



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

Call In#: (415) 762-9988

Meeting ID: 482-656-4989

Pass Code: 269

**AMENDED 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 – January 3, 2023  
Special Session – January 9, 2023  
Special Session – January 16, 2023  
Special Session – January 23, 2023
- 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, April 9, 2023 at 9:00 a.m. at the Municipal Building.
  - B. Historic Landmark Commission - Next Meeting – Thursday, February 9, 2023, at 5:00 p.m. at the Municipal Building. Application Approval for Michele Simms for (Approval Requested)
  - C. Weston Planning Commission - Next Meeting – Wednesday, 8, 2023, at 4:00 p.m. at the Municipal Building. Application Approval for Alan Westfall for Weston Planning Commission (Action Requested)
  - D. Board of Parks and Recreation - Next Meeting – Friday, February 17, at 2:00 p.m. at the Municipal Building.
  - E. Lewis County EDA - Next Meeting – Wednesday, February 22, 2023, at 5:00 p.m. at 110 Center Avenue 2<sup>nd</sup> floor.
  - F. Board of Zoning Appeals - Next Meeting – Tuesday, September 13, 2022, at 6:00 p.m. at the Municipal Building
  - G. Code Appeals Board - Next Meeting – Thursday, September 15, 2022, at 6:00 p.m. at the Municipal Building.
  - H. Outside Agencies
  - A. Known Vacancies to be Filled - Board of Zoning Appeals - 1 available position plus an alternate.
- 8) Sanitary Board Director Report
- 9) Department Reports



- A. Finance – Suttle and Stalnaker CPA Monthly Report for February 2023
  - 1. Council to approve to move \$150.00 from the General Fund to the Vacant Structure Fund (Action Requested)
  - 2. Other Approved Transfers (Action Requested)
  - 3. Suttle & Stalnaker Arrangement Letter (Action Required)
  - 4. Municipal Budget Packet 2023-2024 (Discussion)
- B. Street Department - January Report in Packet.
- C. Police Department – January Report in Pack
- D. Fire Department – January Report in Packet.
- E. Building/Code/Zoning Report - January Report in Packet.
- F. City Attorney Report.
- G. City Clerk – January 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. Ordinance 2023-01 Ordinance Acquiring Easement on Lots 36 and 37 of Reservoir Street (Seconded Reading) (Action Requested)
- C. Ordinance 2023-04 Ordinance for the City of Weston Purchasing Card Policies and City of Weston Financial Procedures and Policies (Action Requested)
- D. First Due Fire Fees Discussion

11) New Business

- A. Swearing in of Chief of Police Mike Posey
- B. Ordinance 2023-05 Ordinance for the City of Weston to Acquire 241 South Main (Action Requested)
- C. Ordinance 2023-06 Ordinance for the City of Weston to Acquire 141 South Main (Action Requested)
- D. Weston Fire Department Request Amount to Purchase Fireworks. (Action Requested)
- E. Request for Donation to Fred Eberle Contest (Action Requested)
- F. Award of Municipal Building Painting Bid (Action Requested)
- G. Coal Severance Budget Revision #2 (Action Requested)
- H. New Contract with Suttle & Stalnaker (Action Requested)
- I. Purchase of New Equipment for New Fire Engine (Action Requested)
- J. Update Employee Vacation Handbook Policy Section (Action Requested)
- K. The Reschedule of March Regular Session Meeting from March 6 to March 7, 2023 (Action Requested)
- L. Executive Session Discussion of City Clerk Duties (Action Requested)

12) Reports of City Council

13) 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  
January 3, 2023 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 Mike Posey, Chief Jimmy Suttle, Building/Code/Zoning Enforcement Officer Marty Lewis (excused), Street Commissioner Mike Starett, Sanitary Director Dee Evans (excused).

**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 stand for the Pledge of Allegiance.

**Approval of Minutes:** Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** the Regular Session Meeting of December 5, 2022. **Motion carried.**

**Visitors Section (5 Minute Time Limit):** Brenda Reed discussed the Nuisance Dog Ordinance and the issues she was having. Ms. Reed briefly informed the council as to why she does not have a dog. Ms. Reed is having trouble with the dog barking all the time at a particular house so badly that she can enjoy sitting in her own living room. Ms. Reed cannot work in her own flower bed for another aggressive dog barking which she did try to give the dog a treat thinking that would make it use to her and not bark; did not work in fact she was bitten by the dog as she put her hand on the fence. Ms. Reed informed that another house in her neighborhood that have five dogs outside and no one pays attention to them. When you are walking on the sidewalk you cannot walk by the house because of the dogs barking so you would have to cross to the other side. Ms. Reed suggested that the owners need to have barking collars on these dogs or have the dog owners pay an expensive fine so they will do something about. Ms. Reed expressed the Landowners should be fined for the letting the people rent the house and not following the Nuisance Dog Ordinance. Ms. Reed thanked the council for creating the ordinance, but we need stricter enforcement and better feedback between police and homeowners.

Junior Kelley wanted to speak about the Arnold Cemetery and asked Street Commissioner Mike Starett if brought the contract with him to the meeting. Councilwoman Rogers present a handout and read to the council, Mr. Kelley, and staff of her findings from the Historic Landmark Commission. Mr. Kelley stated that he will

look over it, but the interpretation of law can be different. Mr. Kelley pointed out that the people living in the house by the cemetery are using all the parking spots and no one else park. Mr. Kelley thought the agreement made over the parking area everyone should be on the same page. City Manager Stansberry explained the three lots were marked off for parking which two belong to the landowner and the city has a turn around area. Mr. Kelley believes that the land needs to be surveyed because what he has from his records and what the city has do not match.

**Presentation:** Jason Campbell from JC Film Studios was unable to attend the meeting for a presentation but would like to be put on the agenda for the next Regular Session Meeting in February.

### **Receive and File Reports of the City Boards, Commissions and Outside**

**Agencies:** Mayor Harrison Edwards read aloud the dates and times of the scheduled meetings for the City Boards, Commissions, and Outside Agencies with the date and time needed for the Weston Planning Commission. The Weston Housing Authority submitted a request for Robert King and Joyce Lamb to be appointed to the board. Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** Robert King to the Weston Housing Authority. **Motion carried.** Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** Joyce Lamb to the Weston Housing Authority. **Motion carried.**

**Sanitary Board Director Report:** Report was in the packet.

**Finance Report – Monthly Report for January 2023:** Finance Director Susie Johnston provided in the council packet Expense Report for 07/01/2022 through 12/31/2022, 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, and Community Development Fund/Park and Recreation. Finance Director Johnston informed the council that she was down \$9,985.41 from last year. Also, Finance Director Johnston reminded everyone that PEIA Insurance was taking an increase in March. Finance Director Johnson asked council to approve to move \$250.00 from the General Fund to the Vacant Structure Fund.

Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** to move \$250.00 from the General Fund to the Vacant Structure Fund. **Motion carried.** Finance Director Johnston asked council to approve to move \$3059.00 from the General Fund to Parks and Recreation Account.

Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** to move \$3059.00 from the General Fund to Parks and Recreation. **Motion carried.**



City Manager Stansberry provided council in the packet with information on the City of Weston Purchasing Card Policies and Procedures and the Proposed Financial Procedures and Policies. City Manager Stansberry expressed to the council that Finance Director Johnston and Assistant Finance Solberg got this together and the purpose is to follow standard operating procedures, and responsibilities that we need to change such as the handling of the mail and bank deposits. City Manager Stansberry asked council to review and give him feedback.

