Council Meeting
Nutter Fort
April 22, 2014

The regular council meeting of Nutter Fort, was held, Tuesday, April 22, 2014, in council chambers with the following members present: William Benincosa, Stephen Korn, Donald Webster, Karen Phillips, Bruce Kidd, Mayor Nathan Rohrbough, and Recorder Sam Maxson. Also present were: Maintenance Supervisor Jim Wolfe, Police Chief Ron Godwin, and Treasurer Julia Foley. Absent was Fire Chief Jeremy Haddix. Guests were: Barbara Gorby, Jamie Pyle, David Garvin, Charlotte Link, Jim Link, and Linda Blake.

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

Considerable discussion was held concerning the selection of an auctioneer to sell the property at 1405 and 1405 ½ Buckhannon Pike. Treasurer Foley informed council that it was the recommendation of the state auditor's office, that we seek completive bids to sell this property. (See minutes from April 15 special meeting) Foley contacted several auctioneers for a proposal and the only one responding was John Spiker Auctioneers of Jane Lew. His charges would be 6% of the gross, with a $700 maximum advertising fee. In the April 15 meeting, Auctioneer John Chapman quoted 6% with a $1000 advertising fee. Both auctioneers would advertise the sale, but Spiker Auctioneers said they would erect a double sided 4 x 8 sign on the site.

- William Benincosa motioned that we accept Spiker as the auctioneer. Later, Benincosa withdrew his motion.

A conference call with Aldon of Spiker Auctioneers was held during the meeting to clarify the bid. Aldon said he would advertise in newspapers in a 30 to 40 mile radius and post the sale on the web at loopnet.net, which, he says is the #1 site for real estate market. He recommended advertising 8 weeks before the auction is held.

- Bruce Kidd motioned we authorize the mayor to enter into an agreement with Spiker Auctioneers to sell the property, as well as the old dodge "water truck", as long as their advertising fee does not exceed $700. After a second by Donald Webster, the motion was approved by unanimous vote.

The mayor informed council that the town has moved our cell phone service to N'Tellos, with an annual savings of over $3000. N'Tellos will give us $350 credit for the 6 old phones we turn in. This would be a credit applied to monthly cellphone bills.

- A motion was made by Bruce Kidd to turn these phones in for credit, and was approved by unanimous vote after a second by Karen Phillips.

Discussion was held concerning the transfer agreement for cable service franchise from Time Warner Cable to their new owner, Comcast. Treasurer Foley has contacted our attorney, Johnnie Brown, and he recommended we hire Cohen Law Group to handle this matter. Foley contacted Cohen and they offered to give us a free assessment. There is a possibility we could negotiate a larger franchise fee and complimentary cable/internet service for the city. Cohen will be contacted for the free assessment, before any decision is made.

- The building permits (attached) were approved by unanimous vote following a motion by Donald Webster and a second by Stephen Korn.
- Stephen Korn motioned we approved the accounts payable (attached) after an explanation that the repair cost for the salt spreader was for the old spreader. Mayor Rohrbough also inquired as to why the recycling cost was only $18.75 when it is usually around $25. The motion was approved by unanimous vote after a second by Bruce Kidd.
- The minutes from both the April 8, 2014 regular meeting and the April 15, 2014 special meeting were approved by unanimous vote following a motion by Karen Phillips and a second by Stephen Korn.

Old Business The mayor reported that Jeremy Haddix, Taylor Keith and Ryan Roberts and others are leaving in the morning for Huntington Beach, CA to receive the National Award of Heroism. The Harrison County Commission has awarded $2500 funding to support this trip.

New Business Discussion was held concerning a business application for Nannies Day Care (see attached) It was pointed out that their zoning location does not allow this and questions arose as to why they need a license, since they babysit for their grandchildren as part of this business. This matter was tabled until more information can be obtained.

The Mayor reported that Subway Restaurant I moving from its present location to the front section of the former Bio Life building at 1402 Buckhannon Pike.

1. Cindy provided a copy of the Sponsor/WVDOH executed agreement for the 2012 project to Chapman Technical Group for their reference. The Town of Nutter Fort has submitted its cash match of $20,000 for all phases.

2. Becky provided Form BF-2, Grant Application Plan Submission Certification, DD-803 Chart of estimated contract time, DD-803, Utility Status Report, and R/W certificates to Chapman Technical Group.

3. Becky will forward her estimate of engineering fees to the first floor of the WVDOH when she receives the written Scope of Work from Chapman Technical Group minus the fee estimate. When Becky receives approval, she will notify Chapman Technical Group to forward their fee estimate. This fee estimate will go to WVDOH Auditing. Depending upon the audit results, the lump sum fee may be adjusted if agreed upon by Becky and Chapman Technical Group.

