

**Council Meeting  
Nutter Fort  
July 24, 2012**

The regular meeting of Council of Nutter Fort was held, Tuesday, July 24, 2012, in Council Chambers, with the following members present: Stephen Korn, Barbara Gorby, William Benincosa, Karen Phillips, Mayor Nathan Rohrbough, and Recorder Sam Maxson. Absent was Councilor Robin Newhouse. Also present were Police Chief Ron Godwin, Fire Chief Jeremy Haddix, Supervisors Jim Wolfe and Julia Foley, and Computer Operator Leslie Holbert. Guests were: Leanna Spornak, Charlotte Link, Jim Link, Cindy McClain, Clauro Haddix, Bruce Alker, Gwen Nuzum, Patty Alker, Helen Pokrzwa, Ronald Nuzum, Dave Nuzum, Bruce Kidd, Brian Richards, Ryan D. Roberts, and Natalie Haddix.

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

Treasurer Julia Foley explained the modified General Revenue Fund Revision to council.

- Following a motion by William Benincosa and a second by Barbara Gorby, the General Fund Budget Revision (attached) was approved by unanimous vote.
- A motion to remove Library Board members that were appointed in error, was passed by unanimous vote (the state code regulating libraries was misunderstood and 5 additional members were appointed). The motion, to remove Jean Ray, Peg Holmes, Lynn Newhouse, Donna Eakles, and Kandy Atkinson from the Library Board was made by Barbara Gorby and seconded by Karen Phillips. The current Library Board is composed of: Denver Atkinson, Barbara Gorby, Charles Leuliette, Librarian Dorothy White, and Charlotte Link, filling an unexpired term.

Jeremy Haddix was sworn in as fire chief by Mayor Rohrbough. He became full time effective July 1, 2012.

- The building permits (attached) were approved by unanimous vote after a motion by Karen Phillips and a second by Barbara Gorby.
- Karen Phillips motioned approval of the bills (attached) and after a second by Stephen Korn, they were approved by unanimous vote. A question arose concerning a \$49.81 reimbursement for ink cartridges, printing of items for Commissions, made to Councilor Robin Newhouse.
- The minutes of the July 10, 2012 meeting were approved by unanimous vote after a motion by Karen Phillips and a second by Stephen Korn. It was omitted in the July 10, 2012 minutes that the motion to award Hickman Sign the contract to install the LED sign, that Chief Haddix was authorized to negotiate the installation.



**Old Business** The contract with the realtor listing the property at 810 Illinois Ave has expired and the property will be put out for bid.

**New Business** Bruce Kidd announced the Harrison County Development Authority is sponsoring a seminar, Thursday, July 26, 2012 at the Bridgeport Conference Center discussing conversion of vehicles to natural gas.

**Police Chief Report** None

**Fire Chief Report** The contractor will be drilling the holes for the new LED sign and flagpole.

**Maintenance Supervisor Report** Milling of portions of Burton and Maryland Ave will begin July 30, with paving to follow soon after.

**Treasurer's Report** Julia reports she attended a WV Rural Water Conference and learned of a lot of grants available. Leslie Holbert attended a meeting with FEMA and learned that FEMA will be reimbursing Nutter Fort for expenses incurred following storm damage. Julia also reminded members wishing their checks direct deposited to bring in a voided check.

Barbara Gorby thanked everyone for the proclamation at the last meeting.

A letter was received from Governor Tomblin, thanking the mayor for his efforts during the storm.

The meeting was adjourned at 7:50 PM after a motion by Barbara Gorby and a second by William Benincosa.

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(Mayor)

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(Recorder)



Ora Ash, Director  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone: 827-2415 ext. 5114  
Fax: 827-2417

Person To Contact Regarding  
Budget Revision: **Tammy Gwinn**  
Phone: **304-622-7713**  
Fax: **304-623-0288**

# 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. (§ 11-8-26a)

CONTROL NUMBER

FY 12-13

FY

1-General Rev.

FUND

1

REV. NO.

1

PG. OF NO.

