

**Council Meeting
Nutter Fort
May 13, 2014**

The regular council meeting of Nutter Fort, was held, Tuesday, May 13, 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, Fire Chief Jeremy Haddix, and Treasurer Julia Foley. Also attending were guests, Jim Link, Charlotte Link, David Garvin, Barbara Gorby, Janet Conrad, Richard Lafferty, and Cynthia Lafferty.

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

- Bruce Kidd motioned we approve the re-appointments of: Charlotte Link and Charla Koerner to the Library Board, William Benincosa and Barbara Gorby to the Parks, Recreation, and Wellness Commission, Tom Betler to the Planning Commission, Don Hutson and Sam Strickland to the Police Civil Service Commission, and to re-appoint Ron Godwin and Stephen Korn to the Traffic Advisory Commission, Robert Ferrell and Leanna Spornak to the Urban Renewal Authority, and James Eakles, James Riley, and Ron Smith to the Zoning Board of Appeals. The motion was seconded by Donald Webster and passed by unanimous vote.
- The Water Board Account Budget for FY 2014/2015 (attached) was approved by unanimous vote following a motion by Karen Phillips and a second by Bruce Kidd.
- The Sanitary Board Account Budget for FY 2014/2015 (attached) was passed by unanimous vote after a motion by Bruce Kidd and a second by Karen Phillips.
- The amounts for the proposed employee wage increases (see attached) in regards to the upcoming, after a motion by Bruce Kidd, a second by Stephen Korn and a unanimous vote.
- The building permits (attached) were approved by unanimous vote following a motion by William Benincosa and a second by Karen Phillips.
- The accounts payable (attached) were approved by unanimous vote after a motion by Bruce Kidd and a second by Donald Webster.
- Karen Phillips motioned approval of the minutes from the April 22, 2014 meeting and, following a second by Stephen Korn, they were approved by unanimous vote.

Old Business Councilor Benincosa reported that he has not been able to meet with the Director of the Harrison County Parks and Recreation concerning Newhouse Park on Michigan Ave. The bids for paving have been advertised in the newspaper.

New Business Discussion was held concerning the business license application for Nonna's Daycare (see minutes from April 22, 2014). The applicants were not present to answer questions, so the decision was postponed.

- Bruce Kidd motioned to approve the business license application for Torchia's Italian Pastries at 116 WV Ave. After a second by Karen Phillips, the motion was approved by unanimous vote.

Police Chief's Report No Report

Fire Chief's Report Chief Haddix reported that the Ultimate Giveaway was a success with record attendance and a profit of around \$54,000. He also stated they will begin hydrant testing the week of May 19 and some residents may experience cloudy water or low pressure.

Maintenance Supervisor's Report No Report

Treasurer's Report Treasurer Foley requested a time be set for a conference call with the Law Firm of Cohen to discuss the franchise agreement with Comcast Cable. It was agreed to contact them Tuesday, May 20, 2014 at 9:30AM.

Public's Comments Cynthia Lafferty, of Nonna's Daycare arrived and told council that she babysits her grandchildren after school and is paid by the WVDHHR. The DHHR does not require a business license for "in-home" care of less than 6 children. She says she was told by our office that she required both a

5/7/14	City of Stonewood	1/2 of cost for alternator repairs on recycling truck - repairs made at Xcel Service & Repair City of Stonewood	162.19	162.19
5/8/14	MonPower	Ohio Avenue Playground Lighting MonPower	9.03	9.03
5/8/14	Radio Shack #014903	New radio for garbage truck Radio Shack #014903	213.96	213.96
5/8/14	Quill Corporation	Office supplies (file folders, sharpies, dsh soap, pens, credit card machine thermal tape) Quill Corporation	211.35	211.35
5/8/14	Payroll Account of Nutter F	Mayor - Employer share of monthly Pension	130.50	
		Council - Employer share of monthly Pension	43.50	
		Recorder - Employer share of monthly Pension	43.50	
		Treasurer's office - Employer share of monthly Pension	394.42	
		Police Department - Employer share of monthly Pension	1,806.02	
		Police Judge - Employer share of monthly Pension	96.80	
		Street Department - Employer share of monthly Pension	1,645.73	
		Recycle Department - Employer share of monthly Pension	99.60	
		Fire Chief - Employer share of monthly retirement expense	291.88	
		Payroll Account of Nutter Fort		4,551.95
5/8/14	Payroll Account of Nutter F	Waste Account - Employer share of monthly Pension	815.28	
		Payroll Account of Nutter Fort		815.28
5/9/14	Town of Nutter Fort Payroll	Monthly RHBT - Treasurer's Office expense	102.02	
		Monthly RHBT - Recycle Department expense	13.35	
		Monthly RHBT - Police Department expense	367.13	
		Monthly RHBT - Street Department expense	133.50	
		Town of Nutter Fort Payroll Account		616.00
			79,933.82	79,933.82