Councilwoman Rogers made a motion seconded by Councilwoman Gump to **table** the Proposed Financial Procedures and Policies and put on the next Regular Session Agenda. **Motion carried.**

Councilwoman Rogers made a motion seconded by Councilman Bohan to **table** the Purchase Card Policies and Procedures and put on the next Regular Session Agenda. **Motion carried.**

**Street Department December Report:** Report in packet. Street Commissioner Starett expressed to council they are still having issues with some of their vehicles and though the purchase of a scanner to pinpoint the problem would be helpful. The council and City Manager Stansberry and Street Commissioner agreed that the safety of the employees was the priority. Street Commissioner Starett stated that due to the last storm a lot of salt was used, and he checked with WVDOH to purchase.

**Police Department December Report:** Report in packet. Councilwoman Rogers and Council Gump thanked the Police Department for the great job they were doing.

**Fire Department December Report:** Report is packet. Chief Jimmy Suttle informed council that the ladder truck was taken out of service to get a part fixed. Councilwoman Rogers and Councilwoman Gump thanked Chief Suttle and his men for the excellent job they were doing.

**Building/Code/Zoning Enforcement December Report:** Report in packet.

**City Attorney Report:** City Attorney Bailey informed the council that we will need to start back on reviewing the City Codes

**City Clerk Report:** report in the packet. City Clerk Piercy also provided council with a list of streetlights that were called in for repair.

**City Manager Report:** City Manager Stansberry provided council with two handouts; one was the City Manager Report with a list of projects to keep the council informed.

The second handout is a schedule of dates that we need to be thinking about such as events and parades etc. City Manager Stansberry gave an update on the following:

- Completed the Skating Rink and it went well, everyone one seemed to be please. City Manager Stansberry explained how it was budgeted and the contributions.
- The Bridge Dedication City Manager Stansberry appreciated how everyone came together and made it a success. City Manager Stansberry expressed the speech given by the family was one of the best speeches he had heard.
- Thanked the Fire Department, Street Department and WSD for doing a great job responding to the homeowners needs during the cold weather.
- Camera Project is on track with the first step starting at the Municipal Building. The vendor does have cameras in their possession.
- City Manager Stansberry acknowledged that issues with the dogs and cats in city limits and needs to see what we pay for the county services.
- Americorp Volunteer Jacob Wingett will be starting Wednesday, January 4 2023 and will be working 32 hours a week, four days a week.
- Would like to have the Maple Syrup Event to come here or some event to give the citizens something to attend each month.
- Army National Guard out of Buckhannon is looking to do a project, we could be able to find one within the city.

Councilwoman Gump made a motion seconded by Councilman Curtis to **approve** all department reports.

### **Old Business**

### **Ordinance 2022-13 for the City of Weston to Acquire Property of 451 West Second Street (Action Requested):**

City Attorney Bailey informed council that he has not made contact with the property owners on 451 West Second Street and would like to table.

Councilwoman Gump made a motion seconded by Councilman Bohan to **table** the Ordinance 2022-13 for the City of Weston to Acquire Property of 451 West Second Street. **Motion carried.**

**Billboard/Zoning Discussion:** City Attorney Bailey stated he was trying to get some clarification about the billboard/zoning ordinance when an amendment was passed with Lamar and Weston. Amendments to ordinances require second readings for it to become effective but by going by the language was provided not sure a second reading was completed. Mayor Harrison Edwards expressed if a second reading need to be done then we need to do it by the language that was provided at the time of discussion between Lamar and Weston. City Attorney Bailey went over the proper procedures and

steps that need to be taken. Councilman Bohan stated the signs were not negative and there would be no purpose to be taken down, they were advertisement for local businesses.

### **New Business**

**Museum of American Glass State Culture & History Grant \$1188.00 (Action Requested):** Councilwoman Gump recused herself from the requested because she is a member putting on the Chocolate Festival. Councilwoman Rogers expressed to council that it is a well-known event that brings a lot of people into our town. Councilwoman Rogers made a motion seconded by Councilman Curtis to **approve** the Museum of American Glass State and Culture & History Grant for \$1188.00. **Motion carried.**

**Municipal Fees Board Discussion about Appointing Members and Substitute Members:** City Attorney Bailey expressed we have three members on the board, and one member was appointed by the Chamber of Commerce which is no longer at the Chamber of Commerce. Councilwoman Rogers suggested to reach out to that person to see if they would like to be a board member. City Attorney Bailey expressed we will need an alternate in case one of the three cannot make it in case of a tie decision. Councilman Curtis made a motion seconded by Councilwoman Gump to **approve** Vice Mayor Councilwoman Rogers as the alternate member. **Motion carried.**

### **Single Line Audit/Use of Federal Funds Decision:**

**Ordinance 2023-01 Acquiring an Easement on Property on Reservoir Street First Reading (Action Requested):** City Manager Stansberry explained the reasoning for the easement for the Street Department to have access for turning spot and for people to park when visiting the cemetery. City Manager Stansberry explained that three spots will be paved, two will be for the property owner and one will be for the city. City Manager Stansberry expressed to acquire the easement the City of Weston will maintain the retaining wall and upkeep on the road.

Councilman Curtis made a motion seconded by Councilman Bohan to **approve** the first reading of Ordinance 2023-01 Acquiring an Easement on Property on Reservoir Street by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

City Clerk Piercy read the Ordinance 2023-01 Acquiring an Easement on Property on Reservoir Street first reading by title only.

Councilwoman Gump made a motion seconded by Councilman Bohan to **approve** the first reading of Ordinance 2023-01 Acquiring an Easement on Property on Reservoir

Street by title only. (**Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes**). **Motion carried.**

**Discussion of Annexation to B & O and First Due Fire:** City Manager Stansberry provided council with a handout of “why annex”, giving a brief outline of the city’s history and achievements that could be reached if able to annex. City Manager Stansberry provided a handout of the costs to annex and explained the five major revenue generation areas of Property Taxes, Business and Occupation Tax, Sales Tax, Municipal Fees, and Utility Excise Tax. City Manager Stansberry provided council with a handout of the benefits of annexation listing some of the tangible benefits. City Manager Stanberry provided a handout to council of what do we do, which describes each department and the job they perform along with the future goal of each department. With the handouts City Manager Stansberry asked the council to review and provide feedback. Mayor Harrison Edwards asked for City Manager Stansberry to draft a proposal for the next regular session meeting in February.

### **Reports of City Council**

**Mayor Harrison Edwards** informed that she would continue having coffee with the mayor the first Wednesday in March at 11:00 a.m. at the Coffee House. Mayor Harrison Edwards will be attending the Municipal Winter Conference in February and reminded of the Fire Department and Police Department Pension meetings to be scheduled. Mayor Harrison Edwards also mentioned of getting mowing bids in place for the upcoming mowing.

**Councilwoman Rogers Ward I** reminded everyone of the upcoming election in June. Councilwoman Rogers thanked everyone involved for the Skating Rink it was a community effort along with the Parks and Recreation, the city employees, the police force for providing extra patrolling and all the citizens that attended.

**Councilman Bohan Ward II** during the stretch of the cold weather with everything freezing including some of his properties he thanked everyone for all they did during that five-to-six-day period.

