

**Council Meeting
Nutter Fort
May 28, 2013**

The regular meeting of council of Nutter Fort, was held, Tuesday, May 28, 2013, 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 Police Chief Ron Godwin, Treasurer Julia Foley, Grant writer Dr Shana Nicholson, and Data Technician Leslie Holbert. Absent were: Fire Chief Jeremy Haddix, due to a death in family and Maintenance Supervisor Jim Wolfe who was on vacation. Guests were: Jim Link, Charlotte Link, Leanna Spornak, Tammy Shaw, Jaime Pyles, and Linda Blake.

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

The Mayor asked a moment of silence in the memory of Pat Sokal and Gwen Nuzum.

- Robin Newhouse motioned to table the report by the code enforcement officer (who was out of town). Following a second by Barbara Gorby, the motion was approved by unanimous vote.
- Robin Newhouse motioned approval of the city to use the purchase card, issued thru the State of WV (see attached info). Following a second by Barbara Gorby, the motion was approved by unanimous vote.
- The general revenue budget revision (attached) was approved by unanimous vote after a motion by Karen Phillips and a second by Barbara Gorby.
- Authorization for the purchase a new water/utility truck was tabled by unanimous vote after a motion by Robin Newhouse and a second by Karen Phillips.
- Robin Newhouse motioned to approve funding for paving of portions of Ohio Ave, Second Ave, and Norma Ave. The total cost would be about \$65,000 and include milling. After a second by Karen Phillips, the motion was approved by unanimous vote.

Grant Writer Nicholson also informed council that she is still seeking approval from FEMA to move Newhouse Park on Michigan Ave to the former Larry Robey property. If the move is approved, she will seek funding from foundations to purchase new playground equipment.

- After an explanation by grant writer/project coordinator, Dr. Shana Nicholson, Barbara Gorby motioned approval of the sidewalk grant resolution (attached). Karen Phillips voiced a second and the motion was passed by unanimous vote.
- Approval to purchase 850 recycle bins from Liberty Distributors, using grant funding, at \$6.99 each and 2 triple loads at \$2700 each (see attached quotes) was gained by unanimous vote following a motion by Barbara Gorby and a second by Karen Phillips.
- A motion was made by Robin Newhouse, seconded by Stephen Korn, and passed by unanimous vote, to purchase 2 snowplows, using grant funding, at a cost of \$4,197.60 from Quality Machine (see attached quote)
- The ordinance to increase the compensation rate for poll workers (see attached) was approved by unanimous vote after a motion by Karen Phillips and a second by Barbara Gorby.
- Karen Phillips motioned approval of the building permits (attached) and, following a second by Robin Newhouse, they were approved by unanimous vote.
- The bills (attached) were approved by unanimous vote after a motion by Karen Phillips and a second by Robin Newhouse.
- The minutes of the May 14, 2013 meeting were approved by unanimous vote following a motion by Barbara Gorby and a second by Karen Phillips.

Old Business The Mayor reports that the lights (9) for the flag poles at the island have been ordered.

New Business None

Police Chief's Report Chief Godwin reports that the department is heavily patrolling Burton Ave. (see minutes of May 14, 2013) He also heard reports of high grass and letters have been sent.

Fire Chief's Report Chief Haddix was not in attendance, due to a death in the family.

Maintenance Supervisor's Report Supervisor Wolfe was not in attendance due to being on vacation.

Treasurers Report Treasurers Foley reports the Public Service Commission has approved our recently passed increase in water and sewer taps. The city attorney is working on the deed for the property we purchased at 1405 Buckhannon Pike. (see minutes from May 14, 2013).

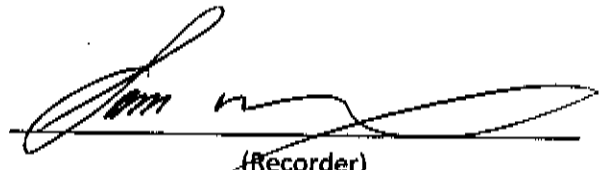
Public Comments Linda Blake of 704 Maryland Ave complained of high grass and cars speeding in her neighborhood. Jamie Pyles, of 508 Pennsylvania Ave. addressed council about the condition of her neighbor's property (510 Ohio Ave), high grass, junk in the yard and as a result, she has found rats and snakes in her yard. She says she is afraid of him and that he has walked thru her gate into her yard. The mayor will have a talk with the neighbors.