5/9/14 at 10:53:10.16

**Water Board Account
Purchase Journal
For the Period From Apr 19, 2014 to May 9, 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
4/19/14	Dominion Hope	15% of monthly budgeted amount for all departments Dominion Hope	89.25	89.25
4/20/14	Showstopper Graphics	Truck door lettering for new water truck Showstopper Graphics	125.00	125.00
4/20/14	MonPower	15% of electric bill for all buildings MonPower	213.60	213.60
4/21/14	Nutter Fort Payroll Accou	Bi-weekly Oper. labor Bi-weekly transmission line repair Bi-weekly meter reading labor Bi-weekly customer collection labor Nutter Fort Payroll Account	1,339.98 496.12 99.20 950.27	2,885.57
4/21/14	A Hughes Supply Compa	Seat washer A Hughes Supply Company	39.81	39.81
4/21/14	Nutter Fort Payroll Accou	Bi-weekly FICA/Medicare Tax Nutter Fort Payroll Account	218.16	218.16
4/23/14	Clarksburg Water Board	Monthly bacteriological exam report for PWSID #3301717 Clarksburg Water Board	42.00	42.00
4/24/14	Petty Cash Account	5 notice of address changes @.57 each Petty Cash Account	2.85	2.85
4/29/14	Lowe's Business Account	Tools for new water truck Lowe's Business Account	580.74	580.74
4/29/14	A Hughes Supply Compa	(6) meter box extensions A Hughes Supply Company	198.00	198.00
4/30/14	Petty Cash Account	Fee for notice of address change on Michaels from 117 Cimarron to 57 River Bend Apartments, Clarksburg. Petty Cash Account	0.57	0.57
4/30/14	Quill Corporation	Toner cartridge for printer Quill Corporation	76.99	76.99
4/30/14	Quill Corporation	Labeler tape Quill Corporation	41.98	41.98
4/30/14	Quill Corporation	Stamps for payables Quill Corporation	83.96	83.96
4/30/14	Airgas-Mid America	1/4 cost of monthly cylinder rentals Airgas-Mid America	38.35	38.35
4/30/14	Clarksburg Water Board	Water purchased monthly - 12,148,000 gallons @ \$3.129 per thousand purchased from 3/28/2014-4/30/2014 Clarksburg Water Board	38,011.09	38,011.09
5/1/14	Kansas State Bank	Monthly payment on water truck Kansas State Bank	544.89	544.89
5/1/14	WV Municipal Bond Com	Monthly water bond revenue obligation WV Municipal Bond Commission Revenue	3,928.67	3,928.67
5/1/14	Marsh Lumber & Home C	1/3 of cost for concrete saw stand Marsh Lumber & Home Center	166.67	166.67
5/1/14	Payroll Account - Town o	RHBT - Monthly remittance Payroll Account - Town of Nutter Fort	616.00	616.00
5/2/14	Water Renewal & Replac	Monthly required 2.5% deposit to the Water R&R account Water Renewal & Replacement	1,182.08	1,182.08