**Councilwoman Gump Ward III** wished everyone a Happy New Year for 2023. Councilwoman Gump expressed that the city has made a lot of progress with the help of staff, fellow council members, department heads, and the city constituents. Councilwoman Gump expressed that she felt annexation will be a good way moving forward.

**Councilman Curtis Ward IV** expressed that he agrees with Councilwoman Gump that annexation will help the city move forward and everyone will need to come together and



work together. Councilman Curtis agreed with City Manager Stansberry finding ways to get businesses to want to be annexed by offering discounts and providing services.

**Adjournment**

Councilman Curtis made a motion seconded by Councilman Bohan to **adjourn** at 8:11 p.m. **Motion carried.**

Attest

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Mayor, Kim Harrison Edwards

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City Clerk, Judy Piercy



Special Session City Council  
Monday, January 9, 2023 at 6:00 p.m.  
City Municipal Building

**Present:** Mayor Kim Harrison Edwards, Councilperson Sherry Rogers, Randy Bohan, Debbie Gump, Herb Curtis, City Manager Nate Stansberry, City Attorney Brian Bailey, City Clerk Judy Piercy, Finance Director Susie Johnston, Street Commissioner Mike Starett.

**Call to Order:** Mayor Harrison Edwards called the meeting to order at 6:03 p.m.

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

**Public Comment:** No one signed up to speak.

Councilwoman Gump made a motion seconded by Councilman Bohan to amend the agenda to do New Business first.

### **New Business**

**Ordinance 2023-02 Ordinance for 15 MPH Speed Limit on Summit Street (Action Requested):** Councilwoman Gump made a motion seconded by Councilman Bohan to have the first reading of the Ordinance 2023-02 Ordinance for 15 MPH Speed Limit on Summit Street by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

City Clerk Piercy read the Ordinance 2023-02 Ordinance for 15 MPH Speed Limit on Summit Street first reading by title only.

Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** the first reading of Ordinance 2023-02 Ordinance for 15 MPH Speed Limit on Summit Street by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

**Ordinance 2023-03 Ordinance for Speed Limit Adjustment for Cottage Avenue/First Street (Action Requested):** Councilwoman Gump made a motion seconded by Councilwoman Rogers to approve the first reading of Ordinance 2023-03 Ordinance for Speed Limit Adjustment for Cottage Avenue/First Street by title only.

City Clerk Piercy read the Ordinance 2023-03 Ordinance for Speed Limit Adjustment for Cottage Avenue/First Street first reading by title only.

Councilwoman Rogers made a motion seconded by Councilman Bohan to **approve** the first reading of Ordinance 2023-02 Ordinance for Speed Limit Adjustment for Cottage Avenue/First Street by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

**Grant for Engineering Fees (Action Requested):** City Manager Stansberry went over the Survey and Planning Grants. They did not have enough participants so they opened it back up and the grant will be \$15,000 with a 30% match. Councilwoman Rogers made a motion seconded by Councilman Curtis to approve the submission of the Grant for Engineering Fees. **(Roll call of votes, Councilwoman Rogers yes, Councilman Bohan yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

### **Old Business**

**Review and Confirm Updates to City Code:** City Attorney Bailey provided the council with a copy of the City Codes starting at Chapter 32: Boards and Commissions and ending with Chapter 34: Police Court 34:99 Penalty. City Attorney Bailey, City Manager Stansberry, and the council read over the different codes making language changes and deletions when necessary.

**City Manager Update:** City Manager Stansberry informed the council of the following updates:

- City Manager Stansberry and City Attorney Bailey will be going to Charleston on January 10, 2023, for the West Virginia Municipal League Conference Meet and Greet the Legislature.
- City Manager Stansberry and Mayor Harrison Edwards have been working on Annexation, Municipal Fees, and First Due Fire Fees to have a draft proposal by Regular Session on February 6, 2023.
- Working with the contractor to get the areas around the Columbia Club cleaned up. Building /Code/Zoning Enforcement Officer Marty Lewis will be there to insure it is getting cleaned up. In a discussion of the fencing along the property line City Manager Stansberry stated the 4x4s were rotted at the base which the wind could have blown them over, and some dirt was moved, and it was strawed and seeded back. City Manager Stansberry will look at the fire pit which was made of bricks.
- City Manager Stansberry discussed a \$3000 fee from the Mills Group to determine how to provide ADA access to the Cultural Center.

### **Adjournment**

Councilman Bohan made a motion seconded by Councilwoman Gump to adjourn at 7:35 p.m. Motion carried.

Attest

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Mayor, Kim Harrison Edwards

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City Clerk, Judy Piercy



Special Session City Council  
Tuesday, January 17, 2023 at 6:00 p.m.  
City Municipal Building

**Present:** Mayor Kim Harrison-Edwards, Councilwoman Sherry Rogers, Councilwoman Debbie Gump, Councilman Herb Curtis (excused), City Manager Nate Stansberry, City Attorney Brian Bailey, Finance Director Susie Johnston, Interim Chief Mike Posey (excused), Chief Jimmy Suttle (excused), Building/Code/Zoning Enforcement Officer Marty Lewis, Street Commissioner Mike Starett, Sanitary Director Dee Evans (excused). Councilman Randy Bohan joined by Zoom.

**Call to Order/Moment of Silence:** Mayor Harrison-Edwards called the meeting to order at 6:08 p.m.

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

**Public Comment:** No one to speak.

**Ordinance 2023-02 Ordinance for 15 MPH Speed Limit on Summit Street (Second Reading) (Action Requested):** Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** the second reading of Ordinance 2023-02 Ordinance for 15 MPH Speed Limit on Summit Street by title only. **Motion carried.**

City Clerk Piercy read Ordinance 2023-02 Ordinance for the 15 MPH Speed Limit on Summit Street second reading by title only.

Councilwoman Gump made a motion to have the second reading of Ordinance 2023-02 Ordinance for the 15 MPH Speed Limit on Summit Street by title only. The second motion received from Councilwoman Rogers. **Motion carried.** The first reading by title only of Ordinance 2023-02 Ordinance for the 15 MPH Speed Limit on Summit Street was read on January 09, 2023. The approval of the second reading enacts the Ordinance 2023-02 Ordinance for the 15MPH Speed Limit on Summit Street.

**Ordinance 2023-03 Ordinance for the City of Weston Creating 15 MPH Speed Limit on Cottage Avenue (Second Reading) (Action Requested).** Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** the second reading of Ordinance 2023-03 by title only.

City Clerk Piercy read the Ordinance 2023-03 Ordinance for the City of Weston Creating 15 MPH Speed Limit on Cottage Avenue second reading by title only.

Councilwoman Rogers made a motion to have the second reading of Ordinance 2023-03 for the City of Weston Creating 15 MPH Speed limit on Cottage Avenue by title only. The



second motion made by Councilwoman Gump. **Motion carried.** The first reading by title only of Ordinance 2023-03 Ordinance for the City of Weston Creating 15 MPH Speed Limit on Cottage Avenue was read on January 9, 2023. The approval of the second reading enacts the Ordinance 2023-03 Ordinance for the City of Weston Creating 15 MPH Speed Limit on Cottage Avenue.

**Review and Confirm Updates to City Code:** City Attorney Bailey provided the council with a copy of the City Codes starting at Chapter 35: Police Department and ending with References to State Code §39.086. City Attorney Bailey, City Manager Stansberry and the City Council read over the different codes making language changes and deletions when necessary. Some codes will need to be pursued further to follow State Code language changes by City Attorney Bailey.

