete the job. (Julia Foley informed council that we have applied for a \$7000 Community Partnership Grant that could be used to pay for this and we have funds that could be used for this until the grant is received)

- William Benincosa motioned we award the contract to install the sign to Hickman Signs, Robin Newhouse voiced a second and the motion was passed by unanimous vote.

Robin Newhouse suggested we contact the Harrison County Career Center about students to lay the blocks. He also questioned if we need both Julia Foley and Leslie Holbert attending each meeting.

Old Business The ceiling in the police department has been replaced. Part of it was damaged by a water leak and part just needed updated. Supervisor Wolfe reports the signs for the playground on Michigan Ave have been ordered. Robin Newhouse stated that weeds need cut on the outside of the fence on the Michigan Ave park. Supervisor Wolfe told him the men have been busy clearing storm damage in addition to their regular duties. The mayor stated that Code Enforcement Officer Barberio will attend the next meeting.

Police Chief Report Nothing to report

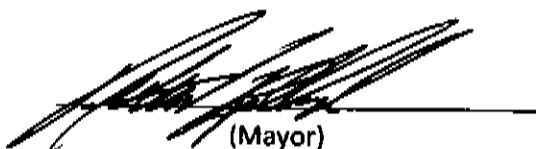
Fire Chief Report Chief Haddix reports that the fire department made over 150 calls between Friday and Monday during the storm. They provided a cooling center for those without electricity and housed National Guard workers in the station. He will be presenting a plan for being better prepared in the future. He stated that fuel, both gasoline and diesel was difficult to obtain during the first few days of the storm and may consider storage tanks on site.

Treasurers Report Treasurer Foley reports that she has submitted a \$75000 litter control grant. Also, there will be a zoning board of appeals hearing Monday (7/23/2012) at 7:00PM, to address the zoning change request from the Haslebacher family.

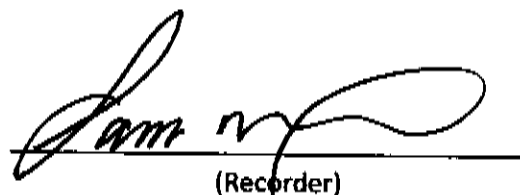
Maintenance Supervisor Report Supervisor Wolfe reports that his crew worked hard after the severe storm clearing trees and brush. Starting of street paving is uncertain as lack of electricity has caused the blacktop plants to be behind.

Public Comments None

The meeting was adjourned at 8:24PM after a motion by Robin Newhouse and a second by Karen Phillips.



(Mayor)



(Recorder)

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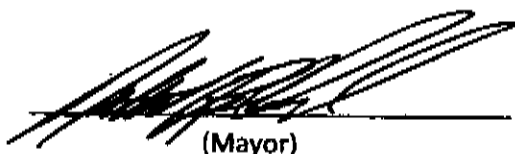
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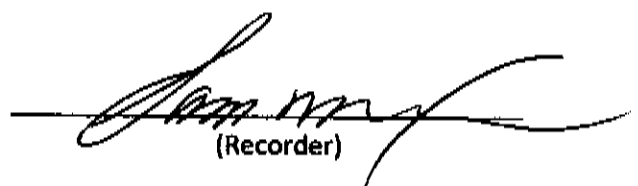
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(Mayor)


(Recorder)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-28a)

CONTROL NUMBER

FY 12-13

FY

2-Coal Sev.

FUND

1

REV. NO.

1

PG. OF NO.

Town of Nutter Fort
GOVERNMENT ENTITY

1415 Buckhannon Pike
STREET OR PO BOX

Nutter Fort
CITY

26301
ZIP CODE

Municipality
Government Type

Person To Contact Regarding

Budget Revision: Tammy Gwinn

Phone: 304-622-7713

Fax: 304-623-0288

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
289	Unassigned Fund Balance	36,000		376	35,624
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-376

Explanation for Account # 376, Municipal Specific:

Explanation for Account # 389, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-8)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
755	Street Construction	45,050		376	44,674
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-376

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Approval of building permits:

Owner	Location	Description of work	Contractor (if applicable)	Estimated Cost	Notes
Beth Gain	117 Edison Street	Replace front portion of roof		\$1,200.00	
Amy & Joshua Cutler	216 Edison Street	Build 8'X16' front porch		\$1,500.00	
Connie Rohrbough	111 Edison Street	Replace approx. 20' of fence		\$350.00	
Gail Cheshire	212 Thomas Avenue	Repair Roof - approx. 3 square of shingles		\$300.00	
Steve Funk	200 Indiana Avenue	Replace porch boards		\$400.00	
Luther Allen Jr.	417 WV Avenue	Replace 2 windows	Window World	\$527.00	

General Revenue Account
Purchase Journal

Page

For the Period From Jun 26, 2012 to Jul 8, 2012

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Name	Line Description	Debit Amount	Credit Amount
6/26/12	Sandy's Hardware	tank bowl gasket for toilet - Police Dept. Sandy's Hardware	2.79	
6/26/12	Greer Industries, Inc.	51.02 Ton of stone for extension of alley behind Burton Ave (School Street) Greer Industries, Inc.	1,007.65	2.79
6/26/12	Clarksburg Asphalt Compa	9.22 Ton of asphalt for patching Town streets Clarksburg Asphalt Company	654.62	1,007.65
6/26/12	YMCA of Harrison County	billing for corporate memberships for May 2012 YMCA of Harrison County	32.00	654.62
				32.00

6/27/12	Rossman & Co./PCB	Account # 035640-1 Invoice 37163 - portion due for Collection of Police Fines paid to CA & Town during April 2012	151.20	
		Account # 035640-1 Invoice 37599 - portion due for Collection of Police Fines paid to Town during May 2012	416.00	
		Rossman & Co./PCB		567.20
6/27/12	Brickstreet Mutual Insuran	Workers' Comp. FY 12/13 - share for Police Dept.	839.46	
		Workers' Comp. FY 12/13 - share for Treasurer's Office	89.95	
		Workers' Comp. FY 12/13 - share for Maint. Dept.	2,068.64	
		Brickstreet Mutual Insurance Co.		2,998.05
6/27/12	Special Fire Levy Acct.	2011 Town - Fire 5/14 to 6/1/2012 Public Utilities Tax	5.93	
		Special Fire Levy Acct.		5.93
		Police Judge's FICA/Medicare monthly expense	19.13	
		Treasurer's FICA/Medicare bi-weekly expense	156.18	
		Code Enforcement FICA/Medicare bi-weekly expense	29.95	
		Police Dept. FICA/Medicare bi-weekly expense	418.31	
		Street Dept. FICA/Medicare bi-weekly expense	319.13	
		Recycle Dept. FICA/Medicare bi-weekly expense	33.91	
		Nutter Fort Payroll		1,063.26
7/3/12	MCM Business Systems	Billing report folders and monthly dividers (1/4)	40.59	
		MCM Business Systems		40.59
7/3/12	Nutter Fort Payroll	Waste account FICA/Medicare Tax	260.25	
		Waste account/adm. wage - FICA/Medicare Tax	1.91	
		Nutter Fort Payroll		262.16
7/4/12	Payroll - Retirees Health In	May RHBT - Treasurer's Office expense	161.28	
		May RHBT - Recycle Department expense	33.63	
		May RHBT - Police Department expense	761.50	
		May RHBT - Street Department expense	407.35	
		Payroll - Retirees Health Insurance		1,363.76
7/4/12	Payroll - Health Insurance	May Health Ins. - Recycle Department	161.78	
		May Health Ins. - Treasurer's Office	776.09	
		May Health Ins. - Police Department	3,664.31	
6/29/12	Commercial Insurance	portion of 1st Qtr of Commercial Package Commercial Insurance	1,172.30	
				1,172.30
7/3/12	MCM Business Systems	for billing reports & monthly dividers - all depts. (1/4)	40.58	
		MCM Business Systems		40.58
7/3/12	Nutter Fort Payroll Accoun	Bi-weekly waste wages	3,446.84	
		monthly administrative wage	25.00	
		Nutter Fort Payroll Account		3,471.84
7/3/12	Nutter Fort Payroll Accoun	Treasurer Office bi-weekly wages	1,943.29	
		Police Department bi-weekly wages	5,414.50	
		Street Department bi-weekly wages	4,226.15	
		Recycle Department bi-weekly wages	448.90	
		Treasurer Insurance opt out	125.00	
		Police insurance opt out	125.00	
		Code enforcement wages	400.00	
		Police Judge wages for month	250.00	
		Mayor's wages for month	447.50	
		Council's wages for month	500.00	
		Recorder wages for month	200.00	
		Nutter Fort Payroll Account		14,080.34
7/3/12	Wright Express Fleet Servi	Monthly fuel expense for garbage truck	848.07	
		Wright Express Fleet Services		848.07
7/3/12	Nutter Fort Payroll	Mayor's FICA/Medicare monthly expense	33.79	
		Council's FICA/Medicare monthly expense	37.76	
		Recorder's FICA/Medicare monthly expense	15.10	
		Fire Chief's FICA/Medicare monthly expense		
6/27/12	Brickstreet Mutual Insuran	FY 12/13 - Workers' Compensation - share for Garbage Dept.	817.65	
		Brickstreet Mutual Insurance Co.		817.65
6/29/12	Manpower	week of 6/24/12 - two workers @ 28 hrs. each	747.94	
		Manpower		747.94
6/29/12	Prescription Pest Control	Monthly pest control service	80.00	
		Prescription Pest Control		80.00

