



**City of Weston, WV**  
**Regular Session City Council Meeting**  
**Lewis County Courthouse**  
**January 3, 2023 at 6:00 p.m.**

Call In#: (415) 762-9988

Meeting ID: 482-656-4989

Pass Code: 269

**AGENDA**

Full Agenda Packets Available on [www.CityofWestonwv.com](http://www.CityofWestonwv.com)

- 1) Call to Order/Moment of Silence
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Minutes  
Regular Session – December 5, 2022
- 5) Visitor Section (5 Minute Time Limit)
- 6) Presentations  
Jason Campbell - JC Films Studios – Grant from Lewis County Commission to Partially Fund a Movie in Lewis County
- 7) Receive and File Reports of City Boards, Commissions, and Outside Agencies  
Reports
  - A. Weston Cemetery Board - Next Meeting – Monday, January 9, 2023, at 9:00 a.m. at the Municipal Building.
  - B. Historic Landmark Commission - Next Meeting – Thursday, January 12, 2023, at 5:00 p.m. at the Municipal Building.
  - C. Weston Planning Commission - Next Meeting – Wednesday,
  - D. Board of Parks and Recreation - Next Meeting – Friday, January 13, 2023, at 2:00 p.m. at the Municipal Building.
  - E. Lewis County EDA - Next Meeting – Wednesday, January 25, 2023, at 5:00 p.m. at 110 Center Avenue 2<sup>nd</sup> floor.
  - F. Board of Zoning Appeals - Next Meeting – Tuesday, January 10, 2023, at 6:00 p.m. at the Municipal Building
  - G. Code Appeals Board - Next Meeting – Thursday, January 12, 2023, at 6:00 p.m. at the Municipal Building.
  - H. Outside Agencies  
Weston Housing Authority  
Request to Appoint Robert King to the Weston Housing Authority as a resident required by HUD (Action Requested)  
Request to Appoint Joyce Lamb to the Weston Housing Authority replacing a member (Action Requested)
  - A. Known Vacancies to be Filled - Board of Zoning Appeals - 1 available position
- 8) Sanitary Board of Director
- 9) Department Reports
  - A. Finance – December Report in Packet



- Approval to move from the General Fund to the Vacant Structure Account (Action Requested)
- Approval to move \$3059.00 from the General Fund to Parks and Recreation (Action Requested)
- Review of Proposed Financial Policies and Procedures (Action Requested)
- Purchase Card Policies and Procedures (Action Requested)

- B. Street Department - December Report in Packet.
- C. Police Department – December Report in Packet.
- D. Fire Department - December Report in Packet.
- E. Building/Code/Zoning December Report
- F. City Attorney Report
- G. City Clerk – December Report in Packet.
- H. City Manager Report

#### 10) Old Business

- A. Ordinance 2022-13 for the City of Weston to Acquire Property of 451 West Second Street (Action Requested)
- B. Billboard/Zoning Discussion

#### 11) New Business

- A. Museum of American Glass State Culture & History Grant \$1188.00 (Action Requested)
- B. Municipal Fees Board Discussion About Appointing Members and Substitute Members
- C. Single Line Audit/Use of Federal Funds Discussion
- D. Ordinance 2023-01 Acquiring an Easement on Property on Reservoir Street (Action Requested)
- E. Discussion of Annexation to B & O and First Due Fire

#### Reports of City Council

#### 12) Adjournment

##### **Meeting Management Guidelines**

- Regular meeting agendas will be posted and available to the public before closure two (2) days prior to the meeting.
- Person wishing to address City Council must register before meeting.
- Agenda items may require an executive session motioned per WV Code 6-9A-4.
- All votes are unanimous unless otherwise stated.
- Roberts Rule of Order is utilized as a guide for all Weston City Council meetings.



Weston City Council  
Minutes

Lewis County Courthouse  
117 Center Avenue  
December 5, 2022 at 6:00 p.m.

**Present:** Mayor Kim Harrison Edwards, Councilpersons Sherry Rogers, Randy Bohan, Debbie Gump, Herb Curtis, City Manager Nate Stansberry, City Clerk Judy Piercy, City Attorney Brian Bailey, Finance Director Susie Johnston, Interim Chief of Police Mike Posey, Chief Jimmy Suttle, Street Commissioner Mike Starett, Building/Code/Zoning Enforcement Officer Marty Lewis, and Sanitary Director Dee Evans.

**Call to Order/Moment of Silence:** Mayor Harrison Edwards called the meeting to order at 6:00 p.m.

**Pledge of Allegiance:** Mayor Harrison Edwards asked everyone to please stand for the Pledge of Allegiance.

**Approval of Minutes:** Councilwoman Gump made a motion seconded by Councilman Bohan to **approve** the Regular Session Meeting of November 7, 2022 minutes, and the Special Session Meeting of November 21, 2022 minutes and the Special Session meeting of November 28, 2022 minutes. **Motion carried.**

**Visitors Section (5 Minute Time Limit):** Mr. Junior Kelley asked to speak about the Arnold Cemetery and presented to council pictures of the cemetery. Mr. Kelley would like to have a copy of the easement agreement made between the City of Weston and the property owner. Mr. Kelley did not want the street paved to the cemetery and wanted it plowed going downhill instead of plowing uphill, and he and the property owner have exchanged words when he goes to the cemetery. Mr. Kelley stated that Eagles Lawn Care did not keep the cemetery mowed nor picked up trash. Street Commissioner Starett informed council and Mr. Kelley that the Street Department plows the snow going downhill.

**Presentations:** Ms. Victoria Stansberry coordinator of the Lewis County Blue Print informed council of a grant of \$5200 (no match) called "Story Walk" for the Cultural Center. The grant will provide sixteen signs, four each at an undetermined location which will feature our local artists. Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** submission for the Story Walk Grant for \$5200 with no match. **Motion carried.**

**PVT Thomas Wright Bridge Naming Proclamation:** City Manager Stanberry gave a brief overview of the dedication of the West Fourth Street Bridge over Polk Creek to PVT Thomas Wright. Mayor Harrison Edwards read the proclamation declaring the bridge to be named after PVT Thomas Wright on Wednesday, December 7, 2022. The dedication will be at the West Fourth Street Bridge over Polk Creek on December 7, 2022 at 10:00 a.m. Councilman Curtis made a motion seconded by Councilman Bohan to **approve** the proclamation for PVT Thomas Wright naming of the West Fourth Street Bridge. **Motion carried.**



**Receive and File Reports of City Boards, Commissions and Outside Agencies:** Mayor Harrison Edwards read aloud the dates of the schedule meetings for the City Boards, Commissions and Outside Agencies with the Lewis County EDA meeting was changed to December 7, 2022 at 5:00 p.m. at 110 Center Avenue, Weston, WV.

**Sanitary Board Director Report:** Sanitary Board Director Evans provided a copy of her report in the packet. WSB Evans informed council that Synagro sent centrifuge out for repair and sludge removal has stopped until repaired. WSB Evans stated that she has not received any word from the DEP on the grant application for the AML Project. WSD Evans is working with the accountant on financials for project and annual report.

### **Department Reports**

**Finance Report – Monthly Report for December:** Finance Director Susie Johnson provided in the packet for council the Expense Report for 07/01/2022 through 10/31/2022, the Month-to-Month Gross Revenue, bank statements for General Fund, Payroll Account, Rainy Day Fund, Vacant Structures, Police Equipment Fund, Holding Account, K-9 Fund, Coal Severance Tax - Fund, Vacant Structures, Police Equipment Fund, Holding Account, K-9 Fund, Coal Severance Tax Fund, and Community Development Fund/Park and Recreation. Finance Director Johnston informed council that she is down in Municipal Fees from last year by \$6,079.30. Finance Director Johnston gave council the report of the Vacant Structure in the amount of \$750 and asked for approval taking it from the General Account and depositing in the appropriate Vacant Structure Fund. Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** to take \$750 out of the General Fund and deposit it to the Vacant Structure Fund. **Motion carried.**

**Reimbursement from Storm Water Fund to General Fund (Action Requested):** City Manager provided council a current Storm Sewer Report and asked council for the reimbursement of \$23,755.71 to be put into the General Fund. City Manager Stansberry provided council with a detailed report at the end of the FY 2022 cost. Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** \$23,755.71 from Storm Water Fund to the General Fund. **Motion carried.**

**Street Department:** November report was in the packet. Street Commissioner Starett informed council that with the vehicle maintenance and repair being done in house has saved the city money in labor. Street Commissioner Starett stated the property in Deanville will need the electric system updated and Building/Code/Zoning Enforcement Officer Marty Lewis and Street Foreman Tyler Strader will be doing the update. Street Commissioner Starett informed council that they will be working on getting the Street Department employees CDL License.

**Police Department:** November report was in the packet. City Manager Stansberry informed council that Interim Chief Mike Posey is doing a tremendous job within the last three weeks. City Manager Stansberry stated that he has received applications for the position that was advertised in the Weston Democrat. City Manager Stansberry informed council that we have three police officers, and they are doing the best that the can.

**Fire Department Report:** November report was in the packet. Chief Suttle stated that it had been a busy November. Councilwoman Gump asked if the ladder truck was fixed, and Chief

Suttle said he has not taken it out of service yet, but it will only take a couple of days to get it repaired.

**Building/Code/Zoning Report:** November report was in the packet. Councilman Rogers asked Building/Code/Zoning Enforcement Officer Marty Lewis for an update on the property beside Ember Arts. Building/Code/Zoning Enforcement Officer Marty Lewis stated that it is now a waiting period, but they did go inside the building and the building was condemned. Building/Code/Zoning Enforcement Officer Marty Lewis explained the process before action could be taken towards the building. City Attorney Bailey explained the difference between condemning a building and a vacant building, and that this particular building was condemned.

**City Attorney Report:** City Attorney Bailey asked council when they wanted to meet to work on the codification project. The council stated they will start again in January 2023.

**City Clerk Report:** Report was in the packet.

**City Manager Report:** City Manager Stansberry gave an update of the various ongoing:

- reiterated that Interim Chief Posey is doing a wonderful job and we did advertise the position in the Weston Democrat.
- expressed the day-to-day functions at the city are keeping us busy.
- stated the Christmas Parade was a big success and at one point we had vehicle lined up completely around the field.
- informed council that the bridge dedication is December 7, 2022 at 10:00 a.m. and we are getting everything lined up for the event.
- stated the camera equipment should be in around January 5, 2023 and Ravenrock ordered equipment and a few things are on back order.
- informed the push camera that inspects drains the tool came in so they will be able to look at Ms. Hefner's drain to help her out.
- expressed that he thought the Sanitary Board was moving in a positive direction.
- stated he spent a lot of hours at the skating rink, but it was a positive experience, and everyone liked it.
- expressed that he attended for the first time Miracle on Main and enjoyed seeing our community coming together and had a wonderful time.

Councilwoman Gump made a motion seconded by Councilman Bohan to **approve** all department reports. **Motion carried.**

## **Old Business**

**Ordinance 2022-11 Ordinance Reconfiguring and Redefining the Roles and Purpose of the Weston Tree Board:** City Manager Stansberry expressed per a conversation the Tree Board does have enough members to have a quorum and recommends that we give the Tree Board a chance to reconstitute. Councilwoman Rogers made motion seconded by Councilman Bohan to **table indefinitely** Ordinance 2022-11 Ordinance Reconfiguring and Redefining the Roles and Purpose of the Weston Tree Board. **(Roll call of votes, Councilwoman Rogers yes,**



**Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

### New Business

**Ordinance 2022-13 For the City to Acquire Property at 451 West Second Street:** City Attorney Bailey recommended to table the ordinance he is waiting on a response from the property owner until the next Regular Session Meeting. Councilwoman Gump made a motion seconded by Councilman Bohan to **table** the 2022-13 Ordinance for the City to Acquire Property at 451 West Second Street. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

**Employee Yearend Incentives (Action Requested):** City Manager Stansberry stated the yearend incentive was not budgeted for specifically and the amount was \$250.00 last year. Councilman Curtis made a motion seconded Councilwoman Rogers to **approve** the yearend incentive of \$250 net for full time employees and \$150 net for part time employees. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

**City Manager Request for Leave (Action Required):** City Manager Stansberry informed council that he will be working through until December 13, 2022 and will return January 3, 2023. City Manager Stansberry will be available through email and by phone. City Manager Stansberry has a week and a half of vacation time to use, and the remaining time will be unpaid leave. Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** the City Managers request for leave. **Motion carried.**

**Additional Paving Expense (Action Requested):** City Manager Stansberry provided council with the invoice from Parrotta Paving for the pavement of the city streets and a copy of a request for revision to approved budget. City Manager Stansberry explained that some of the streets were in bad shape and more asphalt had to be put down to make it level but regardless we went over budget on paving. City Manager Stansberry stated the contract was specific to address price adjustments. City Manager Stansberry stated that we could pay Parrotta the amount we owe per the contract, or we can pay the amount we owe them per contract and leave it to them about the overage. City Manager Stansberry explained the process of a request for revision to approved budget. Council discussed taking the money from the ARPA Funding, but City Manager Stansberry was trying to prevent a single line audit. Joe Solberg, Assistant Finance Director went over the procedure for a single line stating they are expensive and would cost around \$25,000. Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** to pay Parrotta Paving the amount owed taking the overage from General Funding and **approve** the request for revision to approved budget. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

### Reports of City Council

**Councilwoman Rogers Ward I** thanked Mayor Harrison Edwards for hosting the Christmas Dinner. Councilwoman Rogers thanked the Street Department, Police Department, Fire Department and Building/Code/Zoning Marty Lewis, and City Manager Nate Stansberry, WV/Jackson Mill for the use of the bleachers, Shentel, Mike Holden for the use of the building, Lewis County First for the use of the property and Snider Construction for doing the concrete pad and some private donations. Councilwoman Rogers stated that everyone is working together, and the community appreciates it. Councilwoman Rogers thanked each department for the progress they are making.

**Councilman Bohan Ward II** informed everyone that he had three different people from three different towns speak to Councilman Bohan about the improvements in our town, the cleanliness of the streets, the lights, and the activities. Councilman Bohan stated that one individual considered Weston the most Christmassy town in West Virginia this year. Councilman Bohan expressed the Christmas party was nice and thanked Mayor Harrison Edwards for having it.

**Councilwoman Gump Ward III** thanked Mayor Harrison Edwards for the wonderful Christmas Dinner and the Hardman's for what they are doing for our community. Councilwoman Gump expressed while driving to the meeting going down main and stated the snowflakes were dancing and that sight will never be anywhere else it puts you in the Christmas spirit. Councilwoman Gump thanked the city employees for their hard work and the Miracle on Main event even though it stormed went on to be successful. Councilwoman Gump would like to see next year the city work with the event to bring in more things for the event. Councilwoman Gump wished everyone a Merry Christmas and a Happy New Year.

**Councilman Curtis Ward IV** thanked Mayor Harrison Edwards for the wonderful Christmas party. Councilman Curtis thanked the Hardman's for a terrific job on the house getting it back to its roots they way it was built. Councilman Curtis thanked the city employees for all they are doing and the City Manager for the skating rink which was a good idea and heard a lot of compliments. Councilman Curtis and his wife have been driving down some of the streets and things are looking better and cleaner which shows people are getting along working together. Councilman Curtis wished everyone a Merry Christmas and a Happy New Year.