**City Manager Update:** City Manager Stansberry gave an update of the following:

- attended a Farmers Market Meeting and invited them to come back into the City of Weston and offered to set them up at the City Municipal Building. City Manager Stansberry expressed the city will do there best to accommodate their needs.
- is helping AmeriCorp Volunteer Jacob Wingett in building relationships with different people and organizations getting to know everyone and promoting our events.
- will get a proposal for the First Due Fire to give out at the next City Code meeting.

### **Next Meeting Date**

January 23, 2023 at 6:00 p.m.

### **Adjournment**

Councilwoman Gump made a motion seconded by Councilwoman Rogers to **adjourn** at 7:14 p.m. **Motion carried.**

Attest

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Mayor, Kim Harrison-Edwards

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City Clerk, Judy Piercy



Special Session City Council  
Monday, January 23, 2023 at 6:00 p.m.  
City Municipal Building

**Present:** Mayor Kim Harrison-Edwards, Councilwoman Sherry Rogers, Councilman Randy Bohan via Zoom, Councilwoman Debbie Gump, Councilman Herb Curtis, City Manager Nate Stanberry, City Attorney Brian Bailey, City Clerk Judy Piercy, Building/Code/Zoning Enforcement Officer Marty Lewis, Street Commissioner Mike Starett.

**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 stand for the Pledge of Allegiance.

**Public Comment:** No one to speak.

### **Old Business**

**Review and Confirm Updates to City Code:** City Attorney Bailey provided the council with a copy of the City Codes of Chapter 35: Police Section showing the proposed changes that were discussed in the meeting on January 17, 2023. City Attorney Bailey provided to the council the proposed §36.05 Civil Defense Council Established; Organization with requirements in line with WV State Code §15-5-8.

**City Manager Update:** City Manager Stansberry gave an update of the following:

- Farmers Market is still discussing the usage of the city parking lot.
- Working on getting bids for painting the Municipal Building.
- Conversation will take place on Wednesday on the Ventrac.
- Still in the running for the Riverfront Project via Congressional Earmark was expressed by Mayor Harrison-Edwards.

Councilwoman Gump made a motion seconded by Councilwoman Rogers to **enter** executive session for discussion of litigation pertaining to the City Sanitary Board at 6:34 p.m. **Motion carried.**

Councilwoman Gump made a motion seconded by Councilwoman Rogers to **exit** executive session at 6:47 p.m. **Motion carried.**

### **Next Meeting Date**

January 30, 2023 at 6:00 p.m.



**Adjournment**

Councilman Bohan made a motion seconded by Councilwoman Rogers to adjourn at 6:49 p.m. **Motion carried.**

Attest

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Mayor, Kim Harrison Edwards

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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."*

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



City of Weston Committee and/or Commission  
Application

Name: Alan R Westfall

Address: 421 Main Ave.  
Weston, WV 26452

Telephone: (home) N/A (cell) 304-439-1211

Email address: alan@qualitywater.com

If you are currently sitting on any City Committees and/or Commission please list them: N/A

Please mark each committee and/or commission you wish to be appointed to

Planning Commission

Weston Fine Arts Committee

Historical Landmarks Commission

Fairs and Festival Committee

Parks and Recreation

Zoning Board

URA

Please give a detailed summary of your experience, education and/or training that would contribute to the committee and/or commission you are requesting to be appointed to:

Graduated BHHS, Electrical at Fred Eberly Tech, Attended  
Fairmont State, Served as Vice Chair to the WV  
Libertarian Executive Committee, Served as a Committee  
member on the Buckhannon Young Life Committee, Serving  
as Deacon at Victory Church, Young Life Volunteering  
Former Youth Pastor for two different Churches,  
Co-owner of 5 local businesses, COO of QWS,

Alan R Westfall  
Signature

1/5/2023  
Date

This application will be reviewed by the City of Weston Council. If you are picked to be appointed to the committee and/or commission you selected the City of Weston will contact you.

WESTON SANITARY BOARD

702 N. MAIN AVENUE

WESTON, WV 26452 (304)269-1300

MONTHLY REPORT

FEBRUARY 6, 2023

**PROJECT UPDATES**

PHASE I PROJECT

- The DEP has given Prior Approval to add \$125,440.63 of additional sludge removal to SYNAGRO's contract increasing the quantity of sludge removal from 630 dry ton to 766 dry tons. Part of this money remaining is DEP funds from the BVTSCC Project that they are allowing us to use for additional sludge removal. The remaining funds are coming from the contingency money from the blower contract and from bid underrun funds of the sludge removal project. To simplify it, basically we are using up any remaining DEP funds along with remaining City and County ARPA money that was dedicated to sludge removal. Essentially, this change order increases the contract amount for the sludge removal to expend all remaining funds. At the end of December, they had removed 424 Dry tons and they will be providing another pay application early next week.

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 is still under construction.
- At some point, a draft of an O & M Agreement between the Mill and the Weston Sanitary Board will need to be developed if the WSB is willing to take over the operation and maintenance of the new system.

PHASE II PROJECT

- Project Accountant was in WSB office to finalize data for Annual PSC Report and continue work on Rule 42 for this Project. Should be completed in time to submit to IJDC in March.

## 20 YEAR MAINTENANCE COST ESTIMATE

- The cost estimate that was put together for the City's estimated 20-year Maintenance costs was submitted to the DEP.

## COLLECTION/TREATMENT

### PLANT

- Chain on Filter Membrane broke and was repaired.
- SYNAGRO demobilized centrifuge and brought in a Belt Press
- Driveway and Parking lots full of potholes and mud due to heavy truck traffic with sludge removal
- Obtaining quotes on 4 DO Probes (lightning strike) approximately \$7800
- 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

- Dug up and Repaired 535 West Second Street
- DHHR Building-We were called out on a Saturday after being told there was a clean out and lines were stopped up. When we got there, there was no clean out and we were told to bring the jet hose inside the building and put down the toilet. We declined as our insurance company will not cover this practice and it is a very dangerous practice. We were asked to run the main line to verify that it was clear. While running hose in main, the hose burst. The Main was clear. Hose has been replaced.
- Miss Utility Mark-outs

### PUMPS

- Still pulling pumps routinely at Weston Manor.
- Dancer Pump sent out for repair
- Quote on pump repair for Stations 5 and Station 7 are \$19,900 each for Wilo 55 hp. New Barnes 60 hp is 36K
- New VFD arrived for Jackson Mill

### JET CALLS

☛ 13 Jet Calls 5 Mains 6 Laterals 2 No Clean-outs

## **DIRECTOR/OFFICE**

- ☐ Working daily on financial reporting for Annual PSC Report and Financial Reports for Project as well as Rate Analysis with Accountant.
- ☐ Meeting on Feb 3 at WSB Office with Accountant to go over info for PSC Report
- ☐ Meeting with WSB, City Personnel, Attorneys, Mediator and BVTSCC Resident to try to resolve issues arising from BVTSCC Project.
- ☐ Mailed over 3000 customer Bills and City Newsletter to Residents in January
- ☐ Preparing February Billing
- ☐ Preparing information needed for Water Terminations in February/March
- ☐ 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
- ☐ Accounts Payable
- ☐ Payroll Reports
- ☐ Daily/Monthly Reports
- ☐ PEIA Maintenance and Billing
- ☐ PERS Reporting/Billing
- ☐ Daily/Weekly conversations with Engineers/Special Council regarding project
- ☐ Working with customers to obtain assistance from Mountaineer Rental for past due WSB Bills
- ☐ Taking calls for Plant to help alleviate extra work for guys at plant