4. The project will be executed using the WVDOH Statewide On-call Consulting Services agreement, and once the fees are approved, a two-page letter agreement will be issued to Chapman Technical Group with a courtesy copy to the Town of Nutter Fort. This two-page letter agreement will serve as the Notice to Proceed for Design letter. The Town has also received their Notice to Proceed for Design letter and a copy of the executed agreement.

5. All invoices for design/engineering work performed by Chapman Technical Group will be submitted to WVDOH (Cindy) with a courtesy copy to the Town of Nutter Fort for their records. WVDOH will reimburse Chapman Technical Group at 100%.

6. The grant funding available for the project is $100,000. Chapman Technical Group will design the project within this financial parameter.

7. Chapman Technical Group will confirm with Tim Sedosky of the WVDOH's environmental planning section if Chapman Technical Group includes execution of the environmental review portion of work for this project in the engineering scope and fees.

8. Chapman Technical Group will use Gary Graley's engineering checklist, Right of Way and Utilities certificates, working day estimates, when submitting design plans and bid manual to WVDOH.

9. Chapman Technical Group will prepare a tentative timeline or proposed benchmark schedule of the project for Mayor Rohrbough to distribute to all stakeholders.

10. Becky estimated the project should go to construction in the summer of 2015.

11. The Town of Nutter Fort has sewer, water and storm drain information available for CTG's use.

12. The Town will provide any requested utility or right-of-way drawings impacting the project area to Chapman Technical Group. Chapman Technical Group will work with District 4 to obtain WVDOH right of way information for project area.

13. The Town of Nutter Fort will have the opportunity to review and select materials options such as trash receptacles, benches in the concept phase of design.

14. Chapman Technical Group will survey the project, prepare preliminary drawings, have a meeting with WVDOH and the Town of Nutter Fort to discuss pre-drawings, and scale the project to meet budget. The Town of Nutter Fort will approve design plans to be submitted to WVDOH. Chapman Technical Group will provide construction oversight at critical tasks.

15. Chapman Technical Group will submit Town-approved plans and bid documents to Cindy in digital format and at least one hard copy. Cindy will forward this product to District 4 and to the Design Study Unit (Gary Graley) for review. Cindy will forward all comments to Chapman Technical Group for response.

16. Deductive Alternates may be necessary and incorporated into the plans.

17. The Town of Nutter Fort will receive a Notice to Proceed for Construction letter. During construction, the Town of Nutter Fort will submit paid or unpaid invoices to Cindy for 100% reimbursement. Chapman Technical Group will provide contractor invoice oversight.

4/17/14 at 10:25:54.18

General Revenue Account
Purchase Journal
For the Period From Apr 5, 2014 to Apr 18, 2014

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
4/5/14	Gall's Inc.	Uniforms - Chief Godwin Gall's Inc.	274.89	
				274.89
4/5/14	Super America Group, Inc.	Maintenance Department monthly fuel expense. Super America Group, Inc.	75.00	
				75.00
4/5/14	MonPower	Monthly charge for street lighting MonPower	1,427.96	
				1,427.96
4/5/14	Lowe's	Coffee pot for maintenance department Lowe's	119.00	
				119.00
4/5/14	State Electric Supply Co.	Light bulbs for back of building. State Electric Supply Co.	17.46	
				17.46
4/5/14	MonPower	Ohio Avenue Playground Lighting MonPower	3.51	
				3.51
4/5/14	MonPower	Veterans Memorial Island Lighting MonPower	5.25	
				5.25
4/5/14	Sandy's Hardware	Hardware & fasteners for new shop bathroom Sandy's Hardware	23.88	
				23.88
4/5/14	Sandy's Hardware	Paint for new shop bathroom Sandy's Hardware	31.34	
				31.34
4/5/14	Sandy's Hardware	Bolts Sandy's Hardware	2.58	
				2.58
4/5/14	Harrison Co. Recycling Ce	Monthly recycling fees - March 2014 Harrison Co. Recycling Center	18.75	
				18.75