### **Adjournment**

Councilman Curtis made a motion seconded by Councilman Bohan to **adjourn** at 7:34 p.m.  
**Motion carried.**

Attest:

---

Mayor, Kim Harrison-Edwards

---

City Clerk, Judy Piercy



### **WHAT DO WE WANT?**

We are asking for a \$10,000 - \$20,000 grant from the Lewis County Commission to partially fund a feature film to be produced in Lewis County.

### **WHO WE ARE?**

JCFILMS STUDIOS is a West Virginia based non-profit movie production company that exists to engage our culture through superbly produced faith and family feature films. To date, JCFILMS STUDIOS has produced over 63 faith and family films.

### **WHAT WE DO?**

- Make films.
- Provide education and opportunities for people to get involved in filmmaking.
- Produce films that provide positive messages to assist local communities share their unique stories.

### **WHY MAKE A FILM IN LEWIS COUNTY?**

- Community involvement.
- Highlight the beauty and a few hidden treasures of Lewis County.
- The available resources and locations provided in Lewis County is amazing for production quality.
- The area loaded with amazing and talented actors and actresses but also creative up and coming filmmakers.
- Increase tourism and travel to the area.

### **ECONOMIC IMPACT.**

- **Hotels.** Estimated over hotel rooms booked.
- **Food.** Estimated over 30 meals served to cast & crew (50 people) from local restaurants.
- **Travel.** Inspire people that watch the film to visit Lewis County.

### **CREATING OPPORTUNITIES FOR YOUTH**

We want to create more opportunities for Lewis County young people to get involved in filmmaking. Teens who are interested in filmmaking may never make it out to Hollywood, but they can get engaged in what we are doing here.

*"Making films in West Virginia so that people can experience the unique culture is just one way we want to help change the narrative for the state."*



### **LET'S FACE IT.**

Unfortunately, the majority of feature films produced in West Virginia are negative. Our goal through this film is help rewrite the narrative and eliminate unwarranted stereotypes about this state. One way we can do that is by making more uplifting, positive and inspiring films depicting the beauty and goodness of West Virginia.

### **THE FILM.**

- THE FILM is a full-length narrative feature film.
- THE FILM total production budget will be \$100K
- THE FILM will be distributed thru JCFILMS STUDIOS
- THE FILM will anticipate over 100 volunteers from the community.
- THE FILM will cast leading Hollywood type film talent.
- THE FILM will highlight Lewis County.
- THE FILM will be filmed in Lewis County.
- THE FILM will be filmed during the Spring of 2023.

### **EXPOSURE**

We are looking for a North America release in June 2023 with a World Premiere to be held in Lewis County. The film will be distributed to all the main digital movie platforms including: Amazon, Netflix, PureFlix, Hulu and Tubi. In addition, all our films are represented internationally and are each translated into multiple languages, which provides enormous exposure to Lewis County.

### **THE FUTURE**

- Your support will create more chances for local aspiring actors.
- Your support will encourage more filmmaking opportunities here and in West Virginia.
- Your support will help us with our goal of making West Virginia the go-to location for filming faith and family films,

*"Nothing echoes faith and family more than the many communities represented here in Lewis County and with your support you are helping in exposing Lewis County's beauty to people around the world."*

---

For more information about JCFilms Studios, please visit:  
[www.JCFilms.org](http://www.JCFilms.org)

**WESTON HOUSING AUTHORITY**  
**124 1<sup>ST</sup> STREET**  
**WESTON, WV 26452**  
**PH. 304-269-6159**

**Board of Directors**

Larry Ransinger, Chairperson  
Ronald Fisher, Commissioner  
Kathryn Evans, Commissioner

**Executive Director**  
Ruth Arlene Kerns

December 9, 2022

Honorable Kim Harrison-Edwards  
Mayor of the City of Weston  
102 West Second Street  
Weston, WV 26452

Dear Mayor:

We respectfully request that you appoint Robert King and Joyce Lamb to our Board of Directors for the Housing Authority for a period of 5 years.

Robert King will serve on the Board as a resident as required by HUD. Joyce Lamb will be replacing Betty Nicholson as she has unfortunately passed away.

Should you have any questions regarding this request, please feel free to contact me at any time.

Thank you in advance for the consideration.

Regards,



Ruth Kerns  
Executive Director

WESTON SANITARY BOARD

702 N. MAIN AVENUE

WESTON, WV 26452 (304)269-1300

MONTHLY REPORT

JANUARY 3 , 2022

**PROJECT UPDATES**

PHASE I PROJECT

- A Charge Order in the amount of \$125,044.63 was approved at the last WSB meeting on December 12, 2022. SYNAGRO has agreed to split the cost of equipment rental fee. As of 12/12, the total amount of Dry Tons removed was at 360 of the 630 bid for removal. The Change Order would add another 136 Dry Tons for removal.

AML PROJECT

- Still no word from the DEP on the grant application for the AML Project submitted to the DEP

JACKSONS MILL PROJECT

- This Project has been awarded to a contractor and preparations are underway to begin construction soon.
- WVU has decided to pursue a different funding source for this project. An application has been submitted by WVU to the WV IJDC for a grant to offset the cost of constructing the system.

PHASE II PROJECT

- It was decided that the PER that must accompany the IJDC application will be submitted on Feb 10. This will give the Accountant more time to prepare the Annual PSC Report and Rule 42 for the Project.

20 YEAR MAINTENANCE COST ESTIMATE

- The Cost Estimate that I put together for the City needs to be reformatted. We are working with a representative of RK & K for determining what that format needs to be.

## **COLLECTION/TREATMENT**

### **PLANT**

- SYNAGRO had Centrifuge out for repair for several days/weeks.
- New Potable H2O line was frozen for almost a week. Thawed.
- Two Plant employees out with COVID
- Weekly UV and Filter Cleaning & Maintenance
- Cleaning and Maintenance on Screens, buildings, filter membranes, UV, chlorine building and garages.
- Lab Sample deliveries 4 days a week

### **COLLECTION**

- Freezing Temps caused many issues with customer lines on their property
- Miss Utility Mark-outs

### **PUMPS**

- Pulled Pumps: Weston Manor, Kincheloe, Hickory House, Station 7, Cemetery, Ford Garage, Grease Pit

### **JET CALLS**

- ≡ 26 Jet Calls 7 Mains 19 Laterals

## **DIRECTOR/OFFICE**

- ≡ Working daily on financial reporting for Annual PSC Report and Financial Reports for Project as well as Rate Analysis with Accountant.
- ≡ Work continues with independent contractor regarding BVTSCC Project Resident Issues
- ≡ Continue to aggressively work on delinquent accounts. Water terminations to be done in January/February.
- ≡ Mediations set for January with Steptoe & Johnson Attorney regarding ongoing case with BVTSCC resident
- ≡ Ongoing Discussions/Meetings with Potesta regarding Phase II Sludge Removal Project
- ≡ Discussions with WVU and Engineering firm regarding new water and sewer lines
- ≡ Multiple Past Due Phone Calls and Follow-Up Calls made
- ≡ Negotiating with customers for Deferred Payment Arrangements
- ≡ Weekly Department Head Meetings with City Manager

- ☐ Monthly Adjustments
- ☐ A/P, Payroll, Reporting, PEIA, PERS
- ☐ Daily/Weekly conversations with Engineers/Special Council regarding project
- ☐ Working with customers to obtain assistance from Mountaineer Rental for past due WSB Bills

---

Dee Evans, Director

CITY OF WESTON  
Ice Rink Donations  
July 1 through December 7, 2022

368,000 · DONATIONS FOR NON GRANT  
368,900 · DONATIONS - PARKS & REC

Date	Num	Name	Memo	Paid Amount
11/28/2022		Cash	donations from ice skating 11-25-2022 to 11-27-2022	784.00
11/30/2022		Cash	donation from ice skating rink 11-28-11-29 2022	498.00
11/30/2022	101	Checks/Gross Receipts	Lewis Co. 4 H Green/White	25.00
12/07/2022		Cash	Donations from Ice Skating 12-1-2022 to -12-9-2022	1,562.00
12/07/2022		Cash	Donations from Ice Skating 11-30-2022	190.00
				3,059.00
				3,059.00
				3,059.00

Total 368,900 · DONATIONS - PARKS & REC  
Total 368,000 · DONATIONS FOR NON GRANT  
TOTAL

Ask Council to Move \$3,059.00  
from the General Fund to  
Community Development Fund - (Parks Rec.)





**Main Bank**  
 P.O. Box 310 • Weston, WV 26452  
 Mon.-Thurs. 8:30-3:00, Fri. 8:30-5:30  
 (304) 269-2862

**Jane Lew Branch**  
 Mon.-Fri. 8:30-5:30  
 Sat. 8:30-12:00 Noon  
 (304) 884-7825



CITY OF WESTON  
 (TITLED 73 AMERICAN RESCUE PLAN)  
 102 W. SECOND STREET  
 WESTON WV 26452



Member  
**FDIC**

**FINANCIAL SERVICES STATEMENT**

Statement Date: 11/30/2022

Account No.: 46493 Page: 1

**CHECKING ACCOUNT SUMMARY**

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 10/31/22		1,013,072.99
Debits	1	16,640.00
Ending Balance On 11/30/22		996,432.99
Average Balance (Ledger)	1,004,198.32+	

**CHECKS AND OTHER DEBITS**

\* Indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
11/15/22	9	16,640.00						

**DAILY BALANCE SUMMARY**

Beginning Ledger Balance on 10/31/22 was 1,013,072.99

Date	Balance	Date	Balance	Date	Balance
11/15/22	996,432.99				

**This Statement Cycle Reflects 30 Days**

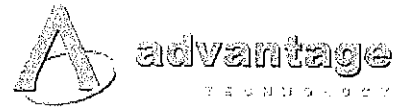
DUE TO RECENT PHONE CALLS IN OUR AREA, CITIZENS BANK WOULD LIKE TO REMIND OUR CUSTOMERS THAT WE DO NOT REQUEST ANY PERSONAL INFORMATION VIA PHONE, TEXT, EMAIL OR INTERNET WEBSITE. PLEASE PROTECT YOURSELF FROM IDENTITY THEFT.

ARPA Fund

- # 996,432.99
- # 200,000.00 (Parrotta Paving)
- # 60,261.32 (Advantage Technology LLC)

# 736,171.67 - total As of 12/29/2022

Advantage Technology, LLC  
 950 Kanawha Blvd E  
 Charleston, WV 25301  
 (304) 342-0796



<b>Bill To:</b>
City of Weston Attn: Judy Piercy 102 W. 2nd St. Weston, WV 26452 United States

<b>Date</b>	<b>Invoice</b>
12/13/2022	65853

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>	<b>Tax Code</b>
Due Upon Receipt	12/13/2022		Order #70	

Products & Other Charges	Quantity	Price	Amount
<u>Billable Products &amp; Other Charges</u>			
CD52-256E-HW: Verkada CD52-E Outdoor Dome Camera, 256GB, 30 Days Max	10.00	\$932.67	\$9,326.70
CD42-256-HW: Verkada CD42 Indoor Dome Camera, 256GB, 30 Days Max	2.00	\$666.00	\$1,332.00
CB51-30TE-HW: Verkada CB51-TE Outdoor Bullet Camera, 128GB, 30 Days Max	1.00	\$999.33	\$999.33
CB51-30E-HW: Verkada CB51-E Outdoor Bullet Camera, 128GB, 30 Days Max	15.00	\$932.67	\$13,990.05
ACC-MNT-3: L-Bracket Mount	12.00	\$86.00	\$1,032.00
LIC-10Y: 10-Year Camera License	28.00	\$1,199.33	\$33,581.24
<b>Total Products &amp; Other Charges:</b>			<b>\$60,261.32</b>
		<b>Invoice Subtotal:</b>	\$60,261.32
		<b>Sales Tax:</b>	\$0.00
		<b>Invoice Total:</b>	<b>\$60,261.32</b>
		<b>Payments:</b>	\$0.00
		<b>Credits:</b>	\$0.00
		<b>Balance Due:</b>	<b>\$60,261.32</b>

Make checks payable to Advantage Technology, LLC

Thank you for doing business with Advantage Technology, LLC.

Want to pay online? Go to [www.advantage.tech](http://www.advantage.tech) and click the Pay Now button.

RECEIVED

BY: *[Signature]*  
 CODE #

RECEIVED

BY: *[Signature]*  
 CODE #



Citizens Bank of Weston

CITY OF WESTON

Account No. : 46493

Stmt. Date : 11/30/2022

Bank : 380

Images : 1

Page : 2


IMAGE STATEMENT



NAME:	City of Weston		
ACCT NO.:	11-10-2022	11-10-2022	11-10-2022
PAY TO: Raven Rock Networks Inc. \$ 16,640.00			
Sixteen thousand six hundred forty dollars			
Citizens Bank 1000 WEST VICTORIA ROAD WESTON, NY 14554			
FOR DEPOSIT ONLY		<i>[Signature]</i>	
120515014511 0114549130			

AM: 16,640.00 CK: 9 DT: 11/15 SQ: 80001400 Paid



NAME	City of Weston	
ACCT NO.	102 W. Second Street Weston, WV 26452	69-145/515 DATE: Dec 6, 2022
PAY TO THE ORDER OF	Parrotta Paving	\$ 200,000.00
	two hundred thousand dollars	100 DOLLARS
 <b>Citizens Bank</b> WESTON, WEST VIRGINIA 26452		
OR	INVOICE 515	<i>Jan Henry Edwards, Jr.</i> <i>Paul H. Stewart</i>
⑆0545014561⑆ 00466400⑆		

# Vacant Structures Fund

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

## Huntington Public Funds Economy Checking

Account: -----0967

Statement Activity From:  
 11/01/22 to 11/30/22

Beginning Balance	\$3,875.00
Total Service Charges (-)	5.00
Ending Balance	\$3,870.00

Days in Statement Period 30

Average Ledger Balance\* 3,872.33  
 Average Collected Balance\* 3,872.33

\* The above balances correspond to the  
 service charge cycle for this account.

## Service Charge Detail

Account:-----0967

Date	Service Charge (-)	Waives and Discounts (+)	Description
11/15	5.00		STATEMENT CHARGE

## Service Charge Summary

Account:-----0967

Previous Month Service Charges (-)	\$5.00
Total Service Charges (-)	\$5.00

## Balance Activity

Account:-----0967

Date	Balance	Date	Balance	Date	Balance
10/31	3,875.00	11/15	3,870.00		

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. ®, Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 2

# Community Development Fund

THE HUNTINGTON NATIONAL BANK  
PO BOX 1558 EA1W37  
COLUMBUS OH 43216-1558



CITY OF WESTON  
102 W 2ND ST  
WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
Huntington office or  
contact us at:

1-800-480-2001

[www.huntington.com/  
businessresources](http://www.huntington.com/businessresources)

## Huntington Public Funds Economy Checking

Account: -----0624

Statement Activity From:  
11/01/22 to 11/30/22

Beginning Balance	\$1,188.44
Total Service Charges (-)	0.00
Ending Balance	\$1,188.44

Days in Statement Period 30

Average Ledger Balance\* 1,188.44  
Average Collected Balance\* 1,188.44

\* The above balances correspond to the  
service charge cycle for this account.