Beautification member Leanna Spornak asked if we would place rain barrels near the Island and also adjacent to city hall, so she can have water to water the flowers. The mayor suggested that since we plan work at the Island, we might install a locking water spigot. We could place a rain barrel on the south side of the city building.

The meeting was adjourned at 9:15 PM after a motion by Robin Newhouse and a second by Barbara Gorby.



(Mayor)



(Recorder)

West Virginia Purchasing Card History

- Implemented in 1996, the State Purchasing Card Program has completed nearly 5 million transactions totaling more than \$1.2 billion with zero tax dollars lost to fraud.
- The State Purchasing Card Program has been recognized internationally by the banking industry for establishing best practices and internal controls.
- The State Purchasing Card Program is utilized by all state agencies and institutions of higher education.

Our Vision

- Bringing the power of the State program, in conjunction with the local government card provider to you for your use.
- Voluntary state-wide program bringing together a professional staff including CPCP'S with over 13 years of experience in Government Purchasing Card Programs.

What Is a Purchasing Card?

- Provides an alternate method of payment
- Designed to:
 - Streamline procurement process
 - Provide efficient internal controls
 - Provide electronic trail of all purchases

How Are P-Cards Used?

- Can be used to pay any vendor accepting Visa
- Can be used in-store, over the phone or internet
- Purchases can include but are not limited to:
 - Utilities
 - Travel expenses
 - Office Supplies
 - Fuel
 - Service Fees
 - Building Projects

How Are P-Cards Used?

- Entity has full administrative control and will decide:
 - Who will be issued a card
 - What credit limits will be placed on each card
 - What purchases will the cards be used for
 - What restrictions will each card have:
 - Transaction limit
 - Limit of number of transactions per day
 - Vendor restrictions

How Will It Benefit You?

- Benefits include:
 - Reduces time and paperwork associated with multiple checks
 - Extends float time; allowing funds to earn more interest
 - Provides online monitoring and reporting
 - Earns rebate back on money spent on card

Rebate Calculations

Rebate Schedule Qualifying Annual Volume

- \$0 - \$500,000 1.10%
- \$500,001 - \$3,000,000 1.15%
- Qualified Large Ticket Transactions will pay up to 0.70%
- Rebates are paid quarterly and must go back to the general fund account.

Account Management Site

- Intellilink is an online web site provided for your use.
 - View transactions made to all cards
 - View monthly cardholder statements
 - Run reports to track spending
 - Online card maintenance

Our Support Team

- Our staff will provide you with all the support you need every step of the way. We can help:
 - Set up your program
 - Complete all necessary paperwork
 - Establish policies and procedures
 - Provide training to coordinators and cardholders
 - Address any questions, problems, or concerns that arise

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EFFECTIVE: OCTOBER 1, 2012

Local Government Purchasing Card Participation Agreement
Local Share Rebate Calculation

Qualifying Annual Volume (1) (2)	Rebate Percentage (3)
\$0 - \$500,000	1.10%
\$500,001 - \$3,000,000	1.15%
\$3,000,001 - \$10,000,000	1.20%
\$10,000,001 - \$20,000,000	1.25%
\$20,000,001 - \$30,000,000	1.30%
\$30,000,001 - \$40,000,000	1.35%
\$40,000,001 - \$60,000,000	1.45%
\$60,000,001 - And Above	1.50%

Rebates are based on the following terms:

- (1) The Division will pay the Entity a quarterly rebate of the aggregate net purchase volume made by the Entity during the standard payment cycle based on the above tier schedule. Quarterly rebate calculations will be based upon a June 30 fiscal year end; the aggregate net purchase volume calculation will begin on the first day of the standard payment cycle closest to June 30 and **will reset each year**. Net purchase volume is defined as purchases less returns, credits, cash advances, ATM transactions and fraud losses.
- (2) The standard payment cycle is on a monthly basis with a due date 25 days after the billing cutoff.
- (3) Qualified Large Ticket Transactions: The rebate percentage applies to all transactions except for qualified large ticket transactions. The reduced interchange, qualified large ticket transactions will earn a rebate of **UP TO 0.70%**.

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. (§ 11-8-26a)

CONTROL NUMBER

2012-2013

FY

1

FUND

3

REV. NO.

1 of 3

PG. OF NO.