---

Dee Evans, Director



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**Huntington Public Funds Economy Checking** **Account: -----8409**

<b>Statement Activity From:</b>		<b>Beginning Balance</b>	<b>\$38,669.69</b>
<b>01/01/23 to 01/31/23</b>		<b>Credits (+)</b>	<b>4,296.10</b>
		Electronic Deposits	4,296.10
<b>Days in Statement Period</b>	<b>31</b>	<b>Total Service Charges (-)</b>	<b>10.00</b>
		<b>Ending Balance</b>	<b>\$42,955.79</b>
<b>Average Ledger Balance*</b>	<b>39,912.10</b>		
<b>Average Collected Balance*</b>	<b>39,912.10</b>		

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

**Other Credits (+)** **Account:-----8409**

Date	Amount	Description
01/23	4,296.10	WVTREASURY COAL SEV 230123 COAL0223 NTE*AUTO2301057394 *COAL0000000000 76214*COAL0223

**Service Charge Detail** **Account:-----8409**

Date	Service Charge (-)	Waives and Discounts (+)	Description
01/17	10.00		BUSINESS ONLINE SERVICE FEES

**Service Charge Summary** **Account:-----8409**

Previous Month Service Charges (-)	\$10.00
Total Service Charges (-)	\$10.00

**Balance Activity** **Account:-----8409**

Date	Balance	Date	Balance	Date	Balance
12/31	38,669.69	01/17	38,659.69	01/23	42,955.79

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# Community Development Fund

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## Huntington Public Funds Economy Checking

Account: -----0624

<b>Statement Activity From:</b> 01/01/23 to 01/31/23		<b>Beginning Balance</b>	<b>\$1,188.44</b>
		<b>Credits (+)</b>	<b>3,059.00</b>
		Electronic Deposits	3,059.00
<b>Days in Statement Period</b> 31		<b>Debits (-)</b>	<b>104.49</b>
		Regular Checks Paid	104.49
<b>Average Ledger Balance*</b> 2,553.07		<b>Total Service Charges (-)</b>	<b>0.00</b>
<b>Average Collected Balance*</b> 2,553.07		<b>Ending Balance</b>	<b>\$4,142.95</b>

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

## Other Credits (+)

Account: -----0624

Date	Amount	Description
01/18	3,059.00	BUS ONL TFR FRM CHECKING 011823 XXXXXX8454

## Checks (-)

Account: -----0624

Date	Amount	Check #	Date	Amount	Check #
01/27	104.49	11900668			

(\*) 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.

## Service Charge Summary

Account: -----0624

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

## Balance Activity

Account: -----0624

Date	Balance	Date	Balance	Date	Balance
12/31	1,188.44	01/18	4,247.44	01/27	4,142.95

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Statement Period from 01/01/23 to 01/31/23 Page 1 of 2

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**Huntington Public Funds Economy Checking**

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

Statement Activity From:  
 01/01/23 to 01/31/23

Days in Statement Period 31

Average Ledger Balance\* 572,544.79  
 Average Collected Balance\* 565,553.82

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

<b>Beginning Balance</b>	<b>\$562,535.98</b>
<b>Credits (+)</b>	<b>331,225.65</b>
Regular Deposits	133,576.72
Electronic Deposits	197,648.93
<b>Debits (-)</b>	<b>164,013.00</b>
Regular Checks Paid	37,742.44
Electronic Withdrawals	126,270.56
<b>Total Service Charges (-)</b>	<b>50.00</b>
<b>Ending Balance</b>	<b>\$729,698.63</b>

**Deposits (+)**

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

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/03	7,642.70		Brch/ATM	01/25	49,350.16		Brch/ATM
01/03	3,325.83		Brch/ATM	01/25	9,550.62		Brch/ATM
01/03	1,016.18		Brch/ATM	01/25	8,698.53		Brch/ATM
01/06	2,206.39		Brch/ATM	01/25	3,472.41		Brch/ATM
01/19	15,773.47		Brch/ATM	01/31	11,625.79		Brch/ATM
01/19	9,230.97		Brch/ATM	01/31	5,624.73		Brch/ATM
01/19	4,429.53		Brch/ATM	01/31	1,629.41		Brch/ATM

**Other Credits (+)**

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

Date	Amount	Description
01/03	150.00	INTUIT 24366965 DEPOSIT 221231 524771998921412
01/04	134.25	INTUIT 46557275 DEPOSIT 230104 524771998921412
01/05	20.00	INTUIT 54612055 DEPOSIT 230105 524771998921412
01/06	150.00	INTUIT 59843295 DEPOSIT 230106 524771998921412
01/09	50.00	INTUIT 67101495 DEPOSIT 230107 524771998921412
01/10	961.24	INTUIT 78989435 DEPOSIT 230110 524771998921412
01/11	676.72	INTUIT 82825605 DEPOSIT 230111 524771998921412
01/12	100.00	INTUIT 89920965 DEPOSIT 230112 524771998921412
01/17	958.84	WVTREASURY LOTTBLGAME 230117 721020
01/17	36.77	WVTREASURY LOTTGRNBRI 230117 721020

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**Huntington Public Funds Economy Checking**

Account: -----0149

<b>Statement Activity From:</b>		<b>Beginning Balance</b>	<b>\$378.70</b>
<b>01/01/23 to 01/31/23</b>		<b>Total Service Charges (-)</b>	<b>0.00</b>
		<b>Ending Balance</b>	<b>\$378.70</b>
Days in Statement Period	31		
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

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

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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.

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**Huntington Public Funds Economy Checking**

Account: -----8823

<b>Statement Activity From:</b> 01/01/23 to 01/31/23		<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	31		
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

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

<b>Statement Activity From:</b>		<b>Beginning Balance</b>	<b>\$22,331.41</b>
<b>01/01/23 to 01/31/23</b>		<b>Credits (+)</b>	<b>97,682.27</b>
		Electronic Deposits	97,682.27
<b>Days in Statement Period</b>	<b>31</b>	<b>Debits (-)</b>	<b>99,719.47</b>
		Regular Checks Paid	3,299.91
<b>Average Ledger Balance*</b>	<b>23,105.16</b>	Electronic Withdrawals	88,256.57
<b>Average Collected Balance*</b>	<b>23,105.16</b>	Wire Transfer Debits	8,162.99
		<b>Total Service Charges (-)</b>	<b>0.00</b>
		<b>Ending Balance</b>	<b>\$20,294.21</b>

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

**Other Credits (+)**

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

<b>Date</b>	<b>Amount</b>	<b>Description</b>
01/04	45,397.44	BUS ONL TFR FRM CHECKING 010423 XXXXXX8454
01/18	39,350.11	BUS ONL TFR FRM CHECKING 011823 XXXXXX8454
01/27	12,934.72	BUS ONL TFR FRM CHECKING 012723 XXXXXX8454

**Checks (-)**

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

<b>Date</b>	<b>Amount</b>	<b>Check #</b>	<b>Date</b>	<b>Amount</b>	<b>Check #</b>
01/03	2,049.28	10084	01/03	1,250.63	10085