4/22/14	NTelos	Monthly Cell Phone - Mayor Monthly Cell Phone - Police Monthly Cell Phone - Street Monthly Cell Phone - Fire NTelos	47.78 323.21 143.34 47.78	
				562.11
4/22/14	Advance Auto Parts	Taillight lens & socket for 2007 GMC Dump Truck Advance Auto Parts	75.36	75.36
4/23/14	Wex Bank	Monthly fuel expense for garbage truck for April 2014 Wex Bank	420.00	420.00
4/24/14	MCM Business Systems	(2) case of paper MCM Business Systems	63.00	63.00
4/24/14	Solid Signal	(2) cellular amplifier/repeaters, (2) roof mounts for cellular antennas, & (2) antennas for police cruisers Solid Signal	498.43	498.43
4/24/14	Advance Auto Parts	Hydraulic fluid & antifreeze for garbage truck Advance Auto Parts	148.92	148.92
4/25/14	Sandy's Hardware	Water closet, toilet bolt, toilet seat for new shop bathroom Sandy's Hardware	192.07	192.07
4/26/14	Advance Auto Parts	Wiper blades for cruiser 205 Advance Auto Parts	31.99	31.99
4/27/14	Nutter Fort Payroll Account	Waste account's share of employees monthly dental insurance Nutter Fort Payroll Account	358.13	358.13
4/28/14	Lowe's	Vanity, mirror, & supplies for new shop bathroom Lowe's	155.54	155.54
4/28/14	Sandy's Hardware	Switch, work box, cover plate for new shop bathroom Sandy's Hardware	8.86	8.86
4/29/14	Sandy's Hardware	Paper towel holder, wastebasket for new shop bathroom Sandy's Hardware	34.26	34.26
4/29/14	Sandy's Hardware	Outlet box for new shop bathroom Sandy's Hardware	2.75	2.75
4/30/14	Special Fire Levy Acct.	Public Utilities Tax collected for the period of 03/06/2014 to 03/31/2014 Special Fire Levy Acct.	2.15	2.15
4/30/14	Amazon	New laptop battery and (2) phone chargers Amazon	79.61	79.61
4/30/14	Sandy's Hardware	Building materials for new shop bathroom Sandy's Hardware	460.52	460.52
4/30/14	Sandy's Hardware	Copper cap for new shop bathroom Sandy's Hardware	2.18	2.18
4/30/14	Clarksburg Exponent/Tele	65% of budget publication costs Clarksburg Exponent/Telegram	301.18	301.18
4/30/14	Harrison Co. Recycling Ce	Monthly recycling fees - April 2014 Harrison Co. Recycling Center	31.25	31.25
4/30/14	Clarksburg Asphalt Compa	21.74 tons of wearing 1 asphalt at \$71/ton Clarksburg Asphalt Company	1,543.54	1,543.54
4/30/14	Tire & Rubber, Inc.	Disposal of (14) passenger tires @ \$1.50/tire Tire & Rubber, Inc.	21.00	21.00
4/30/14	Family Dollar Store	Storage totes (3) Family Dollar Store	42.00	42.00
4/30/14	R.D. Wilson-Sons & Comp	Safety vests (12) R.D. Wilson-Sons & Company	61.56	61.56
4/30/14	Airgas Mountian States	1/4 cost of monthly cylinder rentals Airgas Mountian States	38.36	38.36
4/30/14	Clarksburg Exponent/Tele	15% of annual budget publications costs - waste Clarksburg Exponent/Telegram	69.51	69.51
4/30/14	Airgas Mountian States	1/4 cost of monthly cylinder rentals - waste Airgas Mountian States	38.35	38.35
5/1/14	Waste Management	73.23 tons of waste @ \$45.35 per ton disposed for service period of 4/16/14-4/30/14. Waste Management	3,321.03	3,321.03
5/1/14	Skasiks Quality Cleaners	Alterations & cleaning of uniforms for the Police Dept. for April 2014 Skasiks Quality Cleaners	152.40	152.40
5/1/14	MCM Business Systems	Monthly copier maintenance fee MCM Business Systems	76.65	76.65
5/1/14	Sandy's Hardware	Clothesline, cord, & screws to hang banner on Route 20 Sandy's Hardware	43.17	43.17
5/1/14	MCM Business Systems	Mailing seals for annual newsletters	19.72	

Account	Amount	Description
Building Repairs	\$1,000.00	-Building repairs and maintenance.
Telephone Expense	\$500.00	-internet & telephone expense.
Office Supplies	\$1,200.00	- Toner, ink cartridges, copy paper etc.
Postage	\$1,500.00	- Postage expense for utility billing cards and past due notices.
Printing Stationery	\$200.00	-Customized printing for utility billing cards and past due notices.
Uniform Expense	\$500.00	- Maint. dept. uniform expense.
Computer Expense	\$500.00	- Printers, upgrades and maintenance.
Special Service/Legal Services	\$8,000.00	- Engineering fees for long term control plan, attorney fees and audit expense.
Regulator Commission Expenses	\$1,800.00	- Assessment Fees - Public Service Commission
Property & Liability Insurance	\$5,000.00	- Property insurance expense.
Injury & Damages Insurance	\$4,500.00	- Workers' Comp.
Health & Dental Insurance	\$20,000.00	- Employee health and dental expense.
Pensions	\$11,000.00	- Increased from 14% to 14.5%.
FICA Tax	\$6,000.00	- Employer share of FICA tax.
General Expense	\$1,500.00	- Gloves, cleaning supplies, PSC assessment fees & misc. expenses.
Maint. of Structures & Imp	\$2,000.00	- Maintenance & upgrades to the buildings.
Maint. - Office Equip/Furniture	\$500.00	- Copier maintenance and expense.
Tools & Shop Equipment	\$1,000.00	-Department tools.
Pymts on Sewer Loan Bond	\$58,000.00	- Sewer loan payments. \$1093.33 + 3734.40 monthly
Pymts to fund R&R fund	\$12,000.00	- Renewal & Replacement fund requirement of 2.5% of income.
New Equipment	\$5,200.00	- Backhoe payments (\$5,500.)