Town of Nutter Fort
 GOVERNMENT ENTITY

1415 Buckhannon Pike
 STREET OR PO BOX

Municipality
 Government Type

Nutter Fort

26301

CITY

ZIP CODE

Person To Contact Regarding
 Budget Revision: **Julia Foley**
 Phone: **304-822-7713**
 Fax: **304-623-0288**

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT	
301-02-05	Prior Year Taxes	12,000	1,500		13,500	Delinquent property tax collections, interest, penalties and newspaper publications for delinquent taxes represent income for these 3 line items
301-06	Supplemental Taxes	2,600	3,500		6,100	
302	Tax Penalties, Interest & Publication Fees	1,200	1,300		2,500	
304	Excise Tax on Utilities	70,000	10,000		80,000	2% tax imposed on all utility bills in NF
305	Business and Occupation Tax	500,000	10,000		510,000	Collections of \$506,328. to date
320	Fines, Fees & Court Costs	30,000	13,580		43,580	Ticket collections
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			118,800			

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 389, Contributions from Other Funds:

EXPENDITURES: (net each account category)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT	
403	Federal Grants	20,000		19,500	-500	Reversal of January Revision. Sidewalk project not started.
404	State Grants	7,000		4,000	3,000	Reduce funding for grant projects. No add'l activities this FY

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV #

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT	
326	Building Permit Fees	16,000	1,000	Collections of \$15,933. to date	17,000	
329	Inspection Fees	200	200	Electrical & occupancy inspections	400	
341	Municipal Service Fees	10,500	200	Fuel surcharge imposed on NF utility billing. \$1.00 each	10,700	
366	State Government Grants	4,200	50,000	\$20,412 GIS, \$6,360. Recycle, \$23,467. Haz. MIL.	54,200	
381	Reimbursements	36,000	1,500	FEMA, Stonewood & Payroll ded. From EE's	37,500	
382	Refunds and Rebates	2,500	3,500	Motor fuel tax refunds & misc. refunds	6,000	
383	Sale of Fixed Assets	2,200	6,800	Sale of 98 Dodge PU	9,000	
384	Sale of Materials	500	500	Stone & de-icing salt sales	1,000	
387	Filing Fees	250	70	Fee charged to candidates running for office	320	
389	Accident Reports	700	50	Fees charged for police reports	750	
397	Video Lottery	10,000	5,100	Proceedes from the State of WV imposed on video lottery gaming	15,100	
325	Licenses	5,000	10,000	Annual business license renewal fees	15,000	
	#N/A					
	#N/A					

411	Recorder's Office	3,905	1,000		4,905	Travel expense - WVMT training
413	Treasurer's Office	98,060	36,200		134,260	Expense for Grant Coordinator \$17,500. Budget pub. \$1,200. EE settlement \$18,000.
428	Acquisition of Property		80,000		80,000	Upcoming property purchase - 1405 BP
432	Other Grants		24,000		24,000	Haz. MIL.
440	City Hall	79,300		1,800	77,500	Reverse January revision for security door grant. Project not expected this FY
444	Contributions / Transfers to Other Funds	85,000		80,000	5,000	Transferred to acct. 428 for prop. purchase
700	Police Department	389,100	17,900		407,000	Add funding for OT, wage increase for academy completion, furniture purchase. Also remove expens for TAZER Grant. Not expected this FY
706	Fire Department	100,164	30,000		130,164	2013 Truck purchase.
750	Streets and Highways	200,700	16,000		216,700	Manpower expense \$13K and tree removal \$3K
NET INCREASE/(DECREASE) Expenditures			118,800			

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

5/28/2013

EXPENDITURES (CONT'D)

LGSD: 0R Town of Nutter Fort

Town of Nutter Fort

CONTROL NUMBER

2012-2013

1

3

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY		REVISED AMOUNT
			INCREASE	DECREASE	
753	Snow Removal	33,300		7,000	26,300
			Reverse January revision for salt spreader grant. Not anticipated this FY		
755	Street Construction	135,452	25,000		160,452
			Increase funding for additional paving project.		
699	Contingencies*	100	1,000		1,100
			Miscellaneous Expenses		
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

Resolution

A RESOLUTION BY THE MAYOR AND COUNCIL OF THE TOWN OF NUTTER FORT, HARRISON COUNTY, TO RECONIGIZE THE NEED FOR TRANSPORATION SAFETY UPON CITY STREETS IN REFERENCE TO NUTTER FORT TE 2012 PHASE 2 SIDEWALK GRANT