Municipality

Government Type

Town of Nutter Fort  
GOVERNMENT ENTITY

1415 Buckhannon Pike

STREET OR PO BOX

Nutter Fort

26301

CITY

ZIP CODE

## REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	449,873		3,692	446,181
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				

NET INCREASE(DECREASE) Revenues (ALL PAGES)

-3,692

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 389, Contributions from Other Funds:

## EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
501	Employees Wellness	95,000		3,692	91,308
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				

NET INCREASE(DECREASE) Expenditures

-3,692

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
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Shane Rushing	1101 Buckhannon Pike	Install Metal Roof	Woods Builders, LLC	\$12,000.00	
Cheley Gabriel	606 Kentucky Avenue	Install Metal Roof	Woods Builders, LLC	\$12,000.00	
Thomas & Amy Simons	105 Edison Street	Install Metal Roof	Woods Builders, LLC	\$12,000.00	
Carl Hartzel	300 Pennsylvania Avenue	Install Siding	Underwood Contractors	\$10,000.00	
James Werner	212 Edison Street	Privacy Fence and brick pavers	Family	\$500.00	
Barbara Gorby	134 Pennsylvania Avenue	Privacy Fence and brick pavers	Family	\$500.00	

For the Period From Jul 9, 2012 to Jul 20, 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
7/9/12	Meadowfill Landfill, Inc.	61.38 ton of waste @ \$45.35 per ton disposed for service period of 6/18/12 - 6/29/12 Meadowfill Landfill, Inc.	2,783.61	
7/9/12	State Treasurer's Office	June CVRF Collections June LETF Collections June Regional Jail Fee Collections June Community Corrections Collections State Treasurer's Office	161.87 40.49 521.11 202.35	925.82
7/10/12	Payroll Account of Nutter F	Mayor - Employer share of monthly Pension Council - Employer share of monthly Pension Recorder - Employer share of monthly Pension Treasurer's office - Employer share of monthly Pension Police Department - Employer share of monthly Pension	64.88 43.50 29.00 450.41 1,960.04	

		Pension Street Department - Employer share of monthly Pension	794.04	
		Recycle Department - Employer share of monthly Pension	86.54	
		Payroll Account of Nutter Fort		3,464.66
7/10/12	Payroll Account of Nutter F	Waste Account - Employer share of monthly Pension	1,033.31	
		Payroll Account of Nutter Fort		1,033.31
7/11/12	Amtower Auto Supply, Inc.	wire and toggle switch Amtower Auto Supply, Inc.	28.60	28.60
7/11/12	Advance Auto Parts	antifreeze for Garbage truck Advance Auto Parts	65.94	65.94
7/12/12	Lowe's	Interest & late charge for last bill that was due on 6/28/12 - ck written on 6/27/12 ( passed by council on 6/26/12) Lowe's	28.18	28.18
7/13/12	MonPower	55% of electric bill for Maintenance bill Acct. 015 569 MonPower	474.26	474.26
7/13/12	Country Club Chrysler-Ply	2009 Dodge Charger cruiser - replaced tire sensor Country Club Chrysler-Plymouth	160.41	160.41
7/13/12	City of Nutter Fort	55% of monthly water and sewer service for all departments City of Nutter Fort	84.72	84.72
7/13/12	Petty Cash Account	Flag decorations for island Gift bag to hold items to recognize council member Petty Cash Account	40.20 5.29	45.49
7/13/12	RVS Software	23% of annual software maintenance & updates RVS Software	229.77	229.77
7/13/12	MCM Business Systems	color coples for Zoning Board	5.00	
		MCM Business Systems		5.00
7/13/12	City of Clarksburg	June 2012 compost - 4400 lbs. City of Clarksburg	44.00	44.00
7/13/12	Sandy's Hardware	wet/dry vac and supplies for Police Dept. Sandy's Hardware	73.25	73.25
7/13/12	Manpower	two manpower workers @ 37.50 hrs. each- week ending 7/1/2012 Manpower	1,001.70	1,001.7
7/13/12	Greer Industries, Inc.	asphalt for patching Greer Industries, Inc.	213.00	213.00
7/13/12	Advance Auto Parts	battery for riding lawn mower Advance Auto Parts	48.02	48.02
7/13/12	Advance Auto Parts	parts to fix AC in Garbage truck Advance Auto Parts	58.94	58.94
7/13/12	Airgas Mountian States	1/3 cost of rental of oxygen and acetylene tanks Airgas Mountian States	49.64	49.64
7/13/12	Marsh's Lumber & Home	weed eater head and string - Maint. dept. Marsh's Lumber & Home Center	96.37	96.37
7/13/12	Region VI Planning&Devel	Assessment for FY 2012-2013 (Population of 1686 @ .20) Region VI Planning&Development	337.00	337.00
7/13/12	YMCA of Harrison County	monthly billing for corporate membership  YMCA of Harrison County	32.00	32.00
7/13/12	Hickman Signs	1/2 cost of installation of LED sign (as per contract signed 7-11-12) Hickman Signs	2,400.00	2,400.00
7/13/12	Unerwood General Builder	replaced drop ceilings in interrogation room, kitchen, bath, TV room and Police Chief's office Unerwood General Builders, Inc.	4,915.77	4,915.77
7/13/12	Jefferds Corporation	2.- 8 yard dumpster containers for Park Jefferds Corporation	3,800.00	3,800.00
7/13/12	Bank Card Services	office cleaning supplies from Sam's Club and 8K BTU AC Bank Card Services	283.08	283.08
7/15/12	Nutter Fort Payroll Accoun	Treasurer's office expense for monthly dental insurance	113.73	
		Police Department's expense for monthly dental insurance	113.73	
		Street Department's expense for monthly dental insurance	113.73	
		Nutter Fort Payroll Account		341.19
7/15/12	Nutter Fort Payroll Accoun	Waste account's share of monthly dental insurance for town employees Nutter Fort Payroll Account	395.29	395.29
7/16/12	Nutter Fort Payroll Accoun	Bi-weekly Treasurer Office wages	2,119.84	
		Bi-weekly Police Department wages	6,002.96	
		Bi-weekly Street Department wages	3,967.83	