## Service Charge Summary

Account:-----0624

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. ®, Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 1



THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 COAL SEVERENCE-TAX FUND  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Economy Checking**

**Account: -----8409**

<b>Statement Activity From:</b> 11/01/22 to 11/30/22		<b>Beginning Balance</b>	<b>\$38,689.69</b>
		<b>Total Service Charges (-)</b>	<b>10.00</b>
		<b>Ending Balance</b>	<b>\$38,679.69</b>
Days in Statement Period	30		
Average Ledger Balance*	38,684.35		
Average Collected Balance*	38,684.35		
* The above balances correspond to the service charge cycle for this account.			

**Service Charge Detail**

**Account:-----8409**

Date	Service Charge (-)	Waives and Discounts (+)	Description
11/15	10.00		BUSINESS ONLINE SERVICE FEES

**Service Charge Summary**

**Account:-----8409**

Previous Month Service Charges (-)	\$10.00
<b>Total Service Charges (-)</b>	<b>\$10.00</b>

**Balance Activity**

**Account:-----8409**

Date	Balance	Date	Balance	Date	Balance
10/31	38,689.69	11/15	38,679.69		

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. ®, Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 2

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 K-9 FUND  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

[www.huntington.com/  
 businessresources](http://www.huntington.com/businessresources)

**Huntington Public Funds Economy Checking**

Account: -----0149

<b>Statement Activity From:</b> 11/01/22 to 11/30/22		<b>Beginning Balance</b>	<b>\$378.70</b>
		<b>Total Service Charges (-)</b>	<b>0.00</b>
		<b>Ending Balance</b>	<b>\$378.70</b>
Days in Statement Period	30		
Average Ledger Balance*	378.70		
Average Collected Balance*	378.70		

\* The above balances correspond to the service charge cycle for this account.

**Service Charge Summary**

Account:-----0149

<b>Previous Month Service Charges (-)</b>	<b>\$0.00</b>
<b>Total Service Charges (-)</b>	<b>\$0.00</b>

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. ®, Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 1

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 GENERAL FUNDS  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Economy Checking**

**Account: -----8454**

Statement Activity From:  
 11/01/22 to 11/30/22

Days in Statement Period 30  
 Average Ledger Balance\* 1,163,666.40  
 Average Collected Balance\* 1,157,596.20

\* The above balances correspond to the  
 service charge cycle for this account.

<b>Beginning Balance</b>	<b>\$1,201,313.34</b>
<b>Credits (+)</b>	<b>112,765.66</b>
Regular Deposits	104,550.34
Electronic Deposits	8,215.32
<b>Debits (-)</b>	<b>223,476.32</b>
Regular Checks Paid	102,140.75
Electronic Withdrawals	121,335.57
<b>Total Service Charges (-)</b>	<b>153.07</b>
<b>Ending Balance</b>	<b>\$1,090,449.61</b>

**Deposits (+)**

**Account:-----8454**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
11/02	15,283.35		Brch/ATM	11/09	2,312.97		Brch/ATM
11/02	4,864.05		Brch/ATM	11/09	1,520.41		Brch/ATM
11/02	3,380.10		Brch/ATM	11/21	17,277.20		Brch/ATM
11/02	2,174.01		Brch/ATM	11/21	13,684.95		Brch/ATM
11/02	1,853.92		Brch/ATM	11/21	1,584.80		Brch/ATM
11/04	19,133.92		Brch/ATM	11/21	1,083.34		Brch/ATM
11/04	4,593.44		Brch/ATM	11/28	9,262.18		Brch/ATM
11/04	1,596.01		Brch/ATM	11/28	784.00		Brch/ATM
11/09	3,638.69		Brch/ATM	11/30	523.00		Brch/ATM

**Other Credits (+)**

**Account:-----8454**

Date	Amount	Description
11/01	265.91	WVTREASURY VENDOR 221101 000000211704 NTE*AUTO2300666088 *PUTT20221024691 21 *000000211704
11/01	174.97	INTUIT 04241805 DEPOSIT 221101 524771998921412
11/02	210.00	INTUIT 12577145 DEPOSIT 221102 524771998921412
11/04	420.00	INTUIT 30526915 DEPOSIT 221104 524771998921412
11/07	140.00	INTUIT 36202885 DEPOSIT 221105 524771998921412
11/10	183.00	INTUIT 62556495 DEPOSIT 221110 524771998921412
11/14	410.00	INTUIT 67811425 DEPOSIT 221111 524771998921412

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. Huntington and 24-Hour Grace are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 4

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 HOLDING ACCOUNT  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Economy Checking**

Account: -----8823

<b>Statement Activity From:</b> 11/01/22 to 11/30/22		<b>Beginning Balance</b>	<b>\$892.01</b>
		<b>Total Service Charges (-)</b>	<b>0.00</b>
		<b>Ending Balance</b>	<b>\$892.01</b>
Days in Statement Period	30		
Average Ledger Balance*	892.01		
Average Collected Balance*	892.01		
* The above balances correspond to the service charge cycle for this account.			

**Service Charge Summary**

Account:-----8823

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. Huntington<sup>®</sup> and 24-Hour Grace<sup>®</sup> are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace<sup>®</sup> system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 1

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 PAYROLL ACCOUNT  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Economy Checking**

**Account: -----8506**

Statement Activity From:  
 11/01/22 to 11/30/22

Days in Statement Period 30  
 Average Ledger Balance\* 14,278.27  
 Average Collected Balance\* 14,278.27

\* The above balances correspond to the  
 service charge cycle for this account.

<b>Beginning Balance</b>	<b>\$11,415.83</b>
<b>Credits (+)</b>	<b>107,411.70</b>
Electronic Deposits	107,411.70
<b>Debits (-)</b>	<b>96,405.60</b>
Regular Checks Paid	3,299.91
Electronic Withdrawals	84,950.20
Wire Transfer Debits	8,155.49
<b>Total Service Charges (-)</b>	<b>0.00</b>
<b>Ending Balance</b>	<b>\$22,421.93</b>

**Other Credits (+)**

**Account:-----8506**

Date	Amount	Description
11/09	37,939.92	BUS ONL TFR FRM CHECKING 110922 XXXXXXXX8454
11/21	7,607.45	FID BKG SVC LLC ACH 221121 676996093 UW4Z
11/21	5,327.27	FID BKG SVC LLC ACH 221121 676996100 UW4V
11/22	43,602.34	BUS ONL TFR FRM CHECKING 112222 XXXXXXXX8454
11/29	12,934.72	BUS ONL TFR FRM CHECKING 112922 XXXXXXXX8454

**Checks (-)**

**Account:-----8506**

Date	Amount	Check #	Date	Amount	Check #
11/01	2,049.28	10080	11/01	1,250.63	10081

(\*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

**Other Debits (-)**

**Account:-----8506**

Date	Amount	Description
11/10	9,339.40	ADP Tax ADP Tax 221110 09VJH 111045A01
11/10	27,181.07	ADP WAGE PAY WAGE PAY 221110 638082899735VJH
11/17	5,349.23	WVTREASURY CPRB WEB 221117 X23100
11/18	125.57	ADP PAYROLL FEES ADP FEES 221118 447565441446R02

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. Huntington and 24-Hour Grace are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 2

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



CITY OF WESTON  
 POLICE EQUIPMENT FUND  
 102 W 2ND ST  
 WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Economy Checking**

**Account: -----1076**

<b>Statement Activity From:</b>		<b>Beginning Balance</b>	<b>\$1,550.88</b>
<b>11/01/22 to 11/30/22</b>		<b>Total Service Charges (-)</b>	<b>0.00</b>
		<b>Ending Balance</b>	<b>\$1,550.88</b>
Days in Statement Period	30		
Average Ledger Balance*	1,550.88		
Average Collected Balance*	1,550.88		
* The above balances correspond to the service charge cycle for this account.			

**Service Charge Summary**

**Account:-----1076**

<b>Previous Month Service Charges (-)</b>	<b>\$0.00</b>
<b>Total Service Charges (-)</b>	<b>\$0.00</b>

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. ®, Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 1



# Kaivy Day Fund

THE HUNTINGTON NATIONAL BANK  
PO BOX 1558 EA1W37  
COLUMBUS OH 43216-1558



CITY OF WESTON  
102 W 2ND ST  
WESTON WV 26452-1601

Have a Question or Concern?

Stop by your nearest  
Huntington office or  
contact us at:

1-800-480-2001

[www.huntington.com/  
businessresources](http://www.huntington.com/businessresources)

## Huntington Public Funds Economy Checking

Account: -----4364

Statement Activity From:  
11/01/22 to 11/30/22

Beginning Balance	\$75,995.16
Total Service Charges (-)	0.00
Ending Balance	\$75,995.16

Days in Statement Period 30

Average Ledger Balance*	75,995.16
Average Collected Balance*	75,995.16

\* The above balances correspond to the  
service charge cycle for this account.

## Service Charge Summary

Account:-----4364

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. ®, Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2022 Huntington Bancshares Incorporated.

Statement Period from 11/01/22 to 11/30/22 Page 1 of 1

**CITY OF WESTON**  
**Profit & Loss**  
**July through December 2022**  
City of Weston  
Expense Report  
07/01/2022-12/31/2022

409.000 · MAYOR'S OFFICE	
409.103 · MAYOR'S OFFICE OFFICIALS SALARIE	2,500.00
409.104 · MAYOR'S OFFICE PAYROLL TAXES	191.25
Total 409.000 · MAYOR'S OFFICE	<u>2,691.25</u>
410.00 · CITY COUNCIL	
410.103 · CITY COUNCIL OFFICIAL'S SALARIES	4,000.00
410.104 · CITY COUNCIL PAYROLL TAXES	306.00
410.568 · CITY COUNCIL CONTRIBUTIONS	250.00
Total 410.00 · CITY COUNCIL	<u>4,556.00</u>
412.000 · CITY MANAGER	
412.103 · CITY MANAGER WAGES	27,946.29
412.104 · CITY MANAGER-PAYROLL TAXES	2,094.80
412.221 · CITY MANAGER TRAINING AND ED	300.00
412.341 · CITY MANAGER'S SUPPLIES & MATER	307.53
Total 412.000 · CITY MANAGER	<u>30,648.62</u>
413.237 · TREASURER'S FEES AND TAXES	-134.00
414.000 · FINANCE OFFICE	
414.103 · FINANCE OFFICE WAGES	41,772.26
414.104 · FINANCE DEPT PAYROLL TAXES	3,141.93
414.214 · FINANCE DEPT TRAVEL	30.00
414.218 · FINANCE DEPT / POSTAGE	386.45
414.220 · FINANCE LEGAL FEES AND ADVICE	55.00
414.221 · FINANCE DEPT / TRAINING AND ED.	300.00
414.223 · FINANCE DEPT. PROF. SERVICES	17,405.00
414.224 · FINANCE DEPT. AUDIT SERVICES	22,896.00
414.230 · FINANCE DEPT CONTRACT SERV	10,734.59
414.237 · FINANCE OTHER FEES & TAXES	309.15
414.341 · FINANCE DEPT / SUPPLIES	125.90
Total 414.000 · FINANCE OFFICE	<u>97,156.28</u>
415.000 · CITY CLERK'S OFFICE	
415.103 · CITY CLERK'S OFFICE - WAGES	18,220.89
415.104 · CITY CLERK'S OFFICE-PAYROLL TAX	1,376.38
415.106 · CITY CLERK'S OFFICE-RETIREMENT	9,474.98
415.221 · CITY CLERK'S TRAINING & ED	300.00
415.222 · CITY CLERK'S DUES & SUBSCRIPTIO	32.08
415.341 · CITY CLERKS SUPPLIES & MATERIAL	471.49
Total 415.000 · CITY CLERK'S OFFICE	<u>29,875.82</u>
416.000 · POLICE JUDGE'S OFFICE	
416.103 · POLICE JUDGE'S OFFICIAL'S SALARY	3,250.00
416.104 · POLICE JUDGE'S PAYROLL TAX	248.65
416.221 · POLICE JUDGE'S TRAINING & ED	150.00
Total 416.000 · POLICE JUDGE'S OFFICE	<u>3,648.65</u>
417.000 · CITY ATTORNEY'S OFFICE	
417.103 · CITY ATTORNEY SALARIES & WAGES	16,351.41

**CITY OF WESTON**  
**Profit & Loss**  
 July through December 2022  
 City of Weston

417.104 · CITY ATTORNEY PAYROLL TAXES	1,250.89
417.221 · ATTORNEY TRAINING FEES	300.00
417.222 · CITY ATTORNEY DUES AND SUBSCRIP	672.00
417.223 · CITY ATTORNEY PROFESSION SERVIC	7,120.00
417.341 · CITY ATTORNEY / SUPPLIES	1,432.99
<b>Total 417.000 · CITY ATTORNEY'S OFFICE</b>	<b>27,127.29</b>
<b>436.000 · BUILDING AND CODE</b>	
436.103 · CODE ENFORCEMENT WAGES	16,859.23
436.104 · CODE ENFORCEMENT-PAYROLL TAX	1,269.20
436.214 · CODE ENFORCEMNT TRAVEL	157.46
436.217 · CODE ENFORMENT VEHICLE MAINT	14.00
436.220 · CODE ENFORCEMENT LEGAL ADS	13.50
436.221 · CODE ENFORCEMENT TRAINING & ED	665.46
436.230 · CODE ENFORCEMEMENT CONTRACT SVC	
436.600 · CODE ENFORCEMENT TREE REMOVAL	8,550.00
436.601 · CODE ENFORCEMENT DEMOLITION SER	1,505.00
436.230 · CODE ENFORCEMEMENT CONTRACT SVC - Other	10,262.00
<b>Total 436.230 · CODE ENFORCEMEMENT CONTRACT SVC</b>	<b>20,317.00</b>
436.341 · CODE ENFORCEMENT SUPPLIES	156.90
436.343 · CODE ENFORCEMENT FUEL	503.87
436.345 · CODE ENFORCEMENT / UNIFORMS	71.99
<b>Total 436.000 · BUILDING AND CODE</b>	<b>40,028.61</b>
<b>437.000 · CITY HALL PLANNING AND ZONING</b>	
437.223 · PLAN & ZONE - PROF SERV	11.74
<b>Total 437.000 · CITY HALL PLANNING AND ZONING</b>	<b>11.74</b>
<b>440.000 · CITY HALL</b>	
440.105 · CITY HALL CONTRIBUTION INSURANC	57,729.18
440.109 · CITY HALL EYE AND DENTAL INSUR	4,221.28
440.112 · CITY HALL WORKERS COMP	61,052.00
440.113 · CITY HALL / EYE & DENTAL INS	3,525.42
440.114 · COMMERCIAL LIABILITY INS	213.16
440.116 · CITY HALL / WVML UNEMPLOYMENT	2,443.72
440.211 · CITY HALL TELEPHONE	2,562.66
440.213 · CITY HALL UTILITIES	
440.250 · CITY HALL GAS UTILITY	596.78
440.251 · CITY HALL WATER	388.16
440.253 · CITY HALL ELECTRIC	637.83
440.213 · CITY HALL UTILITIES - Other	2,441.63
<b>Total 440.213 · CITY HALL UTILITIES</b>	<b>4,064.40</b>
440.215 · CITY HALL M & R BLDGS & GROUNDS	6,266.44
440.218 · CITY HALL POSTAGE	7.38
440.220 · CITY HALL - ADVERTISING	1,005.63
440.221 · CITY HALL TRAINING / TUITION	441.94
440.222 · CITY HALL DUES & SUBS	4,582.50
440.223 · CITY HALL-CONTRACTED SERVICES	209.56
440.226 · CITY HALL INSURANCE LIABILITY	750.00