(\*) 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**

<b>Date</b>	<b>Amount</b>	<b>Description</b>
01/05	11,338.16	ADP Tax ADP Tax 230105 09VJH 010501A01
01/05	32,168.97	ADP WAGE PAY WAGE PAY 230105 930327092885VJH
01/18	5,694.92	WVTREASURY CPRB WEB 230118 X23100
01/19	7,557.16	ADP WAGE PAY WAGE PAY 230119 930127249854VJH
01/19	9,438.48	ADP Tax ADP Tax 230119 09VJH 011903A01
01/19	20,821.17	ADP WAGE PAY WAGE PAY 230119 761065202972VJH

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**Huntington Public Funds Economy Checking** **Account: -----1076**

<b>Statement Activity From:</b> 01/01/23 to 01/31/23		<b>Beginning Balance</b>	<b>\$1,550.88</b>
		<b>Total Service Charges (-)</b>	<b>0.00</b>
		<b>Ending Balance</b>	<b>\$1,550.88</b>
Days in Statement Period	31		
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**

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

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Rainy Day fund



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**Huntington Public Funds Economy Checking**

**Account: -----4364**

Statement Activity From:  
01/01/23 to 01/31/23

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

Days in Statement Period 31

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

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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. ©2023 Huntington Bancshares Incorporated.

Statement Period from 01/01/23 to 01/31/23 Page 1 of 1





**City of Weston  
Gross Revenue by Source, Month-to-Month Comparison  
Fiscal Year 2023**

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD Total
Municipal Fees	\$ 163,604.50	\$ 48,019.00	\$ 10,296.25	\$ 13,901.47	\$ 8,973.00	\$ 7,015.94	\$ 259,990.78
B&O	\$ 104,930.11	\$ 78,219.63	\$ 2,698.26	\$ 119,449.09	\$ 44,895.30	\$ 9,082.06	\$ 435,836.37
Business License	\$ 5,927.50	\$ 3,675.90	\$ 515.00	\$ 465.00	\$ 475.00	\$ 777.50	\$ 12,177.15
Permits	\$ 562.50	\$ 682.50	\$ 440.00	\$ 1,316.00	\$ 487.50	\$ 220.00	\$ 4,413.50
Excise Tax	\$ 11,465.61	\$ 12,785.96	\$ 11,848.66	\$ 13,842.72	\$ 11,678.31	\$ 9,713.42	\$ 108,505.43
Reimbursement	\$ 1,214.17	\$ 4,672.48	\$ 20,496.29	\$ 4,759.16	\$ 13,595.51	\$ 607.08	\$ 46,055.79
Franchise Tax	\$ 3,213.32	\$ 250.00	\$ 2,866.98	\$ 3,078.38	\$ 3,026.95	\$ 2,974.26	\$ 18,096.54
Property Tax	\$ 3,481.81	\$ 36,463.09	\$ 142,896.26	\$ 36,189.98	\$ 15,278.13	\$ 5,321.54	\$ 254,025.57
Police	\$ 533.00	\$ 1,095.00	\$ 1,424.62	\$ 1,696.00	\$ 501.00	\$ 515.00	\$ 6,698.62
Animal Tax	\$ 5.52	\$ 70.00	\$ 216.00	\$ 189.00	\$ 48.60	\$ 32.40	\$ 561.52
Paid Parking	\$ 1,200.00	\$ -	\$ 70.00	\$ 70.00	\$ -	\$ -	\$ 1,480.00
Money from Jerry Stout	\$ 311.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311.40
Donation	\$ 818.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 818.00
Property Registration	\$ -	\$ -	\$ 1,375.00	\$ 3,750.00	\$ 750.00	\$ 250.00	\$ 6,319.00
<b>Total Gross Revenue</b>	<b>\$ 297,267.44</b>	<b>\$ 185,933.56</b>	<b>\$ 195,143.32</b>	<b>\$ 198,706.80</b>	<b>\$ 99,709.30</b>	<b>\$ 36,566.80</b>	<b>\$ 1,155,497.27</b>

*Weston, the Heart of West Virginia*

102 W. Second Street  
Weston, WV 26452

P 304.289.6141  
F 304.289.7842

Kim Harrison  
Mayor

**CITY OF WESTON**  
**Profit & Loss**  
July 2022 through January 2023

City of Weston  
Expense Report  
07/01/2022-1/31/2023

<b>409.000 · MAYOR'S OFFICE</b>	
409.103 · MAYOR'S OFFICE OFFICIALS SALARIE	2,500.00
409.104 · MAYOR'S OFFICE PAYROLL TAXES	191.25
<b>Total 409.000 · MAYOR'S OFFICE</b>	<b>2,691.25</b>
<b>410.00 · CITY COUNCIL</b>	
410.103 · CITY COUNCIL OFFICAL'S SALARIES	4,000.00
410.104 · CITY COUNCIL PAYROLL TAXES	306.00
410.568 · CITY COUNCIL CONTRIBUTIONS	250.00
<b>Total 410.00 · CITY COUNCIL</b>	<b>4,556.00</b>
<b>412.000 · CITY MANAGER</b>	
412.103 · CITY MANAGER WAGES	27,946.29
412.104 · CITY MANAGER-PAYROLL TAXES	2,084.80
412.221 · CITY MANAGER TRAINING AND ED	300.00
412.341 · CITY MANAGER'S SUPPLIES & MATER	307.53
<b>Total 412.000 · CITY MANAGER</b>	<b>30,648.62</b>
413.237 · TREASURER'S FEES AND TAXES	-134.00
<b>414.000 · FINANCE OFFICE</b>	
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	10,746.29
414.237 · FINANCE OTHER FEES & TAXES	309.15
414.341 · FINANCE DEPT / SUPPLIES	125.90
<b>Total 414.000 · FINANCE OFFICE</b>	<b>97,167.98</b>
<b>415.000 · CITY CLERK'S OFFICE</b>	
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
<b>Total 415.000 · CITY CLERK'S OFFICE</b>	<b>29,875.82</b>
<b>416.000 · POLICE JUDGE'S OFFICE</b>	
416.103 · POLICE JUDGE'S OFFICAL'S SALARY	3,250.00
416.104 · POLICE JUDGE'S PAYROLL TAX	248.65

**CITY OF WESTON**  
**Profit & Loss**  
July 2022 through January 2023  
City of Weston

416.221 · POLICE JUDGE'S TRAINING & ED	150.00
<b>Total 416.000 · POLICE JUDGE'S OFFICE</b>	<b>3,848.65</b>
<b>417.000 · CITY ATTORNEY'S OFFICE</b>	
417.103 · CITY ATTORNEY SALARIES & WAGES	16,351.41
417.104 · CITY ATTORNEY PAYROLL TAXES	1,250.89
417.220 · CITY ATTORNEY LEGAL FEES ADVICE	525.00
417.221 · ATTORNEY TRAINING FEES	300.00
417.222 · CITY ATTORNEY DUES AND SUBSCRIP	840.00
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>27,820.29</b>
<b>435.000 · REGIONAL DEVELOPMENT AUTHORITY</b>	
435.222 · REGIONAL DEV AUTHORITY-DUES&SUB	4,545.00
<b>Total 435.000 · REGIONAL DEVELOPMENT AUTHORITY</b>	<b>4,545.00</b>
<b>436.000 · BUILDING AND CODE</b>	
436.103 · CODE ENFORCEMENT WAGES	16,859.23
436.104 · CODE ENFORCEMENT-PAYROLL TAX	1,289.20
436.214 · CODE ENFORCEMNT TRAVEL	157.46
436.217 · CODE ENFORMENT VEHICLE MAINT	58.22
436.220 · CODE ENFORCEMENT LEGAL ADS	13.50
436.221 · CODE ENFORCEMENT TRAINING & ED	665.46
436.230 · CODE ENFORCEMEMENT CONTRACT SVC	
436.800 · CODE ENFORCEMENT TREE REMOVAL	13,350.00
436.801 · 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>25,117.00</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>44,872.83</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	67,061.00
440.113 · CITY HALL / EYE & DENTAL INS	4,359.06
440.114 · COMMERCIAL LIABILITY INS	213.16
440.116 · CITY HALL / WVML UNEMPLOYMENT	3,593.13
440.211 · CITY HALL TELEPHONE	2,814.76
440.213 · CITY HALL UTILITIES	
440.250 · CITY HALL GAS UTILITY	575.31