		Clarksburg Asphalt Company		434.52
4/5/14	Amtower Auto Supply, Inc	Fuel filter for Anmoore's street sweeper Amtower Auto Supply, Inc.	17.10	17.10
4/5/14	Dominion Hope Gas	55% of monthly budget for all departments Dominion Hope Gas	323.40	323.40
4/5/14	R.D. Wilson-Sons & Comp	Garbage bags, paper towels, rope R.D. Wilson-Sons & Company	72.29	72.29
4/5/14	Airgas Mountian States	1/4 cost of monthly cylinder rentals Airgas Mountian States	39.36	39.36
4/5/14	Town of Nutter Fort Payroll	Monthly Health Ins. - Recycle Department Monthly Health Ins. - Treasurer's Office Monthly Health Ins. - Police Department Monthlyy Health Ins. -Street Department Monthly Health Ins. - Fire Department Town of Nutter Fort Payroll Acct.	74.70 896.71 2,764.84 3,284.51 597.81	7,618.57
4/5/14	MonPower	55% of monthly electric service for all departments MonPower	457.61	457.61
4/5/14	Town of Nutter Fort Payroll	Monthly Health Ins. - Waste Account Town of Nutter Fort Payroll Account	1,364.52	1,364.52
4/5/14	Town of Nutter Fort Payroll	RHBT - Waste Department share Town of Nutter Fort Payroll Account	616.00	616.00
4/5/14	MonPower	Waste account - 15% of monthly charge for electric service for all departments. MonPower	124.80	124.80
4/5/14	Airgas Mountian States	1/4 cost of monthly cylinder rentals - waste Airgas Mountian States	39.35	39.35
4/5/14	Dominion Hope Gas	Waste account - 15% of monthly budget amount Dominion Hope Gas	88.20	88.20
4/7/14	Party City	Decorations for Child Abuse Prevention Flag Raising Party City	96.54	96.54
4/7/14	WV Municipal League	2014/2015 Annual Dues - WV Municipal Clerks/Recorders Association WV Municipal League	25.00	25.00
4/7/14	Appalachian Tire Products,	Tire for garbage truck Appalachian Tire Products, Inc	511.36	511.36
4/7/14	Nutter Fort Payroll Account	Bi-weekly waste wages Nutter Fort Payroll Account	3,189.56	3,189.56
4/7/14	Nutter Fort Payroll Account	Bi-weekly waste wages Nutter Fort Payroll Account	15.58	15.58
4/7/14	Nutter Fort Payroll Account	Treasurer Office bi-weekly wages Police Department bi-weekly wages Street Department bi-weekly wages Recycle Department bi-weekly wages Treasurer insurance opt out Police insurance opt out Code enforcement wages Fire Department bi-weekly wages Fire Dept insurance opt out Nutter Fort Payroll Account	1,239.02 7,621.65 3,956.60 457.06 250.00 125.00 370.46 1,100.96 125.00	15,245.75
4/7/14	Nutter Fort Payroll	Treasurer's Office bi-weekly FICA/Medicare Tax Police Dept. bi-weekly FICA/Medicare Tax Fire Dept. bi-weekly FICA/Medicare Tax Street Dept. bi-weekly FICA/Medicare Tax Recycle Dept. bi-weekly FICA/Medicare Tax Code Enforcement bi-weekly FICA/Medicare Tax Nutter Fort Payroll	112.68 586.16 92.77 299.39 34.60 28.03	1,153.63
4/7/14	Nutter Fort Payroll	Mayor - FICA/Medicare Tax Council - FICA/Medicare Tax Recorder - FICA/Medicare Tax Police Judge - FICA/Medicare Tax Nutter Fort Payroll	41.62 56.75 22.70 18.92	139.99
4/7/14	Nutter Fort Payroll Account	Mayor's monthly Salary Council - Monthly Salary Recorder's Monthly Salary Police Judge's Salary Nutter Fort Payroll Account	550.00 750.00 300.00 250.00	1,850.00
4/7/14	Nutter Fort Payroll	Waste Account Official's FICA/Medicare monthly expense Nutter Fort Payroll	3.83	3.83
4/7/14	Nutter Fort Payroll Account	Waste Account - Officials monthly salary Nutter Fort Payroll Account	50.00	50.00
4/7/14	Nutter Fort Payroll	Waste account FICA/Medicare Tax Nutter Fort Payroll	242.47	242.47
4/8/14	Bonnie Belle's Pastries, In	Cake for Child Abuse Prevention Flag Raising Bonnie Belle's Pastries, Inc.	80.00	80.00
4/8/14	Foodlion of Nutter Fort	Refreshments for Child Abuse Prevention Flag Raising Foodlion of Nutter Fort	16.95	16.95
4/8/14	Sandy's Hardware	Building supplies for new shop bathroom (new vanity, paint, etc) Sandy's Hardware	523.76	523.76
4/8/14	MonPower	LED traffic lights - Rt. 20 traffic light/Rt. 20 & Pa. Ave caution light/Buckhannon Pike MonPower	21.38 25.17 8.82	55.37