**CITY OF WESTON**  
**Profit & Loss**  
 July through December 2022  
 City of Weston

440.229 · CITY HALL COMPUTER SER & SOFWA	12,906.42
440.230 · CITY HALL CONTRACTED SERVICES	2,783.48
440.232 · CITY HALL BANK CHARGES	2,793.50
440.236 · CITY H ALL PROPERTY TAXES	889.55
440.252 · CITY HALL SANITARY SEWAGE	231.88
440.341 · CITY HALL SUPPLIES & MATERIALS	3,966.62
<b>Total 440.000 · CITY HALL</b>	<b>172,646.72</b>
<b>700.000 · POLICE DEPARTMENT</b>	
700.103 · POLICE SALARIES & WAGES	144,334.64
700.104 · POLICE PAYROLL TAXES	6,512.25
700.210 · POLICE MEDICAL WELLNESS BILLS	209.00
700.211 · POLICE TELEPHONE	2,400.25
700.216 · POLICE M & R EQUIPMENT	322.25
700.217 · POLICE M & R AUTOS/TRUCKS	12,273.89
700.218 · POLICE POSTAGE	18.05
700.220 · POLICE - ADVERTISING	330.00
700.221 · POLICE TRAINING & EDUCATION	-1,220.56
700.229 · POLICE COURT COST & DAMAGES	50.00
700.230 · POLICE CONTRACTED SERVICES	950.00
700.323 · POLICE / COMPUTER SOFTWARE	2,500.00
700.341 · POLICE SUPPLIES & MATERIALS	633.86
700.343 · POLICE FUEL, OIL & TIRES	5,534.54
700.345 · POLICE UNIFORMS	1,668.80
700.459 · POLICE CAPITAL OUTLAY	10,980.56
<b>Total 700.000 · POLICE DEPARTMENT</b>	<b>187,497.53</b>
<b>706.000 · FIRE DEPARTMENT</b>	
706.103 · FIRE DEPT SALARIES & WAGES	82,458.77
706.104 · FIRE DEPT PAYROLL TAXES	3,056.52
706.114 · FIRE DEPARTMENT VFD INSURANCE	25,548.02
706.211 · FIRE DEPT TELEPHONE	1,363.85
706.213 · FIRE DEPT UTILITIES ELECTRIC	3,009.48
706.215 · FIRE DEPT / BUILDING MAINT.	6.88
706.216 · FIRE DEPT EQUIP MAINT	2,715.83
706.217 · FD VEHICLE MAINTENANCE	1,585.48
706.250 · FIRE DEPT GAS UTILITY	913.29
706.251 · FIRE DEPT WATER	428.79
706.252 · FIRE DEPT SANITARY SEWAGE	220.19
706.255 · FIRE DEPARTMENT WIRELESS PHONE	120.69
706.343 · FIRE DEPT GAS & OIL	1,160.98
706.345 · FIRE DEPT UNIFORMS	57.59
706.458 · FD CAPITAL OUTLAY OTHER IMP	28,862.97
706.459 · FD CAPITAL OUTLAY AUTO/EQUIP	13,238.92
<b>Total 706.000 · FIRE DEPARTMENT</b>	<b>164,748.25</b>
<b>711.000 · COMM. CNTR/CNTRL DISPATCH</b>	
711.230 · COMM. CENTER 911 CONTRACTED SER	16,500.00
<b>Total 711.000 · COMM. CNTR/CNTRL DISPATCH</b>	<b>16,500.00</b>

**CITY OF WESTON**  
**Profit & Loss**  
 July through December 2022  
 City of Weston

<b>715.000 · FIRE HYDRANTS</b>	
715.251 · FIRE HYDRANT WATER UTILITY	3,083.71
<b>Total 715.000 · FIRE HYDRANTS</b>	<u>3,083.71</u>
<b>750.000 · STREET DEPARTMENT</b>	
750.103 · STREETS & HWY SALARIES & WAGES	112,825.28
750.104 · STREETS & HWY PAYROLL TAX	8,438.05
750.213 · STREETS & HWY UTILITIES	
750.250 · STREET DEPT GAS UTILITY	729.88
750.251 · STREET DEPT WATER	332.32
750.252 · STREET DEPT SANITARY SEWAGE	296.70
750.253 · STREET DEPT / ELECTRIC	197.47
750.213 · STREETS & HWY UTILITIES - Other	1,767.10
<b>Total 750.213 · STREETS &amp; HWY UTILITIES</b>	<u>3,323.47</u>
750.214 · STREET DEPT TRAVEL	1,317.81
750.215 · STREETS & HWY BLDG & GROUNDS	712.35
750.216 · STREETS & HWY M & R EQUIPMENT	5,553.47
750.217 · STREETS & HWY M & R AUTOS & TRU	9,602.81
750.223 · STREETS & HWY PROFESSIONAL FEES	1,032.73
750.230 · STREETS & HWY CONTRACTED SERVIC	
750.231 · STREETS & HWY TREE REMOVAL	250.00
750.232 · STREET DEPT CHRISTMAS LIGHTS	2,135.77
750.230 · STREETS & HWY CONTRACTED SERVIC - Other	2,475.00
<b>Total 750.230 · STREETS &amp; HWY CONTRACTED SERVIC</b>	<u>4,860.77</u>
750.341 · STREETS & HWY SUPPLIES & MAT	
750.600 · STREET DEPT HOT MIX ASPHALT	15,492.03
750.601 · STREET DEPT STONE	3,286.39
750.610 · STREET DEPT WINTER SALT	2,358.00
750.615 · STREET DEPT DISPOSAL	36.67
750.620 · STREET DEPT STREET SIGNS	288.00
750.341 · STREETS & HWY SUPPLIES & MAT - Other	2,608.03
<b>Total 750.341 · STREETS &amp; HWY SUPPLIES &amp; MAT</b>	<u>24,069.12</u>
750.342 · STORMWATER DRAIN REPAIR/REPLACE	5,673.71
750.343 · STREETS & HWY FUEL, OIL & TIRES	7,893.39
750.345 · STREET DEPT UNIFORMS	963.99
750.459 · STREETS & HWY CAPITAL OUTLAY	25,000.00
<b>Total 750.000 · STREET DEPARTMENT</b>	<u>211,266.95</u>
<b>751.000 · STREET LIGHTS</b>	
751.213 · STREET LIGHTS UTILITIES	31,626.25
751.216 · STREET LIGHTS MAINTENANCE/UPDAT	1,479.00
<b>Total 751.000 · STREET LIGHTS</b>	<u>33,105.25</u>
<b>752.000 · SIGNS AND SIGNALS</b>	
752.213 · SIGNS & SIGNALS UTILITIES	951.68
752.341 · SIGNS & SIGNALS SUPPLIES & MAT	52.00
<b>Total 752.000 · SIGNS AND SIGNALS</b>	<u>1,003.68</u>
<b>755.000 · STREET CONSTRUCTION</b>	
755.230 · Street Const-Contracted Svcs	306,187.74

**CITY OF WESTON**  
**Profit & Loss**  
 July through December 2022  
 City of Weston

755.341 · STREET CONST. SUPPLIES	2,963.16
Total 755.000 · STREET CONSTRUCTION	309,150.90
756.000 · STREET CLEANING	
756.230 · ST. CLEANING CONTRACT SVCS	10,450.00
756.341 · ST. CLEANING SUPPLIES	199.56
Total 756.000 · STREET CLEANING	10,649.56
805.000 · STORMSEWER	
805.341 · STORM SEWER / SUPPLIES	5,820.00
805.459 · STORM SEWER / EQUIP. CAPITAL	25,000.00
Total 805.000 · STORMSEWER	30,820.00
900.000 · Parks and Recreation	
900.230 · RECREATION CONTRACTED SERVICES	8,904.00
900.341 · RECREATION SUPPLIES	68.89
Total 900.000 · Parks and Recreation	8,972.89
950.000 · BEAUTIFICATION	
950.230 · BEAUTIFICATION-CONTRACTED SVCS	2,550.00
950.341 · BEAUTIFICATION-SUPPLIES	4,502.63
Total 950.000 · BEAUTIFICATION	7,052.63
952.000 · CEMETERIES	
952.103 · CEMETARY / SALARIES	1,000.00
952.104 · CEMETARY / PAYROLL TAXES	76.50
952.230 · CEMETERIES CONTRACTED SERVICES	5,400.00
Total 952.000 · CEMETERIES	6,476.50
977.000 · STREET DEPT-S/T CAP IMPROVEMENT	
979.000 · CULTURE & REC	
Total Ex 979.460 · CULTURE&REC GRANT MATCHES	15.66
Total 979.000 · CULTURE & REC	15.66
	1,524,850.05

## City of Weston Financial Procedures and Policies

### Invoice Processing

- Invoices are received and coded first by the department head of the relevant department, before being forwarded to the administrative assistant.
- Invoices are put into **Pending** folder for City Manager approval.
- City Manager reviews all invoices and approves for payment. City Manager also reviews codes with administrative assistant for financial tracking.
- Approved invoices are put into **Invoices to be Paid** folder for payment.
- Assistant Finance Director or Finance Manager prepares appropriate payment type (check, ACH, other) and submits them for final distribution to the City Clerk each Friday.
- All invoices paperwork is filed alphabetically by vendor in financial filing cabinet. Each year, files are moved out to storage and stored per the Document Retention Policy.

### Cash/Check Processing and Deposits

- Cash/Checks are received and processed by a city staff member (Administrative Assistant).
- Cash deposits are prepared with a paper deposit slip and taken to the Assistant Finance Director or the Finance Manager for taking to the bank.
- Check deposits are prepared by the Administrative Assistant and then transferred to the Assistant Finance Director or the Finance Manager for final deposit. All checks should be deposited on site using Remote Deposit Capture machine.
- Checks which have been deposited remotely should be stamped “scanned,” and stored with the deposit receipt they correspond to, and retained according to the applicable financial institution’s retention policy, or the City of Weston’s document retention policy, whichever is greater.
- Deposit Receipt is always attached to paperwork and coded for financial tracking.
- Payments made against invoiced amounts and against B&O taxes will be processed by the Administrative Assistant.
- Payments against non-invoiced amounts (with the exception of B&O taxes) will be brought to the Assistant Finance Director or the Finance Manager for revenue line coding and deposit preparation. Deposits can then be completed by remote capture/by written deposit

- All cash and checks should be deposited on day they are received in office. Only in special circumstances should cash/checks be stored in office. When this occurs, all open deposits are to be locked in a safe and secure place.

### **Credit Card Processing**

- The Administrative Assistant will process all credit card payments on invoiced amounts when the card is presented in person.
- No less than semimonthly, the Administrative Assistant will reconcile online Credit Card or ACH Payments in the bookkeeping software.

### **Bank Statement Reconciliation**

- Bank Statements are downloaded monthly by the City Manager or received by any city staff.
- City Clerk reviews and reconciles the bank statements against financial software and informs the Assistant Finance Director and/or Finance Manager of any discrepancies.
- Assistant Finance Director and/or Finance Manager researches and work to address and resolve any discrepancies.
- After the reconciliation is complete, the reconciliation summary should be printed, attached to a printed copy of the bank statement This packet can then be filed in a binder for bank reconciliations.
- City council, reviews each reconciled bank statement as part of their monthly meeting and approves the review.

### **Capitalization Policy**

- All acquisitions of property and equipment donated or purchased with an individual value of \$5,000 or more and a useful life of two years or more will be capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair market value at the date of the donation.

### **Check Writing Policy**

- Checks will be written weekly, or as needed by either the Assistant Finance Director or the Finance Manager.
- In special circumstances that require immediate payment when the Assistant Finance Director or Finance Manager are unavailable the City Manager can produce and print checks. (Documentation is considered pending until the Finance Manager reviews and confirms)



- All checks require the signature of the City Clerk (or the City Manager when the City Clerk is unavailable) and the signature of the Mayor (or Vice Mayor, when the Mayor is unavailable).
- All check stubs are to be filed with invoices and paperwork for backup information.

### **Payroll**

- Each employee will fill out and sign their timesheet that has been provided by the Finance Department.
- Each Department head will review their own departments time sheets before forwarding them to the Assistant Finance Director or the Finance Manager
- Payroll, withholding, and related expenses will be processed by the Assistant Finance Director or the Finance Manager.
- Before final disbursement, the Assistant Finance Director or Finance Manager will review the planned payroll schedule with the City Manager.

### **Petty Cash**

- Petty cash in the amount of \$250 will be kept by the Administrative Assistant for the primary purpose of making change for citizens.
- Purchases may be made using Petty Cash funds, only if an itemized receipt and exact change is returned to the Petty Cash drawer.
- Cash being removed from the Petty Cash Drawer for the purpose of making a purchase must be recorded in the Petty Cash Log.
- The petty cash fund will be counted daily and reconciled weekly.

### **Personal Loans**

- Personal loans and cash advances to any staff member, including the City Manager, are strictly prohibited.

### **Budgeting and Reporting**

- The City Manager and Finance Manager will prepare an annual budget that will be approved by the City Council and forwarded to the State Auditor's office for approval.
- Expenses will be compared with the budget on a monthly basis. This report will be reviewed by the City Council monthly at the regularly scheduled council meeting.

- Budget revisions shall be conducted in advance of an overage of a subaccount of the budget per the State Auditor's Office's requirements.

### **Accounting System**

- The agency will use QuickBooks financial software to keep complete books for the organization. The software will be accessible on site at the city building, and backed up remotely.
- All transactions entered into QuickBooks will be supported by proper documentation filed as described in these policies.

### **Outside Assistance**

- Outside Assistance, such as a CPA Firm, may be contracted for such purposes as, but not limited to: making adjusting entries to accrued expenses, maintaining capitalized accounts and depreciation schedule, working through particular problems as needed. This outside assistance shall not exceed \$5000 per annum unless otherwise authorized by Council.
- Outside assistance, such as a payroll processing firm, may be contracted for such purposes as, but not limited to: payroll processing, including tax and liability processing. Any outside assistance estimated to incur costs over \$5000 per annum shall be authorized by Council.