**CITY OF WESTON**  
**Profit & Loss**  
July 2022 through January 2023  
City of Weston

440.251 · CITY HALL WATER	719.64
440.253 · CITY HALL ELECTRIC	3,211.51
<b>Total 440.213 · CITY HALL UTILITIES</b>	<b>4,506.46</b>
440.215 · CITY HALL M & R BLDGS & GROUNDS	6,851.88
440.218 · CITY HALL POSTAGE	7.38
440.220 · CITY HALL - ADVERTISING	1,453.13
440.221 · CITY HALL TRAINING / TUITION	441.94
440.222 · CITY HALL DUES & SUBS	187.50
440.223 · CITY HALL-CONTRACTED SERVICES	209.56
440.226 · CITY HALL INSURANCE LIABILITY	1,500.00
440.229 · CITY HALL COMPUTER SER & SOFTWA	14,577.78
440.230 · CITY HALL CONTRACTED SERVICES	3,168.10
440.232 · CITY HALL BANK CHARGES	2,793.50
440.236 · CITY H ALL PROPERTY TAXES	889.55
440.252 · CITY HALL SANITARY SEWAGE	260.29
440.341 · CITY HALL SUPPLIES & MATERIALS	4,161.17
<b>Total 440.000 · CITY HALL</b>	<b>180,999.81</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	12,871.65
700.218 · POLICE POSTAGE	18.05
700.220 · POLICE - ADVERTISING	330.00
700.221 · POLICE TRAINING & EDUCATION	-1,220.56
700.223 · POLICE PROFESSIONAL SERVICES	110.00
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	2,178.86
700.343 · POLICE FUEL, OIL & TIRES	5,595.65
700.345 · POLICE UNIFORMS	2,503.80
700.459 · POLICE CAPITAL OUTLAY	10,980.56
<b>Total 700.000 · POLICE DEPARTMENT</b>	<b>190,646.40</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	1,830.53
706.213 · FIRE DEPT UTILITIES ELECTRIC	3,564.62
706.215 · FIRE DEPT / BUILDING MAINT.	6.88

**CITY OF WESTON**  
**Profit & Loss**  
July 2022 through January 2023  
City of Weston

706.216 · FIRE DEPT EQUIP MAINT	2,868.91
706.217 · FD VEHICLE MAINTENANCE	1,585.48
706.223 · F D PROFESSIONAL SERVICES	1,183.00
706.250 · FIRE DEPT GAS UTILITY	2,066.23
706.251 · FIRE DEPT WATER	562.58
706.252 · FIRE DEPT SANITARY SEWAGE	299.87
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	41,095.58
<b>Total 706.000 · FIRE DEPARTMENT</b>	<b>196,329.22</b>
<b>711.000 · COMM. CNTR/CNTRL DISPATCH</b>	
711.230 · COMM. CENTER 911 CONTRACTED SER	23,100.00
<b>Total 711.000 · COMM. CNTR/CNTRL DISPATCH</b>	<b>23,100.00</b>
<b>715.000 · FIRE HYDRANTS</b>	
715.251 · FIRE HYDRANT WATER UTILITY	3,581.68
<b>Total 715.000 · FIRE HYDRANTS</b>	<b>3,581.68</b>
<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	2,159.73
750.251 · STREET DEPT WATER	382.48
750.252 · STREET DEPT SANITARY SEWAGE	325.11
750.253 · STREET DEPT / ELECTRIC	390.00
750.213 · STREETS & HWY UTILITIES - Other	1,767.10
<b>Total 750.213 · STREETS &amp; HWY UTILITIES</b>	<b>5,024.42</b>
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
750.218 · STREETS & HWY BLDG & EQUIP RENT	4,745.75
750.223 · STREETS & HWY PROFESSIONAL FEES	1,032.73
750.226 · STREETS & HWY INSURANCE & BOND	250.00
750.230 · STREETS & HWY CONTRACTED SERVIC	
750.231 · STREETS & HWY TREE REMOVAL	250.00
750.232 · STREET DEPT CHRISTMAS LIGHTS	2,146.26
750.230 · STREETS & HWY CONTRACTED SERVIC - Other	2,475.00
<b>Total 750.230 · STREETS &amp; HWY CONTRACTED SERVIC</b>	<b>4,871.26</b>
750.341 · STREETS & HWY SUPPLIES & MAT	
750.600 · STREET DEPT HOT MIX ASPHALT	15,492.03
750.601 · STREET DEPT STONE	3,712.27

**CITY OF WESTON**  
**Profit & Loss**  
July 2022 through January 2023  
City of Weston

	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>	<b>22,137.00</b>
	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
	750.457 · CAPITAL OUTLAY-BUILDINGS	120.00
	750.459 · STREETS & HWY CAPITAL OUTLAY	25,000.00
	<b>Total 750.000 · STREET DEPARTMENT</b>	<b>216,162.02</b>
	<b>751.000 · STREET LIGHTS</b>	
	751.213 · STREET LIGHTS UTILITIES	37,905.15
	751.216 · STREET LIGHTS MAINTENANCE/UPDAT	1,479.00
	<b>Total 751.000 · STREET LIGHTS</b>	<b>39,384.15</b>
	<b>752.000 · SIGNS AND SIGNALS</b>	
	752.213 · SIGNS & SIGNALS UTILITIES	1,130.57
	752.341 · SIGNS & SIGNALS SUPPLIES & MAT	52.00
	<b>Total 752.000 · SIGNS AND SIGNALS</b>	<b>1,182.57</b>
	<b>753.000 · STREETS SNOW REMOVAL</b>	
	753.341 · SNOW REMOVAL SUPPLIES	5,514.59
	<b>Total 753.000 · STREETS SNOW REMOVAL</b>	<b>5,514.59</b>
	<b>755.000 · STREET CONSTRUCTION</b>	
	755.230 · Street Const-Contracted Svcs	306,187.74
	755.341 · STREET CONST. SUPPLIES	2,963.16
	<b>Total 755.000 · STREET CONSTRUCTION</b>	<b>309,150.90</b>
	<b>756.000 · STREET CLEANING</b>	
	756.230 · ST. CLEANING CONTRACT SVCS	10,450.00
	756.341 · ST. CLEANING SUPPLIES	199.56
	<b>Total 756.000 · STREET CLEANING</b>	<b>10,649.56</b>
	<b>757.000 · SIDEWALKS</b>	
	757.341 · SIDEWALKS / SUPPLIES	4,678.98
	<b>Total 757.000 · SIDEWALKS</b>	<b>4,678.98</b>
	<b>805.000 · STORMSEWER</b>	
	805.341 · STORM SEWER / SUPPLIES	9,124.20
	805.459 · STORM SEWER / EQUIP. CAPITAL	25,000.00
	<b>Total 805.000 · STORMSEWER</b>	<b>34,124.20</b>
	<b>900.000 · Parks and Recreation</b>	
	900.230 · RECREATION CONTRACTED SERVICES	
Total Expense	900.630 · RECREATION MOWING SERVICES	2,550.00
	900.230 · RECREATION CONTRACTED SERVICES - Other	8,904.00
	<b>Total 900.230 · RECREATION CONTRACTED SERVICES</b>	<b>11,454.00</b>
	900.341 · RECREATION SUPPLIES	81.88
	<b>Total 900.000 · Parks and Recreation</b>	<b>11,535.88</b>