WHEREAS, the replacement of deteriorating sidewalks is of tremendous importance to the individual communities of North Central, Harrison County of West Virginia including the municipality of Nutter Fort;

WHEREAS, providing access to sidewalks for those with disabilities is of importance to the citizens of Nutter Fort, as this furthers mobility for those with limitations;

WHEREAS, the public trusts their government to provide a reasonable and safe access through the community;

WHEREAS, providing the funding to meet the match requirement for \$20,000.00 for the engineering and construction of sidewalks in cooperation with the DOH/DOT grant award. These monies are to accompany the contractual agreement with the acceptance of the grant award. The Town of Nutter Fort is willing to provide the necessary matching funding in order to obtain these goals as set forth in said agreement.

NOW, THEREFORE, the Council of the Town of Nutter Fort does hereby approve this resolution on this the 28th day of May, 2013.

Nathan T. Rohrbough – Mayor

Sam Maxson – Recorder

- Snow Plow Quotes (without freight or install)
- Quality Machine Quote \$4,197.60
- J&J Trucking Equipment Quote \$4,700.00
- Quality Machine Quote \$4,494.24

- Recycle Bin Quotes
- Liberty Distributors \$6.99 each for 18 gallon ✓ *350 bins 2 triple load*
- \$2,200 for triple load
- Sandy's Hardware \$9.99 each for 18 gallon
- \$2,445.00 for triple load

It is hereby ordained by the Council of the Town of Nutter Fort, Harrison County, West Virginia to adopt the following changes to 105.12 regarding compensation for election workers.

105.12 COMPENSATION FOR ELECTION WORKERS.

Municipal election workers shall be paid One hundred fifty dollars (\$150.00) each for each day worked. Those attending municipal election training will be allowed compensation for such services in the amount of Twenty Five dollars (\$25.00).

Passed by the Council of the Town of Nutter Fort this the ____ day of _____ 2013.

Passed by the Council of the Town of Nutter Fort on the second and final reading this the ____ day of _____ 2013.

 Mayor - Nathan Rohrbough

Attest:

 Recorder - Sam Maxson
 General Revenue Account

**Purchase Journal
 For the Period From May 11, 2013 to May 24, 2013**

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
5/11/13	MonPower	55% of monthly electric service for all departments MonPower	422.53	422.53
5/11/13	Mountaineer Custom Cartr	15,000 rounds 405 ammunition Mountaineer Custom Cartridge	3,000.00	3,000.00
5/11/13	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 Police Judge - Employer share of monthly Pension Street Department - Employer share of monthly Pension Recycle Department - Employer share of monthly Pension Fire Chief - Employer share of monthly retirement expense Payroll Account of Nutter Fort	113.49 126.80 50.72 556.16 2,013.42 63.40 1,042.66 111.38 304.81	4,382.84
5/11/13	Town of Nutter Fort Payroll	Monthly Health Ins. - Recycle Department Monthly Health Ins. - Treasurer's Office Monthly Health Ins. - Police Department Monthly Health Ins. - Street Department Monthly Health Ins. - Fire Department Town of Nutter Fort Payroll Acct.	174.70 896.71 2,788.23 3,730.62 597.81	8,188.07
5/11/13	Town of Nutter Fort Payroll	Monthly RHBT - Treasurer's Office expense Monthly RHBT - Recycle Department expense Monthly RHBT - Police Department expense Monthly RHBT - Street Department expense Town of Nutter Fort Payroll Account	201.14 18.69 235.85 211.82	667.50
5/11/13	YMCA of Harrison County	monthly billing for corporate membership YMCA of Harrison County	32.00	32.00
5/11/13	TriTech Software Systems	RMS 8x5 Software Support for police department - 7/23/2013 through 7/22/2014 TriTech Software Systems	188.02	188.02
5/11/13	Town of Nutter Fort Payroll	Monthly Health Ins. - Waste Account Town of Nutter Fort Payroll Account	1,300.31	1,300.31
5/11/13	Town of Nutter Fort Payroll	May RHBT - Waste Department share Town of Nutter Fort Payroll Account	667.50	667.50