### **Purchasing Cards**

- The Finance Manager or someone designated by the Finance Manager shall be the P-Card Coordinator
- When a payment is made with a Purchasing Card (P-Card) all state protocols must be followed.
- A receipt or other documentation for the purchase should be given to the Assistant Finance Director of the Finance Manager in a timely manner.
- The Assistant Finance Director or the Finance Manager should record these purchases in the bookkeeping software in a timely manner - usually a week before the payment is due so that we can authorize payment with everything accounted is my suggestion)
- When statements arrive, they will be processed like any other invoice.

### **Procurement Policy**

- The City Clerk shall be the chief Procurement officer.

- When supplies of a general nature are needed (e.g., office or janitorial supplies), the need should be communicated to, and approved by, the relevant department supervisor. That department supervisor, after considering their department's budget, should then communicate their need to the City Clerk.
- When supplies of a technical nature, costing less than \$750 per unit (e.g., nuts, bolts, pipe), are needed, the need should be communicated to the relevant department supervisor. That department supervisor, after considering their department's budget, may then procure the supplies using their P-Card.
- When supplies of a technical nature, costing more than \$750 per unit (e.g., police cruisers, asphalt, gravel), are needed, the need should be communicated to the relevant department supervisor. That department supervisor, after considering their department's budget, should request a Purchase Order (PO) number to be assigned to the need by the City Clerk. After a PO number has been assigned, the purchase may be made, with an itemized invoice being delivered to the city.
- Additionally, those guidelines laid out in *West Virginia Purchasing Division Procedures Handbook, July 1, 2020*, or newer edition if available, should be considered salutary guidance, and followed when applicable.
- Weston City Council has set forth the following delegated spending thresholds:
  - Purchases \$5,000 and Less:** Competitive bids are not required but are encouraged when possible
  - Purchases \$5,000.01 to \$25,000:** A minimum of three written quotations are required, when possible, and the lowest bid meeting specifications must be taken before council for final approval. All bids must be present in the file.
  - Purchases \$25,000 and up:** A minimum of three written bids are required, and must be acquired through a competitive bid process, as defined by the State of West Virginia, and must be finally approved by the city council.
- When written bids are needed, a Request for Proposals (RFP) or Request for Quotations (RFQ) may be prepared by the relevant department(s) and the City Clerk, and distributed by the City Clerk.
- When considering verbal and written bids, preference may be given to vendors located within the city limits of Weston provided that that vendor's bid is within 5% of what would otherwise be the lowest bid. After preference for businesses within city limits is considered, preference for businesses within Lewis County may be considered, with the same parameters.

### **Record Retention**

Financial records shall be maintained for 10 years, and then discarded, provided that an external audit has already been completed.

**Internal Controls Chart**

This chart is for informational and summary purposes only. When a conflict is found between his chart and the policy, the policy should be followed.

<p><b>City Manager</b>          -Approves all invoices and payments          -May sign checks          -May print checks if needed          -Works with Finance Manager to prepare annual budget</p>	<p><b>City Clerk</b>          -May sign checks          -Reconciles monthly bank statements          -Acts as chief procurement officer</p>	<p><b>Administrative Assistant</b>          -May receive mail          -May receive payments and prepares deposit          -May receives and posts all non-invoiced deposits and transactions into financial software</p>
<p><b>Finance Manager</b>          -P-Card Coordinator          -May prepare all payments          -May print checks          -May finalize and make deposits.          -Work with the City Manager to prepare the annual budget.          -May sign checks          -Receives, enters, and tracks P-Card receipts.</p>	<p><b>Assistant Finance Director</b>          -May prepare all payments          -May print checks          -May finalize and make deposits.          -Receives, enters, and tracks P-Card receipts.</p>	<p><b>Outside Assistance</b>          -Maintains depreciation schedule          -Makes adjusting entries when needed.          -Payroll Processing</p>
<p><b>Mayor</b>          -May sign checks</p>	<p><b>Vice Mayor</b>          -May sign checks</p>	<p><b>Department Heads</b>          -Reviews timesheets of their own department          -Codes all invoices for financial entry</p>

# **CITY OF WESTON PURCHASING CARD POLICIES AND PROCEDURES**

**December 2022**

City of Weston

<b>Section 1.0: Introduction</b>	1
1.1 Overview (WVSAO)	1
1.2 Policy Adoption (WVSAO)	1
1.3 Definitions	2-3
1.4 Training	4
<b>Section 2.0: P-Card Issuance and Maintenance Procedures</b>	4
2.1 Designation of a P-Card Coordinator	4
2.2 Obtaining a P-Card	4
2.3 P-Card Activation	5
2.4 P-Card Account Maintenance	5
2.5 Card Security	5
<b>Section 3.0: Using the P-Card</b>	6
3.1 General Instructions	6
3.2 Transaction Limit	6
3.3 Ordering	6
3.4 Tax Exempt Status and Disputed Charges	6
3.5 Convenience Fees and Surcharges/Checkout Fees	7
3.6 Travel	7
3.7 Hospitality	7
3.8 Usage Restrictions	8
<b>Section 4.0: Transaction Documentation, Reconciliation and Review</b>	8
4.1 Documentation Requirements	8
4.2 Review of Transactions	9
4.3 Account Coding	9
4.4 Payment Process	10
<b>Section 5.0: Fraud, Misuse and Abuse</b>	10
5.1 Fraud	10
5.2 Misuse and Abuse	11
<b>Section 6.0: Program Monitoring</b>	11
6.1 Entity Review	11
6.2 State Auditor's Office Review	11
6.3 Failure to Follow P-Card Policies and Procedures	12
<b>Section 7.0: Miscellaneous</b>	12
7.1 Records Retention	12

## Exhibits

Exhibit A Cardholder Agreement	13
Exhibit B Shared Purchasing Card Log Sheet	14
Exhibit C Individual Purchasing Card Log Sheet	15
Exhibit D Request for Hospitality Services	16
Exhibit E Authorization for Purchase of Gift Cards/Certificates	17
Exhibit F Business Travel Expense Documentation Form Template	18

## Section 1.0: Introduction

The Purchasing Card (P-Card) is the preferred method of payment providing an efficient and effective process for the payment of expenditures incurred by Local Government Entities. The P-Card effectively decreases program costs and offers increased control and monitoring of payments. An effective P-Card Program will also reduce the paperwork and time associated with the payment processing function.

### 1.1 Overview

The Local Government P-Card Program was created and implemented in 2008 by West Virginia Code, §6-9-2a, and is governed by Legislative Rule, 155 CSR 6. The State Auditor's Office Local Government P-Card Division serves as the Program Administrator for the Local Government P-Card Program. Local Government entities subject to the auspices of the State Auditor's Chief Inspector are eligible to participate in the program.

The governing body of the **Local Governmental Entity** is responsible for managing the program and each administrative organizational unit is responsible for managing its **Cardholder's** accounts.

### 1.2 Policy Adoption

Officials of each **Local Governmental Entity** are responsible for establishing, maintaining and enforcing Local P-Card Policies and Procedures. This Manual establishes minimum standards for the use of the State of West Virginia Local Government P-Card and may serve as a framework for local officials to fulfill that responsibility. Individual transaction limits and credit limits shall be determined by each Entity **P-Card Coordinator** upon approval by the State **Auditor's Office** Local Government P-Card Division.

It is the Entity's coordinators and cardholders responsibility to be knowledgeable of and to follow all P-Card policies and procedures, as well as all applicable purchasing laws and guidelines. Other members of Entity staff with reviewing and approving responsibilities (entity officials, finance manager, department heads, directors, managers, supervisors, etc.) should also be knowledgeable of program requirements.

The P-Card is a method of payment and should not be considered a substitute for proper procurement procedures. Each Entity should develop and document appropriate internal control procedures to ensure proper oversight and that P-Card usage is consistent with this manual, and to develop guidelines for distribution to cardholders. In those cases where it has been determined that Entity controls are not adequate, the **Auditor's Office** Local Government P-Card Division has the authority to request procedural improvements and/or place the card restrictions on the Entity until such controls are established, documented and implemented.

Participation in the P-Card Program may be revoked if an entity fails to institute and enforce policies and procedures related to the program.

## 1.3 Definitions

**Auditor's Office** - West Virginia State Auditor's Office.

**Cardholder** - Employee (or non-employee) whose name appears on the Purchasing Card and is accountable for all charges made with that card.

**Cardholder Account Number** - The individual account number assigned to each Entity payment account.

**Cardholder Agreement Form** - A form signed by the cardholder that acknowledges that the cardholder has had adequate training, understands the *P-Card Policies and Procedures*, and accepts responsibility for compliance with all policies and procedures.

**Card Verifier** – Employee(s) within the organization responsible for verifying that all charges against the Cardholder's account are backed up by supporting documentation and appropriate for the operations of the Entity. Frequently they will document this review and approval by signing the weekly or monthly log sheet of the employee.

**City Finance Manager** – The individual responsible for oversight of the financial activity within a spending unit.

**Disputed Item** - Any transaction that was not authorized by the individual cardholder.

**Entity Officials** - The elected body or appointed governing board of an Entity.

**Electronic Signature** – An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. (See West Virginia Code §39A-1-2(8)).

**Financial Institution** – The organization that has contracted with the Auditor's Office to administer certain aspects of the Local P-Card Program.

**Fraud** – is a deception deliberately practiced in order to secure unfair or unlawful gain.

**Goods** - Materials, supplies, commodities, equipment, and any other articles or items used by or furnished to an Entity.

**Hospitality** – Food, nonalcoholic beverages, and related expenses for the reception of guests by an Entity for a specific event or function relating to conducting Entity business.

**Individual Statement** - A listing of transactions available monthly to the cardholder indicating all activity on an individual P-Card.

**LG P-Card Account Administration Worksheet** - A file that initiates the P-Card issuance process, account maintenance, new billing accounts and coordinator changes.

**Local Governmental Entity** - means any unit of local government within the State subject to the auspices of the Chief Inspector, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments.



**Master Billing Account Number** - The master account number assigned to each Entity for billing purposes.

**Master Statement** - A list of transactions available monthly to the Entity P-Card Coordinator indicating all activity on each individual P-Card that rolls up to that Entity's master account number.

**Non-Employee** – an individual who is not employed with the entity but performs functions for the local government for which they are issued a P-Card.

**Official Use** - Payments made by a cardholder on behalf of the Entity as permitted by law and P-Card Policies and Procedures.

**P-Card Coordinator** - The City Finance Manager or individual designated by each Entity to administer the P-Card Program within the Entity or an account of the Entity.

**P-Card Delegation** - The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction.

**Program Administrator** – The Director of the Local Government P-Card Program in the State Auditor's Office Local Government P-Card Division.

**Purchasing Card (P-Card)** - A payment account issued in the name of an individual employee of the Local Government Entity or non-employee for official use.

**Receipt** - An itemized document indicating the vendor, the price per item, and the total amount charged in a transaction.

**Spending Unit** – All local governments within the state, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments except those statutorily exempted.

**Transaction** –The payment for goods and services and other items.

**Transaction Limit** - The maximum dollar amount permitted in any single transaction.

**Vendor** - The supplier of goods or services to a Local Government Entity.

## 1.4 Training

The State Auditor's Office Local Government P-Card Division shall provide training to all cardholders and program coordinators. Training may be in person, or in a format approved by the State Auditor's Office Local Government P-Card Division.

All Entity Program Coordinators shall receive training/education designed and approved by the State Auditor's Office Local Government P-Card Division within thirty (30) days of assuming the duties of the position. Designated training/education may be required annually. P-Card Program Coordinators who successfully complete all applicable designated Coordinator training are not required to undergo any required Cardholder training.

Effective July 1, 2019, Entity employees who will be issued and/or use a P-Card must have successfully completed a training session specifically designed for new cardholders. All current cardholders should complete refresher training before their P-Card is reissued. Training on specific Entity purchasing policies and guidelines will be provided by the Entity.

## Section 2.0: P-Card Issuance and Maintenance Procedures

### 2.1 Designation of a P-Card Coordinator

The city's Finance Manager or his or her designee shall serve as the spending unit P-Card Coordinator. P-Card Coordinator(s) are specified by a representative of the **Entity Officials through the preparation of the LG P-Card Account Administration Worksheet** which must be submitted to the **State Auditor's Office**. Additionally, **Entity Officials** (or a representative) should designate an individual to act as a backup **P-Card Coordinator** in the event the primary Coordinator is unavailable to perform his or her duties. An Entity may have multiple **P-Card Coordinators** or P-Card sub-Coordinators who may be delegated some or all of the coordinator's responsibilities. Sub-Coordinators may be appointed by the Entity Officials (or a representative) or the **P-Card Coordinator**. **P-Card Coordinators** and sub-coordinators must complete State Auditor's Office training within 30 days of assuming responsibilities.

The designated individual(s) shall be responsible for the administration and oversight of the Entity's P-Card internal control system, which includes the appropriate accounting of transactions and ensuring P-Card use is for valid government purposes.

### 2.2 Obtaining a P-Card

P-Cards are issued at the request of the Entity **P-Card Coordinator**. **Cardholders** should be full-time employees of the Entity. Cardholders must sign a *Cardholder Agreement* (Exhibit A). If an individual is a **Non-Employee** of the Entity they must still sign a *Cardholder Agreement*. P-Cards will not be issued by the **State Auditor's Office** without a signed *Cardholder Agreement*. The Entity **P-Card Coordinator** is required to maintain a copy of the *Cardholder Agreement* Form.

The **P-Card Coordinator** is responsible for assigning the credit and transaction limits as well as any other applicable restrictions for use of the P-Card. The coordinator can assign this through the financial institution's electronic platform or by emailing the appropriate section of the **LG P-Card Administration Worksheet** to our global email address (wvlgPcard.gov).

All new applicants are required to complete **State Auditor's Office** training before P-Cards will be issued.

## 2.3 P-Card Activation

P-Cards are generally mailed to the P-Card Coordinator. Upon receipt, the coordinator should provide it to the cardholder. **Cardholders** are responsible for activating their own cards upon receipt and assigning a personal identification number (PIN) to their card.

## 2.4 P-Card Account Maintenance

**P-Card Coordinators** are responsible for performing card maintenance via the applicable provider platform. The **State Auditor's Office** is required to electronically approve certain account maintenance changes. Alternatively, **P-Card Coordinators** may utilize the **LG P-Card Administration Worksheet** or email our office for maintenance items.

## 2.5 Card Security

It is the **Cardholder's** responsibility to safeguard the P-Card and P-Card account number at all times. P-Cards must be kept in a secure location and should only be used to process transactions by the respective **Cardholder**. In order to prevent exposure to fraud, the full P-Card account number should not be recorded electronically or on paper. All cardholders are required to sign the back of their P-Card upon receipt.

P-Card delegation is prohibited. P-Card delegation is the practice of allowing an individual, other than the cardholder whose name appears on the front of the P-Card, to have access to the P-Card or P-Card number to initiate or complete a transaction. P-Card delegation increases the risk of fraud and cardholder liability.

If a Cardholder becomes aware of a charge to their P-Card that is potentially fraudulent in nature they must notify their **Card Verifier** and the **P-Card Coordinator** **immediately**. Representatives of the Entity shall report all aforementioned instances to the **State Auditor's Office** Local Government P-Card Division **immediately**.