6/29/12	Lexis Nexis	WV Code Vol. 3 2012 Supplement Lexis Nexis	62.89	62.89
6/29/12	Commercial Insurance	portion of 1st Qtr for Commercial Package Commercial Insurance	4,298.45	4,298.45
6/29/12	Meadowfill Landfill, Inc.	Clean Up fees for week of May 14-18, 2012 ; credit of \$435.70 as per Kelli Sekela on 6/19/12 Meadowfill Landfill, Inc.	328.00	328.00
6/29/12	Bi-County Nutrition Progra	Donation - approved June 26, 2012 Council meeting Bi-County Nutrition Program	275.00	275.00
6/29/12	Visionair, Inc.	software support - Police Dept. Visionair, Inc.	185.24	185.24
6/29/12	Brady Insurance Services,	Review of insurance policy - 2.5 hrs. @ \$30 Brady Insurance Services, Inc.	75.00	75.00
		May Health Ins. -Street Department Payroll - Health Insurance	1,960.12	6,562.30
7/4/12	Payroll - Waste Retirees H	May RHBT - Waste Department share Payroll - Waste Retirees Health Ins.	347.97	347.97
7/4/12	Payroll - Waste Health Ins.	May Health Ins. - Waste Account Payroll - Waste Health Ins.	1,674.40	1,874.40
7/5/12	Bank Card Services	Barco Products - (3) 19' speed bumps and (6) Caution speed signs Bank Card Services	1,264.75	1,264.75
7/5/12	MonPower	Monthly charge for street lighting MonPower	1,552.13	1,552.13
7/5/12	Wholesale Tire, Inc.	rear tire for Garbage truck Wholesale Tire, Inc.	569.83	569.83
7/5/12	Sandy's Hardware	landscape mix for Maint. dept. Sandy's Hardware	33.49	33.49
7/5/12	Sandy's Hardware	front office entry lockset Sandy's Hardware	23.99	23.99
7/5/12	Sandy's Hardware	light switch & cover Sandy's Hardware	10.40	10.40
7/5/12	Sandy's Hardware	key for front office Sandy's Hardware	1.49	1.49
7/5/12	Sandy's Hardware	paint and items to paint curbs Sandy's Hardware	77.11	77.11