		Treasurer's office ins Opt out	125.00	
		Police Dept. Ins opt out	125.00	
		Code Official's bi-weekly wages	338.46	
		Fire Chief bi-weekly wages	1,076.92	
		Nutter Fort Payroll Account		13,756.01
7/16/12	Time Warner Cable-SWO	55% of monthly charge for road runner Internet service	49.97	
		Time Warner Cable-SWO Division		49.97
7/16/12	Nutter Fort Payroll Account	bi-weekly payroll for Waste Account employees	3,699.50	
		Nutter Fort Payroll Account		3,699.50
7/16/12	Clarksburg Exponent/Tele	7/7/2012 - Legal advertisement for Board of Appeals meeting to be held on 7/23/12 at 7PM	16.46	
		Clarksburg Exponent/Telegram		16.46
7/16/12	Manpower	bi-weekly work on streets by manpower employees (30 hrs. each)	801.36	
		Manpower		801.36
7/16/12	Nutter Fort Payroll	Fire Chief's FICA/Medicare monthly expense	81.25	
		Treasurer's FICA/Medicare bi-weekly expense	169.36	
		Code Enforcement FICA/Medicare bi-weekly expense	25.54	
		Police Dept. FICA/Medicare bi-weekly expense	462.33	
		Street Dept. FICA/Medicare bi-weekly expense	299.35	
		Recycle Dept. FICA/Medicare bi-weekly expense	31.44	
		Nutter Fort Payroll		1,069.27
7/16/12	Lyle Signs	Signs (No parking this side; No Parking Fire Lane; Handicapped parking; Slow Children at play; Stop)	958.20	
		Lyle Signs		958.20
7/16/12	Harrison Co. Bureau of E	annual membership dues for FY 2012-2013 Harrison Co. Bureau of Emergency Svs.	300.00	300.00
7/16/12	Nutter Fort Payroll	Waste account's bi-weekly FICA/Medicare Tax	279.12	
		Nutter Fort Payroll		279.12
7/17/12	Skasiks Quality Cleaners	alterations & cleaning of uniforms for the Police Dept. for June 2012	43.75	
		Skasiks Quality Cleaners		43.75
7/17/12	Appalachian Tire Products	front end alignment - Fire Dept PU truck	59.95	
		Appalachian Tire Products, Inc		59.95
7/17/12	Rossman & Co./PCB	due to collection agency for Police fines either collected by agency or Town - March 2012	626.20	
		Rossman & Co./PCB		626.20
7/18/12	Jim's Service Center	Inspection stickers for White Dump; Water Truck; Recycle Truck (1/4 of cost)	12.00	
		Jim's Service Center		12.00
7/18/12	Advance Auto Parts	wiper blades for Crusler #203	39.98	
		Advance Auto Parts		39.98
7/18/12	WV Chief of Police Associ	2012-2013 dues for Chief of Police	50.00	
		WV Chief of Police Association		50.00
7/18/12	Time Warner Cable-SWO	Waste Account - 15% of monthly charge for road runner Internet service	13.63	
		Time Warner Cable-SWO Division		13.63
7/18/12	Jim's Service Center	1/4 cost of state inspections - 2000 Dodge truck; 1999 Recycle truck; 2004 Dump Truck & 2009 PU truck-Jim's	12.00	
		Jim's Service Center		12.00
7/19/12	Robin Newhouse	reimbursement for Ink cartridges - printing of items for Commissions	49.81	
		Robin Newhouse		49.81
7/19/12	MCM Business Systems	Monthly copier maintenance fee for June 2012 plus additional billable copies	43.64	
		MCM Business Systems		43.64
7/20/12	MonPower	55% of monthly electric service for all departments	357.56	
		MonPower		357.56
7/20/12	City of Nutter Fort	Waste Account - 15% of monthly water and sewer service for all departments	23.10	
		City of Nutter Fort		23.10
7/20/12	MonPower	Waste account - 15% of monthly charge for electric service for all departments.	129.34	
		MonPower		129.34