Total Expenses
\$472,104.00

*****FY 2014-2015 Items to note:**

Wage increase included for employees (5% General labor, 6% Assistant Supervisors & 7% Supervisors)
 Pension has decreased from 14.5% to 14%
 Health insurance premiums reflect changes for FY 2014-2015
 Phase V rate increase taken effect for service rendered on July 1, 2014

EMPLOYEE NAME	RAISE %	PRESENT HOURLY	RAISE AMT. PER HOUR	NEW HOURLY WAGE	YEARLY	FICA AND MEDICARE	PENSION	WORKERS COMP.	TOTAL WAGES & BENEFITS
OFFICE STAFF									
Wendy Bess	5%	\$10.20	0.51	10.71	\$22,276.80	\$1,704.18	\$3,118.75	\$1,113.84	\$28,213.57
JULIA POLEY	7%	\$15.57	1.09	16.66	\$34,652.59	\$2,650.92	\$4,851.36	\$1,732.63	\$43,887.51
Leslie Holbert	6%	\$13.68	0.82	14.50	\$30,161.66	\$2,307.37	\$4,222.63	\$1,508.08	\$38,199.75
Tyler McHenry	5%	\$10.20	0.51	10.71	\$22,276.80	\$1,704.18	\$3,118.75	\$1,113.84	\$28,213.57
POLICE DEPARTMENT									
WALD CODWIN	2%	\$17.13	0.34	17.47	\$36,343.01	\$2,780.24	\$5,088.02	\$1,917.15	\$46,028.42
Via Shingleton	2%	\$14.08	0.28	14.36	\$29,872.13	\$2,285.22	\$4,182.10	\$1,493.61	\$37,833.05
mes McManus	2%	\$14.08	0.28	14.36	\$29,872.13	\$2,285.22	\$4,182.10	\$1,493.61	\$37,833.05
Law Officer	2%	\$11.22	0.22	11.44	\$23,004.35	\$1,821.03	\$3,332.61	\$1,190.22	\$30,148.21
Janice Golden	2%	\$13.49	0.27	13.76	\$28,620.38	\$2,189.46	\$4,006.85	\$1,431.02	\$36,247.72
JAMIE YOUNG	2%	\$14.08	0.28	14.36	\$29,872.13	\$2,285.22	\$4,182.10	\$1,493.61	\$37,833.05
MAINTENANCE DEPT.									
JIM WOLFE	7%	\$15.57	1.09	16.66	\$34,652.59	\$2,650.92	\$4,851.36	\$1,732.63	\$43,887.51
DONALD GLASPELL	5%	\$12.40	0.62	13.02	\$27,081.60	\$2,071.74	\$3,791.42	\$1,354.08	\$34,298.85
HOMER MOORE	5%	\$12.40	0.62	13.02	\$27,081.60	\$2,071.74	\$3,791.42	\$1,354.08	\$34,298.85
JERRY RILEY	6%	\$13.68	0.82	14.50	\$30,161.66	\$2,307.37	\$4,222.63	\$1,508.08	\$38,199.75
STEVE WINTERS	5%	\$12.40	0.62	13.02	\$27,081.60	\$2,071.74	\$3,791.42	\$1,354.08	\$34,298.85
MITCHELL MCKNIGHT	5%	\$10.17	0.51	10.68	\$22,211.28	\$1,699.16	\$3,109.58	\$1,110.56	\$28,130.59
BRIAN SQUIRES	5%	\$10.17	0.51	10.68	\$22,211.28	\$1,699.16	\$3,109.58	\$1,110.56	\$28,130.59
STACEY STRADDER	5%	\$12.40	0.62	13.02	\$27,081.60	\$2,071.74	\$3,791.42	\$1,354.08	\$34,298.85
CHRISMAN WOLFE	5%	\$12.40	0.62	13.02	\$27,081.60	\$2,071.74	\$3,791.42	\$1,354.08	\$34,298.85
FIRE DEPARTMENT									
Taremy Haddix	0.07	\$28,560.00	Annually	1999.20	\$30,559.20	\$2,337.78	\$4,278.29	\$1,527.96	\$38,703.23
Proposed wages without OT					\$562,956.00	\$43,066.13	\$78,813.84	\$28,147.80	\$712,983.77
Current wages without OT					\$544,744.40	\$41,672.93	\$78,987.94	\$26,825.51	\$692,230.79
Difference					(\$18,211.60)	(\$1,393.19)	\$174.10	(\$1,322.29)	(\$20,752.98)

Minor software miscalculation (less than \$10) on yearly salary despite the fact that the excel formula is correct. Microsoft will send update when fixed.