5/11/13	MonPower	Waste account - 15% of monthly charge for electric service for all departments. MonPower	115.23	11
5/11/13	Payroll Account of Nutter F	Waste Account - Employer share of monthly Pension Payroll Account of Nutter Fort	719.55	71
5/12/13	U.S. Cellular	Monthly cell service for Mayor Monthly cell service for Police	84.88 403.93	
		Monthly cell service for Maintenance Monthly cell service for Fire Chief U.S. Cellular	134.79 90.83	7
5/13/13	MCM Business Systems	Desk, chairs, & credenza for Police Chief's office MCM Business Systems	1,000.00	1,000
5/13/13	City of Clarksburg	April 2013 compost - 1100 lbs. City of Clarksburg	11.00	
5/13/13	Bill Bailey Insurance Agen	Changes to policy to add new 2013 squad 7 truck Bill Bailey Insurance Agency, Inc.	3,481.04	3,481
5/14/13	Sandy's Hardware	Grass seed & straw Sandy's Hardware	20.94	
5/15/13	City of Nutter Fort	55% of monthly water and sewer service for all departments City of Nutter Fort	110.39	110
5/15/13	Sandy's Hardware	Paint & supplies for sign poles Sandy's Hardware	57.81	
5/15/13	Sandy's Hardware	Wire brushes Sandy's Hardware	8.98	
5/15/13	Clarksburg Asphalt Compa	9.12 tons asphalt @ \$71.00 per ton Clarksburg Asphalt Company	647.52	647
5/15/13	Amtower Auto Supply, Inc.	Serpentine belt for old garbage truck Amtower Auto Supply, Inc.	45.23	
5/15/13	Advance Auto Parts	Hydraulic oil for old garbage truck Advance Auto Parts	91.98	91
5/15/13	City of Nutter Fort	Waste Account - 15% of monthly water and sewer service for all departments City of Nutter Fort	30.10	30
5/16/13	Meadowfill Landfill, Inc.	84.02 tons of waste @ \$45.35 per ton disposed for service period of 5/1-5/15/13. Meadowfill Landfill, Inc.	3,810.36	3,810
5/16/13	Advance Auto Parts	Lock washers Advance Auto Parts	2.49	
5/17/13	Sandy's Hardware	Furniture correction pencil Sandy's Hardware	7.28	
5/17/13	Bill Bailey Insurance Agen	Fire department insurance installment Bill Bailey Insurance Agency, Inc.	6,471.00	6,471
5/17/13	Dominion Hope Gas	55% of monthly budget for all departments Dominion Hope Gas	192.50	192
5/17/13	Dominion Hope Gas	Waste account - 15% of monthly budget amount Dominion Hope Gas	52.50	52
5/18/13	Time Warner Cable-SWO	55% of monthly charge for road runner Internet service Time Warner Cable-SWO Division	49.97	49
5/18/13	Time Warner Cable-SWO	Waste Account - 15% of monthly charge for road runner Internet service Time Warner Cable-SWO Division	13.62	13
5/19/13	Advance Auto Parts	Cruiser cleaning supplies Advance Auto Parts	10.87	
5/20/13	Nutter Fort Payroll Account	Bi-weekly Treasurer Office wages Bi-weekly Police Department wages Bi-weekly Street Department wages Bi-weekly Recycle Department wages Treasurer's office Ins Opt out Police Dept. ins opt out Code Official's bi-weekly wages Fire Chief bi-weekly wages & Ins. Opt Out Fire Chief Insurance Opt Out Police Special Duty Wages Nutter Fort Payroll Account	2,480.15 7,444.15 4,352.98 537.34 375.00 125.00 370.46 1,076.92 125.00 75.30	16,000