7/6/12 at 11:57:07.29

Water Board Account
Purchase Journal

Page: 1

For the Period From Jun 26, 2012 to Jul 8, 2012

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Date	Name	Line Description	Debit Amount	Credit Amount
6/27/12	Brickstreet Mutual In	FY 12/13 - Workers' Compensation - share for Water Board Dept. Brickstreet Mutual Insurance Co.	817.65	
6/29/12	Commercial Insuran	portion of 1st Qtr Package down pymt. for Commercial Package Commercial Insurance	1,172.30	817.65
7/1/12	WV Municipal Bond	Monthly water bond revenue obligation WV Municipal Bond Commission Revenue	3,928.67	1,172.30
7/1/12	Bank Card Services	meal - 6/30/12 - WV Rural Water lunch Bank Card Services	18.83	3,928.67
7/3/12	Nutter Fort Payroll A	Bi-weekly Oper. labor Administrative salary Bi-weekly meter reading labor Bi-weekly customer collection labor Nutter Fort Payroll Account	1,448.53 68.25 1,420.89	18.83
7/3/12	Clarksburg Water B	Water purchased monthly - 10,317,000 gal. @2.87 Clarksburg Water Board	29,609.79	2,937.67
12	Nutter Fort Payroll A	Bi-weekly FICA/Medicare Tax Nutter Fort Payroll Account	221.84	29,609.79
12	MCM Business Syst	billing report folders and monthly dividers (1/4) MCM Business Systems	40.59	221.84
7/5/12	Sandy's Hardware	plastic inserts for service line Sandy's Hardware	3.38	40.59
7/5/12	SuperAmerica Grou	Share of monthly fuel expense. SuperAmerica Group	401.36	3.38
7/5/12	A Hughes Supply C	Taping machine along with accessories A Hughes Supply Company	1,137.54	401.36
7/5/12	Frontier	15% of monthly telephone service for all departments. Frontier	27.21	1,137.54
7/5/12	The C.I. Thornburg	1/2 cost of Sensus Handheld device for reading meters The C.I. Thornburg Company	2,447.50	27.21
7/5/12	Point Spring & Drive	2000 Dodge Truck - replace springs/suspension Point Spring & Driveshaft Co.	326.08	2,447.50
				326.08

		Clarksburg Printing		454.35
7/5/12	Dominion Hope Gas	55% of monthly budget for all departments	323.40	
		Dominion Hope Gas		323.40
7/5/12	R.D. Wilson-Sons & Comp	plastic bags, gloves, paper towels, wasp & hornet killer - Maint. Dept. (less credit of 22.54)	78.68	
		R.D. Wilson-Sons & Company		78.68
7/5/12	Super America Group, Inc.	Police Department monthly fuel expense	1,156.62	
		Fire Department monthly fuel expense	990.74	
		Maintenance Department monthly fuel expense	301.36	
		Recycle Department fuel expense	100.00	
		Super America Group, Inc.		2,548.72
7/5/12	Frontier	55% of monthly telephone service for all departments.	99.76	
		Frontier		99.76
7/5/12	MonPower	LED traffic lights - Rt. 20	26.08	
		MonPower		26.08
7/5/12	Frontier	Waste Account's 15% of monthly telephone service for all departments.	27.21	
		Frontier		27.21
7/5/12	Dominion Hope Gas	Waste account - 15% of monthly budget amount	88.20	
		Dominion Hope Gas		88.20
7/5/12	MonPower	Rt. 20 Traffic signal monthly charges	0.79	
7/5/12	Sandy's Hardware	sanding belts	11.97	
		Sandy's Hardware		11.97
7/5/12	Sandy's Hardware	concrete bits for drill	9.98	
		Sandy's Hardware		9.98
7/5/12	Sandy's Hardware	weed killer - Roundup	16.99	
		Sandy's Hardware		16.99
7/5/12	Sandy's Hardware	toilet ballcock for Police Dept.	8.64	
		Sandy's Hardware		8.64
7/5/12	Sandy's Hardware	roller pads	17.96	
		Sandy's Hardware		17.96
7/5/12	Sandy's Hardware	concrete mix	47.88	
		Sandy's Hardware		47.88
7/5/12	Colours, Inc.	yellow traffic paint	445.16	
		Colours, Inc.		445.16
7/5/12	Sandy's Hardware	parts for weed eater and lawn mower	9.90	
		Sandy's Hardware		9.90
7/5/12	Sandy's Hardware	lime for Michigan Avenue	19.90	
		Sandy's Hardware		19.90
7/5/12	Clarksburg Exponent/Tele	cost of article remembering Frank Scarcelli (6/24/2012)	186.12	
		Clarksburg Exponent/Telegram		186.12
7/5/12	Clarksburg Printing	perforated paper for Business License	454.35	

7/6/12 at 11:57:07.34

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		WV Rural Water Association		260.00
			43,350.41	43,350.41