With the exception of ghost accounts, fleet cards, and certain other accounts, P-Cards are issued in an individual's name. Only the individual named on the P-Card is authorized to use it. P-Cards can be issued in the name of the Entity upon approval by the **State Auditor's Office** Local Government P-Card Division. These department cards shall have proper controls in place as to access and use and should be limited to specific users designated by department heads. All users of a department card are still required to sign a *Cardholder Agreement* Form. All *Cardholder Agreement* Forms for department cards must be submitted to the **State Auditor's Office** Local Government P-Card Division to be kept on file. Documentation should clearly establish the individual responsible for the purchase. A *Shared Purchasing Card Log Sheet* (Exhibit B) must be kept to properly document who had access to the card, the date and vendor of every purchase the employee/non-employee made, as well as when the card was returned.

**Immediately** report lost or stolen P-Cards to the **Financial Institution** and the **Entity P-Card Coordinator** within 24 hours to limit cardholder liability.

P-Cards must be cancelled **immediately** upon termination of or separation from employment. The **P-Card Coordinator** is responsible for ensuring that the P-Card is destroyed and that a *Local Government Card Maintenance Form* (*electronic form at State Auditors Website*) is completed and submitted to the **State**

**Auditor's Office** Local Government P-Card Division or that the account is terminated by the coordinator via the processing bank's electronic portal.

## Section 3.0: Using the P-Card

### 3.1 General Instructions

The P-Card is a preferred method of payment for certain designated transactions or dollar amounts, when no additional processing fee will be incurred by using the P-Card. All applicable laws, rules and regulations, P-Card Policies and Procedures, and other governing instruments must be followed, regardless of the method of payment.

The P-Card may be used to make payments for goods, services, and travel that are not prohibited by P-Card Policies and Procedures, travel policies, or applicable laws, rules or regulations. Personal charges are prohibited. When an ineligible purchase has been made, the procedure laid out in section 3.8 of this handbook should be followed.

### 3.2 Transaction Limit

Individual transaction limits and credit limits are determined by each Entity **P-Card Coordinator** upon approval by the **State Auditor's Office** Local Government P-Card Division. It is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.

### 3.3 Ordering

Payments may be made with the P-Card by phone, fax, mail, secured internet site, or in person. When paying by telephone, fax, mail, or internet, the vendor should be provided with a complete shipping address.

Shipping and handling charges must be included in the stated price and the total charge may not exceed the cardholder's assigned transaction limit.

### 3.4 Tax Exempt Status and Disputed Charges

Local Government Entities are tax exempt for sales tax and hotel/motel tax and should not pay tax to in-state vendors. Cardholders should remind vendors that the Entity is tax exempt before initiating a transaction.

The words "Tax Exempt" and the Entity's tax identification number are printed on the P-Card.

The cardholder may be required to provide the vendor with a copy of the Entity's tax-exempt certificate.

It is the cardholder's responsibility to ensure charge accuracy. Sales tax, incorrect shipping charges or other invalid charges to the card should be addressed immediately with the vendor by the cardholder. If the situation is not adequately addressed by the vendor, the cardholder should initiate a dispute by calling the West Virginia State Auditor's office and following instructions.

### 3.5 Convenience Fees and Surcharges/Checkout Fees

Convenience Fees and Surcharges should be avoided whenever possible

### 3.6 Travel

The following types of travel expenses are eligible to be paid with a P-Card.

1. Conference Registration Fees
2. Lodging Fees
3. Taxi or other Transportations Fees (i.e. Uber; Bus; Subway)
4. Parking
5. Airline Tickets
6. Rental Cars
7. Meals
8. Fuel for City vehicles

Total travel related daily P-Card spending for transportation, parking, and meals, should not exceed the federally recommended per diem for the relevant location. For more information, visit [gsa.gov/travel/plan-book/per-diem-rates](https://gsa.gov/travel/plan-book/per-diem-rates)

### 3.7 Hospitality

Hospitality expenses are the provision of food, beverages, activities, or events for the purpose of promoting the local government. Specific documentation requirements exist for hospitality expenditures and that documentation must remain consistent regardless of the method of payment. In addition to other documentation requirements, each hospitality event/function must be supported by an itemized receipt/invoice and a sign-in sheet (by first and last name) of function attendees. Hospitality documentation should be retained for inspection.

### 3.8 Usage Restrictions

The P-Card can only be utilized for government related purposes. West Virginia Code §11-8-26 states in part that “a local fiscal body shall not expend money or incur obligations for an unauthorized purpose”. Furthermore, WV Code §6-9-2(c) stipulates that it is unlawful for any person to use a local purchasing card in any manner which is contrary to the types of payments authorized by the Auditor and governing policies and procedures. The following types of purchases are not authorized:

1. Cash Advances (unless approved by the State Auditor)
2. Gift Cards or any kind of gift certificate unless pre-approved by the **State Auditor’s Office Local Government P-Card Division**. Entities must complete and submit *Authorization for Purchases of Gift Card/ Certificates* (Exhibit E) **PRIOR** to purchase.
3. Purchases that are non-public in nature that would otherwise be considered an unauthorized expenditure (including personal purchases).

4. Personal purchases which are then reimbursed to the Entity.
5. Meals that are not employee overnight travel or meals specifically excluded from taxability under IRS rules and regulations (See IRS Publication 5137 Fringe Benefit Guide) related and/or related to hospitality (as defined in Section 3.7).
6. Returned goods should be credited to the P-Card. Debit cards, gift cards, store credit, or cash are not an acceptable method of receiving funds for returned goods.
7. Any purchase that violates the provisions of The Ethics Act (WV Code §6B-1)
8. Alcoholic Beverages other than for resale

When an ineligible purchase is made by mistake, the purchaser may be given the opportunity to rectify the expense by reimbursing the City for the ineligible expense. Reimbursement should be made by the offending employee in the form of personal check (or similar instrument) made out to the City of Weston. The P-Card Coordinator should prepare a detailed note about the transaction to be kept with the corresponding monthly statement.

## Section 4.0: Transaction Documentation, Reconciliation and Review

Cardholders are responsible for the review, acknowledgement or dispute of all transactions that appear on their P-Card statement. Proper documentation (defined in Section 4.1) must be obtained and maintained for each transaction placed on the P-Card and must be maintained for inspection in accordance with record retention guidelines.

### 4.1 Documentation Requirements

All receipts for P-Card purchases must be detailed and itemized and be present for all charges on the Cardholder's statement. Receipts should show all items purchased, not just a total amount. The same would apply for restaurant receipts. Payment-alone signature receipts will not be considered by the Auditor as proof of the purchase if it is not accompanied by the vendor's itemized receipt.

To document online purchases, the Cardholder should make a copy of the screen that indicates the purchase was paid with a credit card. The screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, on-line purchases must be documented with detailed/itemized receipts.

### 4.2 Review of Transactions

The P-Card Coordinator within the organization responsible for verifying that all charges against the Cardholder's account are backed up by proper supporting documentation and appropriate for the operations of the Entity.

The **P-Card Coordinator** must document approval through a signature on the Cardholder's monthly statement.

Any suspicious transactions should immediately be brought to the attention of the **P-Card Coordinator** and/or the appropriate management level of the Entity. Any discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the supporting documentation and/or statement of account. Cardholders are accountable for all discrepancies.

After all transactions have been reviewed and verified, the **Card Verifier** must forward the supporting documentation and individual account statements to the primary **P-Card Coordinator** who receives the master billing statement.

### 4.3 Account Coding

The **P-Card Coordinator** is responsible for assuring all expenditures are assigned to their appropriate line item in the Entities general ledger on a monthly basis. Account coding is periodically reviewed by Finance Manager.

Technology is provided for importing of p-card data and default account coding for Cardholder's transactions. Cardholders may have default coding in which purchases are assigned automatically to a specific account. The **P-Card Coordinator** is responsible for periodically reviewing this coding and related charges to ensure the coding is proper.

### 4.4 Payment Process

Entity Officials are responsible for ensuring that the master billing account is paid in full every month.

The Entity shall remit all P-Card payments directly to the financial institution. The financial institution should receive payments within twenty-five (25) successive, calendar days after the billing cut off on a standard monthly payment cycle.

The Entity is required to pay the balance due regardless of pending credits or disputed transactions. Resolved disputes and credits will be applied to subsequent bank statements or checks will be issued by the financial institution directly to the Entity. If an Entity fails to make required payments in a timely manner, the **State Auditor** may prohibit further participation in the program.

## Section 5.0: Fraud, Misuse and Abuse

### 5.1 Fraud

Fraud is a deception deliberately practiced in order to secure unfair or unlawful gain. For example, fraud occurs when the cardholder's account information has been intentionally utilized for personal gain. Intentional use of the P-Card to make purchases for personal use or non-state business is fraudulent and is prohibited.

If a Cardholder fraudulently uses their P-Card, the following actions could potentially take place, remediation may include any combination of the following:

- P-Card Privileges Revoked
- Termination of Employment
- Legal Action

Instances of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card shall be reported immediately to the Entity **P-Card Coordinator**. The **P-Card Coordinator** shall report all aforementioned instances to the **State Auditor's Office** Local Government P-Card Division within 24 hours of his or her discovery. Notification of card misuse to the **State Auditor's Office** Local Government P-Card Division is **REQUIRED**, even if the instance was handled internally by Entity Officials.

The potential penalties for the unlawful use of a local purchasing card are outlined in West Virginia Code §6-9-2c, a through d which states the following:

“(a) It is unlawful for any person to use a local government purchasing card, issued in accordance with the provisions of section two-a of this article, to make any purchase of goods or services in a manner which is contrary to the provisions of section two-a of this article or the rules promulgated pursuant to that section.

(b) It is unlawful for any person to knowingly or intentionally possess with the intent to use a purchasing card without authorization pursuant to section two-a of this article or the rules promulgated pursuant to that section.

(c) Any person who violates the provisions of this section is guilty of a **felony** and, upon conviction thereof, shall be confined in a state correctional facility not less than one year nor more than five years, or fined no more than \$5,000, or both fined and imprisoned.

(d) A violation of this section may be prosecuted in the county in which the card was issued, unlawfully obtained, fraudulently used, used without authorization, or where any substantial or material element of the offense occurred.”

Failure to comply with P-Card Policies and Procedures, rules, and law associated with the Local Government P-Card Program may result in revocation or limitation of P-Card privileges, a period of probation, or mandatory P-Card training in addition to any other discipline deemed necessary or appropriate by the Entity.

## 5.2 Misuse and Abuse

Misuse/Abuse is the improper, unlawful or incorrect use, compromise or misapplication of the P-Card. Examples include:

- Failure to maintain security protecting your P-Card.
- Paying for items in which the P-Card is not authorized for payment.
- Purchase of authorized goods or services, at terms (e.g. price, quantity) that are excessive.

If a Cardholder misuses their P-Card, the following actions could potentially take place:

- P-Card Privileges Revoked
- Termination of Employment
- Legal Action



## Section 6.0: Program Monitoring

### 6.1 Entity Review

Entity Officials are encouraged to conduct random reviews of transactions within their program. Various reports are available through the financial institution's online management website or through the Local Government P-Card Division. Coordinators should be knowledgeable of the types of transactions appropriate for cardholders within their area of responsibility and review, and have the authority to request documentation for any transaction appearing on a cardholder's account.

### 6.2 State Auditor's Office Review

The State Auditor's Office may perform a review or examination of the Entity's P-Card Program at any time and issue a report that contains suggestions for improvements to the program. This evaluation may be conducted by the Local Government P-Card Division or the Chief Inspector Division to determine compliance with Local Government P-Card Policies and Procedures. Relevant documentation related to the administration of the Local P-Card Program should be provided upon request.

### 6.3 Failure to Follow P-Card Policies and Procedures

The **State Auditor's Office** may limit or revoke P-Card privileges, institute a period of probation or require mandated training for any Entity, if that Entity is found to have violated P-Card policies and procedures and failed to take corrective action.

## Section 7.0: Miscellaneous

### 7.1 Record Retention

The Entity shall maintain all documentation relating to the P-Card Program (cardholder applications, agreements, maintenance forms, training certificates, and transaction support documentation) until a post-audit review has been completed by either the State Auditor's Office Chief Inspector Division or a firm approved by the Chief Inspector. Furthermore, the City of Weston shall maintain these records for ten years as designated by the City of Weston Financial Procedures and Policies handbook..

## December Report 2022

### Street Department

- Repaired Christmas lights on Main Street
- Removed sign off building on W 2<sup>nd</sup> Street when Hair salon business vacated
- Broke down the skating alley at the Holt Property
- Finished putting up the rest of the Christmas lights at the City Building
- Put together stage and equipment on W 4<sup>th</sup> Street bridge for the Bridge Ceremony
- Took bleachers back to the Jacksons Mill air strip from letting us use them for the skating rink
- Attempted to camera sewer line for business on Main Street
- Installed new gas line service and heaters inside the garage at the Deanville Property for storage of the Sweeper truck and Jetter truck
- Installed a new 200-amp electrical service to the Deanville Property garage
- Installed a new photocell at breaker panel beside Mountain Roots
- Finished up drain line installment on Spring Street in the proximity of the Spring Street and 4<sup>th</sup> Street intersection
- Winterized the buildings at the Street Department
- Put blacktop millings down on Upper Walnut Street
- Hauled out street sweepings from the Street Department to the Deanville Property
- Installed handicap parking zone on Mid Avenue
- Had new tires installed on the Skid Steer
- Put blacktop millings down on dirt road leading to Deanville Property garage
- Cut brush back on Cliff Street
- Installed a DI lid on inlet side of drain on Spring Street
- Painted no parking zone at the top of Reservoir Street for room for plow trucks to get turned around
- Worked on getting the internal electrical wiring done at the Deanville Property garage
- Finished winterizing the Deanville Property garage
- Fixed leaking roof at the Deanville Property garage
- Fixed drain on 11<sup>th</sup> Street
- The Jetter truck and Sweeper truck are now in appropriate shelter for the winter
- Did a full maintenance and service on the F550
- Installed a light in the Explorer for Building Inspector
- Finished prepping the salt spreaders and plows for the winter

- **Cleaned out ditch along George Street**
- **Installed new brake lines on the GMC**
- **Installed new fuel filter on the Bucket truck**
- **Had multiple employees work around the clock to salt and plow roads after past winter storm**
- **Cleaned and organized shop, trucks, and tools**
- **Weekly trash duty**



# WESTON POLICE DEPARTMENT

## Law Total Incident Report, by Date, Nature

Date: 12/01/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
MVC/Motor Veh Crash	1
Investigation	1
Assist Other Agency	2
Speak To Officer	1
Alarm Investigation	1
Speak To Officer	1
Traffic Stop	1
<b>Total Incidents for This Date</b>	<b>8</b>