5/20/13	Nutter Fort Payroll Account	Bi-weekly payroll for Waste Account employees Nutter Fort Payroll Account	2,575.75		2,575.75
5/20/13	Advance Auto Parts	Cruiser cleaning supplies Advance Auto Parts	60.81		60.81
5/20/13	State Equipment, Inc.	Light for backhoe State Equipment, Inc.	28.84		28.84
5/20/13	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	187.49 564.46 81.41 329.06		
		Recycle Dept. bi-weekly FICA/Medicare Tax	40.63		
		Code Enforcement bi-weekly FICA/Medicare Tax	26.29		
		Treasurer's Ins. Opt Out FICA/Med. Police Dept. Ins. Opt Out FICA/Med. Fire Dept. Opt Out FICA/Med. Police Dept Special Duty FICA/Medicare Nutter Fort Payroll	28.35 9.45 9.45 5.69		1,282.28
5/20/13	Nutter Fort Payroll	Waste account FICA/Medicare Tax Nutter Fort Payroll	194.73		194.73
5/21/13	Wholesale Tire, Inc.	Tire for old garbage truck Wholesale Tire, Inc.	390.31		390.31
5/21/13	Sandy's Hardware	Grass seed Sandy's Hardware	16.99		16.99
5/21/13	Sandy's Hardware	Paint, & thinner for sign poles Sandy's Hardware	43.36		43.36
5/22/13	Sandy's Hardware	Tub & concrete mix Sandy's Hardware	30.04		30.04
5/22/13	Tire & Rubber, Inc.	Disposal of 21 passenger tires (\$31.50) & 13 passenger tires with rims (\$35.75) Tire & Rubber, Inc.	67.25		67.25
5/23/13	WV Chief of Police Associ	7/1/13-6/30/14 Annual Membership - Chief Ronald Godwin WV Chief of Police Association	50.00		50.00
5/23/13	Advance Auto Parts	Freon for garbage truck Advance Auto Parts	34.95		34.95
				<u>58,251.17</u>	<u>58,251.17</u>

5/24/13 at 09:47:52.41

**Water Board Account
Purchase Journal
For the Period From May 11, 2013 to May 24, 2013**

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
5/11/13	Payroll Account - To	Monthly expense for group health insurance Payroll Account - Town of Nutter Fort	1,222.10	
5/11/13	Payroll Account - To	RHBT - Monthly amount due Payroll Account - Town of Nutter Fort	667.50	1,222.10
5/11/13	Payroll Account of N	Employer share of monthly Pension Payroll Account of Nutter Fort	654.16	667.50
5/11/13	Miss Utility of West	Monthly fax service notification Miss Utility of West Virginia	23.40	654.16
5/15/13	City of Nutter Fort	15% charge for monthly water and sewer service for all departments City of Nutter Fort	30.11	23.40
5/15/13	US Postal Service	Postage for utility billing cards, April usage, May billing US Postal Service	251.59	30.11
5/16/13	Time Warner Cable	15% charge for monthly road runner Internet service for all departments Time Warner Cable	13.62	251.59
5/17/13	Dominion Hope	15% of monthly budgeted amount for all departments Dominion Hope	52.50	13.62
5/20/13	Nutter Fort Payroll A	Bi-weekly Oper. labor Bi-weekly transmission line repair Bi-weekly meter reading labor Bi-weekly customer collection labor Nutter Fort Payroll Account	1,358.19 993.25	52.50
5/20/13	Nutter Fort Payroll A	Bi-weekly FICA/Medicare Tax Nutter Fort Payroll Account	177.76	2,351.44
				<u>177.76</u>
			<u>5,444.18</u>	<u>5,444.18</u>

Approval of building permits:

Owner	Location	Description of work	Contractor (if applicable)	Estimated Cost	Notes
Helen Howell	103 Howard Street	Retaining Wall		500.00	
Go-Mart Inc	Go-Mart Inc	Replacing ATM	Crites Construction Inc.	\$1,000.00	
Harrison County BOE	Nutter Fort Intermediate	Re-roofing school, 390 sq ft metal, adding gutter	Roof Service of Bridgeport	\$309,941.00	
Jonathan Rowh	304 Burton Avenue	Remodeling front porch		\$750.00	
L&L Auvil Insurance Agency	126 Pennsylvania Avenue	Small front porch roof	Wood Builders	\$1,950.00	Work completed prior to obtaining permit
Mark Pinti	Pinti Physical Therapy	Remodeling Flooring		\$2,000.00	
McDonalds USA LLC	100 Route 98 West	Re-roofing building	Mr. Roofer	\$9,000.00	
Paul and Lois Walter	305 Nutter Run Road	Replacing front door, light remodel in closet.		\$1,000.00	
Quint Pitts	101 Edison Street	Painting/floor covering		\$2,000.00	
Virginia Baker	707 Pennsylvania Ave	Replacing Sewer Line	Graham-Simon Plumbing	\$3,745.00	
William Benincosa	206 1/2 Maryland Ave	Windows, counter tops, garage doors.		\$2,200.00	
David Morris	617 Indiana Avenue	Roof replacement	Will's Construction	\$9,100.00	