## Purchase Journal

For the Period From Jul 9, 2012 to Jul 20, 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
			45,809.87	45,809.87

7/19/12 at 14:10:54.81

## Water Board Account

## Purchase Journal

For the Period From Jul 9, 2012 to Jul 20, 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
7/9/12	Payroll Account - To	May expense for group health insurance Payroll Account - Town of Nutter Fort	1,721.23	1,721.23
7/9/12	Payroll Account - To	RHBT - May 2012 Payroll Account - Town of Nutter Fort	357.70	357.70
7/10/12	Dominion Hope	15% of monthly budgeted amount for all departments Dominion Hope	96.30	96.30
7/10/12	Payroll Account of N	Employer share of monthly Pension Payroll Account of Nutter Fort	790.19	790.19
7/11/12	SuperAmerica Group	Share of monthly fuel expense, SuperAmerica Group	197.44	197.44
7/13/12	MonPower	1/3 electric for month MonPower	129.34	129.34
7/13/12	City of Nutter Fort	15% charge for monthly water and sewer service for all departments City of Nutter Fort	23.10	23.10
7/13/12	Petty Cash Account	1/2 cost of postage stamps for past due notices Petty Cash Account	32.00	32.00
7/13/12	RVS Software	34% of annual software maintenance and updates RVS Software	339.66	339.66
7/13/12	Bank Card Services	1/2 cost of ribbons for postage machine Bank Card Services	42.25	42.25
7/13/12	B&W Distributors	1/2 cost of safety glasses for Maint. dept. B&W Distributors	48.37	48.37
7/13/12	Airgas-Mid America	1/3 cost of rental of oxygen & acetylene tanks Airgas-Mid America	49.65	49.65
7/15/12	Nutter Fort Payroll A	Water account's expense for employees monthly dental insurance Nutter Fort Payroll Account	395.28	395.28
7/16/12	Nutter Fort Payroll A	Bi-weekly Oper. labor Bi-weekly meter reading labor Bi-weekly customer collection labor Nutter Fort Payroll Account	1,083.86 194.56 1,126.18	2,403.60
7/16/12	Time Warner Cable	15% charge for monthly road runner Internet service for all departments Time Warner Cable	13.62	13.62
7/16/12	Rossman & Co./PC	1/2 - portion payable to company for collection of utility bill - Acct. 3218 Rossman & Co./PCB	6.53	6.53
7/16/12	Nutter Fort Payroll A	Bi-weekly FICA/Medicare Tax Nutter Fort Payroll Account	181.34	181.34
7/16/12	Clarksburg Water B	Monthly bacteriological exam report for PWSID #3301717 Clarksburg Water Board	42.00	42.00
7/18/12	Jim's Service Center	1/4 cost of inspection stickers for 2000 Dodge truck; 1999 Ford recycle truck; 2004 Dump truck; 2009 PU truck - Jim's Jim's Service Center	12.00	12.00
7/19/12	Mine Belt Service, In	light weight hose coupler & male pipe Mine Belt Service, Inc.	8.29	8.29
7/20/12	Miss Utility of West	Monthly fax service notification - June 12 charges Miss Utility of West Virginia	16.90	16.90
			6,906.79	6,906.79