Date: 12/02/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
B&E Active	1
Suspicious Pers	1
Speak To Officer	2
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 12/03/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarm Investigation	1
Speak To Officer	1
Animal Problem	1
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 12/04/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint	1
Speak To Officer	1
Traffic Stop	1
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 12/05/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Traffic Stop	1
Remove Person	2
DVP/Violation	1
Welfare Check	1
Complaint	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Pers	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 12/06/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint	1
Speak To Officer	3
Open Cell Line	1
Domestic Active	1
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 12/07/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
MVC/Motor Veh Crash	1
Property Retrieval	1
Speak To Officer	1
Unruly Person	1
Complaint	1
Speak To Officer	2
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 12/08/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Traffic Stop	2
DVP/Violation	1
Animal Problem	2
MVC/Motor Veh Crash	1
Complaint	2
<b>Total Incidents for This Date</b>	<b>8</b>

Date: 12/09/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Warrant	1
MVC/Motor Veh Crash	1
Roadway Obstruction	1
Speak To Officer	3
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 12/10/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint	2
Altercation	1
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 12/12/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
MVC/Motor Veh Crash	2
Reckless Driver	1
MVC/Motor Veh Crash	1
DVP/Violation	1
B&E Active	1
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 12/13/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Fraud	1
Subject In Custody	1
Roadway Obstruction	1
General Illness	1
Suspicious Pers	1
Animal Problem	2
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 12/14/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal Problem	1
Remove Person	1
Traffic Stop	1
Larceny	1
Intoxicated Driver	1
Complaint	1
Suspicious Pers	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 12/15/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Welfare Check	1
Complaint Parking	1
Animal Problem	1
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 12/16/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Warrant	1
B&E Active	1
Suspicious Pers	1
Animal Problem	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 12/17/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Altercation	2
<b>Total Incidents for This Date</b>	<b>2</b>

Date: 12/18/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Altercation	1
Welfare Check	1
<b>Total Incidents for This Date</b>	<b>2</b>

Date: 12/19/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint Parking	1
Welfare Check	1
Reckless Driver	1
Animal Problem	1
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 12/20/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal Problem	1
Speak To Officer	1
Traffic Stop	1
Animal Problem	1
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 12/21/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Remove Person	1
Domestic Active	1
Animal Problem	2
Domestic Active	1
Complaint	1
Speak To Officer	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 12/22/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Pers	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Warrant	1
Leaving The Scene	1
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 12/23/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal Cruelty	1
<b>Total Incidents for This Date</b>	<b>1</b>

Date: 12/25/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarm Investigation	1
<b>Total Incidents for This Date</b>	<b>1</b>

Date: 12/26/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarm Investigation	1
MVC/Motor Veh Crash	1
Complaint Parking	1
Speak To Officer	1
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 12/27/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Motorist Assist	1
Illegal Driver	1
Alarm Investigation	1
Domestic Active	1
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 12/28/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarm Investigation	1
Victim of Fall	1
Fraud	1
Dispute	1
Leaving The Scene	1
Remove Person	1
Welfare Check	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 12/29/22



<u>Nature of Incident</u>	<u>Total Incidents</u>
Welfare Check	1
MVC/Motor Veh Crash	1
Traffic Stop	1
MVC/Motor Veh Crash	2
Open Cell Line	1
Animal Problem	1
Domestic	1
<b>Total Incidents for This Date</b>	<b>8</b>

**Date:** 12/30/22

<u>Nature of Incident</u>	<u>Total Incidents</u>
Investigation	1
Mental Health Issues	1
Roadway Obstruction	1
Larceny	1
DVP/Violation	1
Speak To Officer	1
Domestic	1
Warrant	1
<b>Total Incidents for This Date</b>	<b>8</b>

Total reported: 137

**Report Includes:**

All dates between `00:00:01 12/01/22` and `00:23:59 12/31/22`, All agencies matching `WPD`, All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



# WESTON FIRE DEPARTMENT

REPORT FOR THE MONTH OF

December 2022

"On the job 'til the job is done"



TOTAL CALLS
TOTAL MEETINGS & DRILLS
TOTAL CALLS INSIDE THE CITY
TOTAL CALLS OUTSIDE THE CITY

79
5
59
11


TOTAL MUTUAL-AID CALLS
ASSISTS TO JACKSONS MILL
ASSISTS TO JANE LEW
ASSISTS TO MIDWAY
ASSISTS TO PRICETOWN
ASSISTS TO WALKERSVILLE
ASSISTS TO THE SQUAD

9
1
1
0
1
0
41

FROM
FROM
FROM
FROM
FROM
FROM

1
1
0
2
0
0

OUT OF COUNTY CALLS
PAID MAN LEFT THE CITY
TOTAL MILES
TOTAL APPARATUS HOURS
TOTAL MAN HOURS
TOTAL LOSS IN THE CITY
TOTAL LOSS OUTSIDE THE CITY
BURNING PERMITS ISSUED
MVC's INSIDE THE CITY
MVC's OUTSIDE THE CITY
WORKING STRUCTURE FIRES
WORKING AUTO FIRES
WORKING BRUSH FIRES
WORKING FIRES, OTHER

1
3
493
55
305
\$0
\$139,000
21
4
4
3
1
0
1

SAVED
SAVED

\$0
\$0

## ADDITIONAL REMARKS

Responded to 10 Busted water lines in the city Dec 25/26  
 Department was out of heat for about 6 hours Christmas eve due to frozen meter  
 Had Three working structure fires outside city limits  
 Worked on first due fire fee

Weston Fire Dept.

Copy of Copy of Fire and EMS Combined List by Inci

Alarm Date Between {12/01/2022} And {12/27/2022}  
and District = "1A "

Incident	Type	Date	Location	Description
22-0001255-0	FIRE	12/01/2022	25 Garton PLZ	Medical assist, assist EMS
22-0001256-0	FIRE	12/01/2022	119 Harrison AVE	Medical assist, assist EMS
22-0001259-0	FIRE	12/02/2022	244 W 2nd ST /1	Dispatched & cancelled en
22-0001260-0	FIRE	12/02/2022	111 Mulberry AVE	Medical assist, assist EMS
22-0001261-0	FIRE	12/03/2022	224 Brooke ST	Medical assist, assist EMS
22-0001262-0	FIRE	12/04/2022	111 Mulberry AVE	Public service assistance,
22-0001264-0	FIRE	12/06/2022	330 Mid AVE	Medical assist, assist EMS
22-0001267-0	FIRE	12/06/2022	29 Hospital PLZ /Dr. Sabbaugh	Medical assist, assist EMS
22-0001270-0	FIRE	12/07/2022	650 Craig ST /Weston Commons/101	Medical assist, assist EMS
22-0001271-0	FIRE	12/08/2022	236 W 4th ST	Medical assist, assist EMS
22-0001272-0	FIRE	12/08/2022	202 Main AVE /United Bank	Medical assist, assist EMS
22-0001274-0	FIRE	12/08/2022	309 Main AVE	Medical assist, assist EMS
22-0001275-0	FIRE	12/09/2022	Garton PLZ & E 3rd ST E	Motor Vehicle Accident with
22-0001276-0	FIRE	12/09/2022	111 Mulberry AVE	Public service assistance,
22-0001277-0	FIRE	12/09/2022	433 Charles ST	Medical assist, assist EMS
22-0001280-0	FIRE	12/10/2022	137 Mulberry AVE	Medical assist, assist EMS
22-0001281-0	FIRE	12/10/2022	613 Broad ST	Medical assist, assist EMS
22-0001283-0	FIRE	12/11/2022	111 Mulberry AVE	Medical assist, assist EMS
22-0001284-0	FIRE	12/11/2022	650 Craig ST /Weston Commons/307	Medical assist, assist EMS
22-0001285-0	FIRE	12/11/2022	124 E 1st ST /Criss Manor/308	Medical assist, assist EMS
22-0001286-0	FIRE	12/12/2022	344 E 7th ST	Medical assist, assist EMS
22-0001287-0	FIRE	12/12/2022	124 E 1st ST /Criss Manor/101	Medical assist, assist EMS
22-0001288-0	FIRE	12/12/2022	124 E 1st ST /Criss Manor/308	Medical assist, assist EMS
22-0001289-0	FIRE	12/12/2022	2900 US Highway 33 E/Super Splash	Motor vehicle accident with
22-0001290-0	FIRE	12/12/2022	218 E 3rd ST E	Motor Vehicle Accident with
22-0001291-0	FIRE	12/12/2022	25 Garton PLZ /Primary Care	Medical assist, assist EMS
22-0001292-0	FIRE	12/12/2022	124 E 1st ST /Criss Manor/308	Medical assist, assist EMS
22-0001293-0	FIRE	12/12/2022	141 Main AVE	Medical assist, assist EMS
22-0001294-0	FIRE	12/13/2022	626 N River AVE	Medical assist, assist EMS
22-0001296-0	FIRE	12/13/2022	111 Mulberry AVE	Medical assist, assist EMS
22-0001297-0	FIRE	12/16/2022	620 Court AVE	Smoke detector activation,
22-0001298-0	FIRE	12/16/2022	650 Craig ST /Weston Commons/200	Medical assist, assist EMS
22-0001299-0	FIRE	12/16/2022	761 Camden AVE	Medical assist, assist EMS
22-0001300-0	FIRE	12/16/2022	314 Main AVE	Chimney or flue fire,
22-0001301-0	FIRE	12/18/2022	124 E 1st ST /Criss Manor/308	Medical assist, assist EMS
22-0001303-0	FIRE	12/19/2022	707 W 2nd ST	Medical assist, assist EMS
22-0001304-0	FIRE	12/20/2022	124 E 1st ST /Criss Manor/703	Medical assist, assist EMS
22-0001306-0	FIRE	12/21/2022	225 Cottage AVE	Medical assist, assist EMS

Weston Fire Dept.

Copy of Copy of Fire and EMS Combined List by Inci

Alarm Date Between {12/01/2022} And {12/27/2022}  
and District = "1A "

Incident	Type	Date	Location	Description
2-0001309-0	FIRE	12/22/2022	110 Berlin RD	Dispatched & cancelled en
2-0001311-0	FIRE	12/22/2022	318 Broad ST	Medical assist, assist EMS
2-0001313-0	FIRE	12/23/2022	1300 N River AVE	No Incident found on arrival
2-0001314-0	FIRE	12/24/2022	124 E 1st ST /Criss Manor/710	Medical assist, assist EMS
2-0001315-0	FIRE	12/24/2022	244 Water ST	Medical assist, assist EMS
2-0001318-0	FIRE	12/24/2022	354 Pratt AVE	Water or steam leak
2-0001319-0	FIRE	12/24/2022	124 E 1st ST /Criss Manor Boiler	Water or steam leak
2-0001321-0	FIRE	12/25/2022	417 Spring ST	Water or steam leak
2-0001322-0	FIRE	12/25/2022	245 S Main AVE	Water or steam leak
2-0001323-0	FIRE	12/25/2022	125 S Main AVE	Medical assist, assist EMS
2-0001324-0	FIRE	12/25/2022	359 E 7th ST	Water or steam leak
2-0001325-0	FIRE	12/25/2022	564 Broad ST	Water or steam leak
2-0001326-0	FIRE	12/26/2022	392 W 2nd ST	Medical assist, assist EMS
2-0001327-0	FIRE	12/26/2022	113 Montgomery ALY	Medical assist, assist EMS
2-0001328-0	FIRE	12/26/2022	10 Garton PLZ /Lewis County Liquor	Water or steam leak
2-0001329-0	FIRE	12/26/2022	Market Place Mall /McDonald's	Motor vehicle accident with
2-0001330-0	FIRE	12/26/2022	297 Mid AVE	Medical assist, assist EMS
2-0001331-0	FIRE	12/26/2022	650 Craig ST /Weston Commons/210	Medical assist, assist EMS
2-0001332-0	FIRE	12/26/2022	217 W 2nd ST	Water or steam leak
2-0001333-0	FIRE	12/26/2022	62 Oak ST	Water or steam leak
2-0001334-0	FIRE	12/26/2022	124 E 1st ST /Criss Manor/707	Medical assist, assist EMS

**Total Incident Count 59**

Weston Fire Dept.

Copy of Copy of Fire and EMS Combined List by Inci

Alarm Date Between {12/01/2022} And {12/27/2022}  
and District = "1B "

Incident	Type	Date	Location	Description
2-0001257-0	FIRE	12/01/2022	97 MM Interstate 79 /N.B.	Motor vehicle accident with
2-0001263-0	FIRE	12/05/2022	348 Homewood RD	Outside rubbish fire, Other
2-0001265-0	FIRE	12/06/2022	85 MM Interstate 79	Medical assist, assist EMS
2-0001266-0	FIRE	12/06/2022	2754 US Highway 19 N	Motor vehicle/pedestrian
2-0001268-0	FIRE	12/07/2022	US Highway 33 E & Gladly Fork RD	Extrication of victim(s)
2-0001269-0	FIRE	12/07/2022	US Highway 19 N & Jacksons Mill RD	Motor vehicle accident with
2-0001273-0	FIRE	12/08/2022	9000 US Highway 33 E	No Incident found on arrival
2-0001278-0	FIRE	12/09/2022	3149 Crooked Fork RD	Passenger vehicle fire
2-0001279-0	FIRE	12/10/2022	85 MM Interstate 79 /SB	Public service assistance,
2-0001302-0	FIRE	12/18/2022	8428 US Highway 33 E/WB	No Incident found on arrival
2-0001316-0	FIRE	12/24/2022	758 US Highway 19 N	Building fire

Total Incident Count 11

**Weston Fire Dept.**

**Incident Type Report (Summary)**

**Alarm Date Between {12/01/2022} And {12/27/2022}**

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
111 Building fire	3	3.75%	\$70,000	61.94%
114 Chimney or flue fire, confined to chimney	1	1.25%	\$0	0.00%
131 Passenger vehicle fire	1	1.25%	\$43,000	38.05%
150 Outside rubbish fire, Other	1	1.25%	\$0	0.00%
	6	7.50%	\$113,000	100.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	41	51.25%	\$0	0.00%
322 Motor vehicle accident with injuries	5	6.25%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	1.25%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	2.50%	\$0	0.00%
352 Extrication of victim(s) from vehicle	3	3.75%	\$0	0.00%
	52	65.00%	\$0	0.00%
<b>4 Hazardous Condition (No Fire)</b>				
412 Gas leak (natural gas or LPG)	1	1.25%	\$0	0.00%
	1	1.25%	\$0	0.00%
<b>5 Service Call</b>				
522 Water or steam leak	9	11.25%	\$0	0.00%
550 Public service assistance, Other	3	3.75%	\$0	0.00%
	12	15.00%	\$0	0.00%
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	5	6.25%	\$0	0.00%
622 No Incident found on arrival at dispatch	3	3.75%	\$0	0.00%
	8	10.00%	\$0	0.00%
<b>7 False Alarm &amp; False Call</b>				
743 Smoke detector activation, no fire -	1	1.25%	\$0	0.00%
	1	1.25%	\$0	0.00%

**Total Incident Count: 80**

**Total Est Loss: \$113,000**

Weston Fire Dept.