Share of increased expense for each account	
- General	(11,414.14)
- Sewer	(3,112.95)
- Water	(3,112.95)
- Waste	(3,112.95)
Al	(20,752.98)

Since all municipal licenses expire on June 30th of each year, it is imperative that all questions on this form be answered in order to properly classify your business activities and determine the proper license fees. You must provide a copy of your WV State issued license. Incomplete forms will delay processing of your application. An application must be completed for each business located in the Corporate limits of Nutter Fort. Failure to complete this application in its entirety will result in its return to you and a possible penalty for late filing.

It shall be the responsibility of each applicant upon initial application for a municipal license to first ascertain that the address at which the proposed business, activity, trade or employment is permitted by the Municipal Zoning Ordinance and all other ordinances of the Town of Nutter Fort. Zoning information is available by accessing our website at www.townofnutterfort.com, or by calling Town Hall at 304-622-7713.

Signature below certifies that the information contained in this application is true and accurate to the best of his/her knowledge.

Ranee Patricia Ranee Patricia owner 4/2/14
 Signature of Owner or Authorized Agent Printed name of person signing Title Date

Did you remember to enclose your vendor list??
 Did you remember to enclose a copy of your WV State issued license??

OFFICE USE ONLY
 APPROVED BY COUNCIL: YES NO
 APPROVAL DATE: _____

Approval of building permits:

Owner	Location	Description of work	Contractor (if applicable)	Estimated Cost	Notes
Janet Pritt	109 Ohio Avenue	Replace deck boards & walkway	Five Star Builders	\$7,445.00	
Barry Calef	300 Maryland Avenue	Replace garage door	American Garage Door	\$1,200.00	
Deborah Johnson	418 Kentucky Avenue	Construct a 16X33 deck		\$3,800.00	
Town of Nutter Fort	Franklin Street	Replace water line	Pro Contracting	\$100,000.00	RE: Agreement with Stonewood
Adam Alton	500 Pennsylvania Avenue	Drywall kitchen		\$1,500.00	
Michael Crawford	519 Ohio Avenue	Replace paneling with drywall, enclose porch & roof house		\$13,000.00	
Marie Dye	710 Maryland Avenue	Repair porch roof leak		\$275.00	
Bobby Bryan	201 1/2 Pennsylvania Avenue, Apt. B	Replace door jam		\$100.00	
John Romano	1402 Buckhannon Pike	Remodel for Subway	Arnett Construction	\$90,000.00	
Doug Griffith	201 Ohio Avenue	Repair gas leak		\$400.00	
Ruby Carpenter	407 West Virginia Avenue	Replace garage roof	Griffith Roofing	\$2,000.00	
Patricia Daniels	519 Kentucky Avenue	Plumbing alterations		\$75.00	
Gail Scheuvront	604 Pennsylvania Avenue	Replace fence		\$1,250.00	
Jeremy Haddix	199 Fort Street	Install pool & fence, remove small building	WV Pool Construction/Viking Pool	\$35,000.00	
Anthony & Abigail Sfameni	Burton Avenue (old HC School Property)	Excavation & foundation for new home		\$35,000.00	Additional permits will be issued upon submittal of detailed plans & drawings
James Eubank	612 Kentucky Avenue	Install 8X8 storage building	Riverview Contracting	\$1,300.00	
Bonnie Belle's Pastries	1520 Buckhannon Pike	Secure parking blocks with rebar and repair overhang		\$200.00	
Roger Cottrill	505 Michigan Avenue	Replace roofing		\$1,800.00	

Budget

Water Board Account	FY 14-15	Classification
REVENUES		
* Nonutility Operations Revenue	\$2,000.00	~ Charges for customer's returned checks, sale of material & miscellaneous income.
* Interest Income	\$150.00	~ Interest earned
* Metered Sales to Customers	\$648,000.00	~ Revenue generated from utility billing (Approx. \$27,000./month) & resale to Quite Dell/Greater Harrison PSD (Approx. \$27,000./month)
* Reconnect Fees	\$1,000.00	~ Fees to restore service
* Service Revenue- Tap Fees	\$1,000.00	~ Tap fees
* Misc. Non-operating rev.	\$16,200.00	~ Renewal & Replacement Account -2.5% mthly of gross revenue
TOTAL REVENUES:		
\$668,350.00		