Dollar Value Saved & Loss Analysis

Alarm Date Between {12/01/2022} And {12/27/2022}

a

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	2	\$150,000	\$150,000	\$0	100.00%	0.00%
131 Passenger vehicle fire	1	\$43,000	\$43,000	\$0	100.00%	0.00%
<b>Grand Totals</b>	<b>3</b>	<b>\$193,000</b>	<b>\$193,000</b>	<b>\$0</b>		

Total Percent Lost: 100.00%

Total Percent Saved: 0.00%

**Weston Fire Dept.**

**Aid Responses by Department (Summary)**

**Alarm Date Between {12/01/2022} And {12/27/2022}**

<b>Type of Aid</b>	<b>Count</b>
<b>10 Out of County</b>	
Mutual aid given	1
	<hr/>
	1
<b>2 Jane Lew Volunteer Fire Department</b>	
Mutual aid received	1
Mutual aid given	1
	<hr/>
	2
<b>3 Pricetown Volunteer Fire Department</b>	
Automatic aid received	1
Mutual aid given	1
Automatic aid given	1
	<hr/>
	3
<b>5 Jackson's Mill Volunteer Fire Department</b>	
Mutual aid received	1
Mutual aid given	1
	<hr/>
	2
<b>8 Lewis County Emergency Ambulance Authority</b>	
Mutual aid received	1
Mutual aid given	2
Automatic aid given	38
	<hr/>
	41



MARTY LEWIS

CODE ENFORCEMENT OFFICER

REPORT FOR DECEMBER 2022

BUILDING PERMITS

TOTAL – 3

CITIZENS CONCERNS

TOTAL – 6

WARD I - 4

WARD II – 1

WARD III – 1

WARD IV –

WARNINGS

TOTAL – 1

CORRECTIVE ORDERS

TOTAL – 0

CONDEMNED

TOTAL - 1

1. COMPLETED SOLAR POWER TRAINING COURSE FOR CEU CREDITS.
2. COMPLETED AND SUBMITTED MORE DOCUMENTATION TO DEP FOR THE REAP PROGRAM.
3. INSTALLED NEW ELECTRICAL SERVICE AT OLD SANITARY DEPT. BUILDING IN HALEVILLE.
4. FOLLOWED UP ON BUILDING PERMIT INSPECTIONS.
5. INSPECTED 210 N. RIVER AVE WITH CHIEF POSEY AND FIRE CHIEF SUTTLE. CONDEMNED BUILDING AND NOTIFIED OWNER IN HAWAII.
6. ATTENDED REGION VII PLANNING COMMISSION MEETING.

**BUSINESS LICENSE REPORT**

**FOR THE MONTH OF**

**DECEMBER 2022**

<u><b>NAME</b></u>	<u><b>OCCUPATION</b></u>	<u><b>DATE</b></u>
Vantage Point Realty Sue Meluzio 2694 Whitehall Blvd Fairmont, WV 26554 (304) 677-2803	Real Estate	12/18/2022
Downtown Deli and Donuts 714 North Main Avenue Weston, WV 26452 Terry/Yonnie Southall	Additional Store	12/19/2022



## Report of Streetlight Outage

<u>Location</u>	<u>Pole Number</u>	<u>Request Number</u>
365 End of Alum/First St On Corner	MP-E	W001774094304-1
Trailer at Circle Drive Circle Drive	M4-708	W001774099351-1
End of Cottage/Arnold Cottage	51-308	W001774104114-1
528 Main Avenue/Rt 19	MP-4434	W001774111610-1
Alley at Center (425)	MP-1C5155	W001774110836-1
125 Main Avenue	J1-71	W001774111009-1
128 High Street	J1-743	W001774109300-1
450 Bennett Ave/East Second	J1-250	W001774109900-1
216 High Street	M4-62	W001774115208-1
206 East First Street	J-1194	W001775563243



230 Main Avenue, Weston, WV 26452

December 7, 2022

Kim Harrison Edwards, Mayor of Weston  
102 W. 2<sup>nd</sup> Street  
Weston, WV 26452

Dear Mayor Harrison Edwards & City Council Members:

The City of Weston has in recent years supported the Museum of American Glass with a State Culture & History Grant in the amount of \$1188.00. That Grant has covered expenses for advertising and supplies for our very popular Chocolate Feast fundraiser. That event takes place February 11, 2023 in the coming year. It would mean a great deal to MAG to be considered once again for that Grant.

Our Museum is located on Main Avenue, and between the eye catching outdoor wall Mural and the window display's, presents a positive image for Weston. The Chocolate Feast attracts people from all over the state. The event is a co-operative effort, involving a community chairman and homemade chocolate donations from Weston area folks. MAG provides their facility, plus co-ordinates advertising, decorations, supplies, music, volunteers and, of course, chocolate. Last year the Chocolate Feast attendance was about 200 people. The Museum, with the help of the Grant, netted about \$4000.00.

The Museum is open daily and offers thousands of outstanding glass displays that celebrate the history of glass making and the beauty of the glass itself. We do frequent tours including regularly hosting Lewis County school tours. We often provide a meeting place for the community and co-operate with the town to have special exhibits. Admission to one & all entering our doors is free. Therefore, receiving grants from other sources, our memberships, fundraisers, and donations from businesses and individuals are essential to us. The funds are used to pay office helpers, utilities, supplies, building and communications expenses, display cases and many other incidentals too numerous to list. We hope you will consider approving our request for this Grant. Thank you.

Sincerely,  
Tom Felt, MAG Director  
Carolyn Loar, MAG Event Chairman  
Fay Bell, Community Event Chairman

*Tom Felt*  
*Carolyn Loar*  
*Fay Bell*

**Ordinance Acquiring Easement on Lots 36 and 37 of Reservoir Street, Identified in the Lewis County Tax Office as District 07 Map 12 PID 6**

Whereas, the City of Weston has an opportunity to acquire an easement interest in property in the city limits;

Whereas, the owner of the property at issue has given consent for Weston to acquire the easement;

Whereas, WV Code §8-11-3(6) requires an ordinance for the purchase of private property by the municipality;

The City of Weston now intends to acquire an easement to access an area to form a parking area and turnaround area on property identified in Lewis County Tax Records as:

District 07, Map 12, PID 6

This property is reasonably believed to be owned by Mr. and Mrs. Greg Vestri; Lots 36 and 37 as described in Deed Book 564 Page 607 located in the Lewis County Courthouse Record Room.

Lot 36 described as:

“1st. Lots Nos. 35 and 36 as shown on the ‘Plat of Arnold’s Addition to Town of Weston, W.Va.,’ of record in the office of the Clerk of the County Commission of the said County of Lewis in Deed Book No. 70, at page 163, and which said two lots form a compact boundary with outside lines as follows:

‘Beginning at stake, corner to Lot 37, at the northeast edge of Porter Avenue, and running thence with said northeast edge of Porter Avenue, S. 56 1/2 E. 100 feet to stake at intersection of Porter Avenue with 16-foot Street; thence with the northwest edge of said 16-foot Street for 95 feet to stake; thence N. 56 1/2 W. 35 feet to stake; thence with line of same, N. 56 1/2 W. about 65 feet to stake, corner to Lot No. 37, and thence with line of same in a southwesterly direction for 100 feet to the place of beginning.’ ”

Lot 37 described as:

“(1) Lots Nos. 37 and 38 as shown on the ‘Plat of Arnold’s Addition to Town of Weston, W.Va.,’ of record in the office of the Clerk of the County Commission of the said County of Lewis in Deed Book 70, at page 163, and which said two lots form a compact boundary front for one hundred (100) feet on the north side of Porter Avenue of said Addition and extending back therefore with that width in a northerly direction with line of Lot No. 36 on the east and a line of Reservoir Street on the west for one hundred (100) feet to a 15-foot alley at the rear.”

If any portion of this ordinance be declared unconstitutional, the remaining portions shall remain in full force and effect.

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

\_\_\_\_\_  
Kim Harrison-Edwards, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judy Piercy, City Clerk

\_\_\_\_\_  
Date

## Why Annex?

The City of Weston (current population 3,943) has a long vibrant history of being a center of activity and commerce for Lewis County. In the mid-20<sup>th</sup> century, Weston had a population of over 8,000 and was one of the premier cities in West Virginia. In recent history, Weston has seen a downturn in economic activity due to the effects of deindustrialization and free trade policies and a transition to a service based economy. Weston which sits along the intersection of US Rt. 19 & 33 was at the center of the main thoroughfare of commerce until the construction of I-79 outside of the corporate limits shifted transportation volumes and travelers outside of the corporate limits. The advent of the interstate system has changed the nature of commerce in municipalities and encouraged less dense development along the interstate and the gateways to them. With the coming completion of US 48 (Corridor H), our area will again see an increase and influx of visitors through these expanded highway districts.

For our area to fully capitalize on this and continue to recover, grow and develop greater economic and quality of life amenities, Weston wishes to partner through annexation with the businesses and residents along these corridors to provide a greater a pool of resources to develop more efficient, self-sufficient services. The hope is that these greater services will give visitors a reason to not only come to our region but attract those seeking quality of life to relocate. It is also believed that greater quality of life amenities will work to keep those who finish at our local higher education institutions in our area.

## **What Do We Do?**

The City of Weston is a Mayor-Manager form of government that consists of an elected Mayor and four residents that comprise four geographical wards who comprise the governing body otherwise known as the Weston City Council. The Council appoints a City Manager who is responsible for the day to day administration of the City and also a City Clerk, City Finance Manager, and City Attorney to assist in the administration and governing of the City of Weston's affairs and services.

Currently Weston provides building, police, fire, street, sanitary sewer and stormwater services to our residents and in the case of fire and sewer, not only our residents but those residents and businesses surrounding our area. The City also has two commissions-- The Historic Landmarks Commission and the Parks and Recreation Commission that also provide services.

### **Weston Volunteer Fire Department**

The Weston Volunteer Fire Department currently has a paid chief and deputy and three other full time firefighters. These paid responders staff the firehouse continually 24 hours a day and provide support for fires, vehicle accidents, medical assistance calls and other needs within the City limits and to high risk of loss incidences outside of the City. The rest of the department is comprised of nearly 30 active volunteers who respond to incidents both inside and outside of the City limits when available. These volunteers currently receive no compensation for their efforts, and fund raise nearly 2/3rds of their nearly \$100k annual funds needed to cover equipment, training and fuel costs.

**Future Goals:** Expand paid staff to provide ability to respond to full service area at all moments and provide equipment to volunteers without requiring constant fundraising efforts.

### **Weston Building Department**

The Weston Building Department is currently headed by a singular Building Official who reviews and approves all building permits. This department is also responsible for the City's floodplain management, vacant and dilapidated structures, zoning and code enforcement actions such as garbage nuisances.

**Future Goals:** Continue to remove dilapidated and blighted structures and develop a new home infill program to improve housing conditions and alleviate the housing shortage in our County.

### **Weston Police Department**

The Weston Police Department has currently six police officer positions and is headed by the Weston Chief of Police. These officers respond to all criminal incidents within the City Limits and provide investigation and motor vehicle police services to all City residents and visitors. The Department currently provides manned service from 7am-12am each day (manpower permitting) and responds on call to incidents outside of those times.

**Future Goals:** Increase police force staffing to provide 24/7 manned coverage uninterrupted and provide an officer to the regional drug task force to help police drug crimes.

### **Weston Sanitary Board**

The Weston Sanitary Board provides wastewater services to not only Weston but the surrounding region with a population of nearly 8,000. Weston operates the only wastewater treatment plant in the County and receives sewage from Jane Lew and entities outside of our County that is served by ## miles of collection mains and 50+ pump stations. This system is staffed currently by 3 administrative positions, an electrician, Class IV operator, Class 2 operator, and 2 field staff.

**Future Goals:** Reduce sanitary overflows into the waters of West Virginia and increase staffing to provide in-house renewals of collection systems.

### **Weston Street Department**

The Weston Street Department is headed by the Weston Street Commissioner and currently employees 6 other employees who maintain the City's streets and drainage ways. This department is also tasked with street signs, Christmas decorations and other various events throughout the year. The department has recently acquired a street sweeper and other equipment to help maintain the drainage network more efficiently.

**Future Goals:** Develop a street beautification and sidewalk program to make City streets more accessible to all users. Increase funding to allow a 15 year paving maintenance schedule. Separate storm and sewer lines for less sanitary overflows into streams.

### **Weston Historic Landmark Commission (HLC)**

The Weston HLC is comprised entirely of volunteers and for the last two years has had an Americorp volunteer included as a day to day staff member. This Commission is responsible for the management of Weston's two historic districts, historic Arnold Cemetery's revitalization and the management of the Weston Cultural Center project.

**Future Goals:** Work with the Weston Street Department to see a façade improvement and street beautification project in the historic districts of Weston. Open the Weston Cultural Center to civic events.

### **Weston Board of Parks and Recreation**

The Board of Parks and Recreation operates strictly with volunteers and manages 4 parks and conducts various recreational events. The Board restarted the Weston Carp Festival in 2022 and held a free kayak float that attracted state wide attention and participation in the fall. The Board capped the most recent year by hosting a downtown "ice" rink that also received attention throughout the region.

**Future Goals:** Upgrade park facilities and create additional recreational programming such as adult sports leagues and special events.



## Costs to Annex?

In order to provide for these services, the City has five major revenue generation areas:

### **Property Taxes**

Properties currently within the City's corporate boundary are subject to an additional property tax levy .50 levy which would add an additional \$500/\$100,000 of assessed value of a property. This tax is currently set at the highest allowable amount by State statute and cannot be raised outside of act by the WV State Legislature. (approximately \$400k generated each annum)

### **Business and Occupation Taxes**

The City currently assesses various amounts of up to 2% tax on gross revenues of businesses doing business within the corporate limits. This is like many municipalities within West Virginia. A credit of up to five years can be offered to newly annexed businesses if applied and granted by the Weston City Council. (approximately \$600k generated each annum)

### **Sales Tax**

The City has enacted a 1% Sales Tax thru the Municipal Home Rule Program. All businesses within the corporate limits add an additional 1 percent to their sales tax receipts and pass these revenues to the State Treasury who then forward to the City each quarter. (approximately \$600k generated each annum)

### **Municipal Fee**

As additional funding to provide for critical City services of fire, police and streets, a user fee was enacted in 2009 that is charged annually. It is currently \$100 per home, \$150 per rental unit, and \$275 for each business structure each annum. (approximately \$290k generated annually)

### **Utility Excise Tax**

A utility excise tax is added to each customer's bill of 2% of those in the corporate limits. (approximately \$300k generated each annum)

## Benefits to Annexation?

Some of the intangible benefits of annexation are obvious—the pooling of resources, the additional representation within government, the seat at the table to affect policy and the sense of being of a full contributing member of the community.

Some of the tangible benefits:

- Increased level of services such as:
  - Police Law Enforcement Services
  - Access to Quit Adjudication of Small Crimes thru Municipal Court
  - 24/7 Paid Fire Emergency Response
  - Street Repairs
  - Stormwater Services such as Basin Cleaning and Pipe Jetting
  - Code Enforcement of Nuisances such as Abandoned Property, Trash, and Overgrown Lawns
- Reduction in Out of City Service Rates for Sanitary Sewer of 10%
- Reduction in Out of City Fire Fee Rates (if enacted)