**CITY OF WESTON**  
**Profit & Loss**  
July 2022 through January 2023  
City of Weston

911.000 · HISTORIC LANDMARKS COMMISSION	
911.230 · HISTORICAL COMM. CON. SERVICES	3,000.00
Total 911.000 · HISTORIC LANDMARKS COMMISSION	<u>3,000.00</u>
950.000 · BEAUTIFICATION	
950.341 · BEAUTIFICATION-SUPPLIES	4,561.99
Total 950.000 · BEAUTIFICATION	<u>4,561.99</u>
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	<u>6,476.50</u>
977.000 · STREET DEPT-S/T CAP IMPROVEMENT	125,603.66
979.000 · CULTURE & REC	
979.460 · CULTURE&REC GRANT MATCHES	15.66
Total 979.000 · CULTURE & REC	<u>15.66</u>
	<u>1,613,047.85</u>



# State of West Virginia

**John B. McCuskey**

State Auditor

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

February 1, 2023

TO: ALL MUNICIPAL GOVERNMENTS  
STATE OF WEST VIRGINIA

RE: LEVY ESTIMATE (BUDGET) 2023-2024

In accordance with WV Code §11-8-14, as amended, each municipal governing body is required to submit an estimate of revenues and expenditures to the State Auditor for approval. We have posted on our web site the official Levy Estimate-Budget Document prescribed by the State Auditor.

We have continued to refine and improve our procedures which will cut down on the amount of paper being exchanged between our offices and further automate the budget process. If this electronic format is completed correctly, it will automatically perform several checks and alert you of some potential errors or omissions. **In order for the formulas to work correctly it is imperative that you begin filling out the worksheet at the very beginning.**

The instructions for the electronic file are a part of the budget document that you will download from our website. These procedures will also be covered in our "Municipal Budget Workshops."

The budget may be submitted to our office for approval via email. Submitting the budget via email will facilitate the approval process and allow us to respond to you more quickly. **There is a certification statement included in the budget that still must be completed with a signature and emailed (or faxed) to our Clarksburg office.**

Submitting the budget via email is the preferred option. The entity may continue to submit a hard copy of the approved budget to the Clarksburg office. However, we recommend that this file be completed and submitted to the WVSAO electronically via e-mail.

**If incorrect and/or outdated forms are submitted to our office your levy estimate-budget may be returned for correction and will not be considered received until the correct forms are submitted.**

The Levy Estimate-Budget must be submitted to our Clarksburg office between March 7 and March 28. The meeting at which the governing body adopts the budget will stand adjourned until the third Tuesday in April (April 18).

We have enclosed a "Sequence of Events" that will assist you in understanding and meeting the timeframes involved in the budget process.

The Property Valuation Training and Procedures Commission met in January 2023 for the purpose of reviewing and subsequently approving the FY 2023-2024 assessor's valuation fund budget for each of the 55 counties. Enclosed in this mailing are the percentages approved for funding.

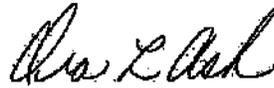
A manual titled "Municipal Government Guideline to the Budget Process" has been prepared to assist municipalities in preparing their budgets. It is available online and can be downloaded from our website, [www.wvsao.gov](http://www.wvsao.gov).

Local Government  
Municipal Forms and Documents

Please feel free to contact this office at any time if we may be of further assistance. The telephone numbers and extensions are:

Office Telephone Numbers		Extension	
Clarksburg Local	304-627-2415	Ora Ash	5114
Toll Free:	877-982-9148	Shellie Humphrey	5119
Charleston Switchboard	304-558-2261	Tiffany Hess	5118

Sincerely,



Ora L. Ash, Deputy State Auditor  
Local Government Services Division

Enclosures: Budget Sequence of Events  
Assessor Valuation Percentages

**WEST VIRGINIA  
MUNICIPAL LEVY ESTIMATE  
OFFICIAL BUDGET SEQUENCE OF EVENTS**



**Prescribed and furnished by the  
West Virginia State Auditor's Office**

West Virginia State Auditor's Office  
Local Government Services  
200 West Main Street, Clarksburg, West Virginia 26301  
Phone: 304- 627-2415 / Toll Free 1-877-982-9148

## SEQUENCE OF EVENTS

A THOROUGH STUDY OF THE FORMS AND CAREFUL PREPARATION OF THE BUDGET DOCUMENT WILL SAVE TIME, LABOR, AND INCONVENIENCE TO ALL CONCERNED. YOUR ATTENTION TO THE FOLLOWING SUGGESTIONS WILL PROVE HELPFUL.

### **BUDGET MEETINGS:**

Between March 7 and March 28 of each year the municipal governing body must meet to construct the budget for the next fiscal year. During this period every elected official, governmental agency, and organization seeking financial support, should appear before the city council to list the projected requirements for the coming year.

### **PUBLICATION OF BUDGET DOCUMENT:**

After the governing body adopts the Budget, the entity must begin publication. The Budget Document must be published once a week for two consecutive weeks in TWO (2) newspapers of general circulation and of opposite politics published in the area. If the area has only one such newspaper, publish in only that newspaper for two weeks.

### **AUDIT AND REVIEW BY THE STATE AUDITOR:**

The State Auditor's Office will audit and review the Budget Document. Prior to the third Tuesday in April, the Auditor's Office will notify the entity by letter of the results of this audit and review. **If the auditor's office requires any changes, these changes must be made immediately and the auditor's office notified of the changes.**

### **LAYING THE LEVY:**

Each entity **MUST MEET** on the **THIRD TUESDAY IN APRIL**, to officially lay the levy. This entails the hearing of objections and the adoption of the levy rates to be used during the next fiscal year. This document can be scanned and emailed to [lgs@wvsao.gov](mailto:lgs@wvsao.gov). If mailing, an original certified copy of the Levy Order and Rate Sheet must be mailed to the State Auditor's Local Government Services Division at the Clarksburg office. This document must be submitted no more than three (3) days after the third Tuesday in April (April 18).

## SEQUENCE OF EVENTS

### SUBMITTING BUDGET:

One copy of the Budget Document must be **emailed** (or mailed) to the State Auditor on or before March 28. No fax copies will be accepted. The budget is to be emailed (or mailed) to:

**email:**

**lgs@wvsao.gov**

**or mail:**

West Virginia State Auditor's Office

Local Government Services

200 West Main Street, Clarksburg, West Virginia 26301

**Please do not submit both electronically and by mail.**



**Dave Hardy**  
Secretary of Revenue

**Matthew Irby**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

January 31, 2023

Mr. Ora Ash  
Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301

Mr. Ash,  
Please see the below approved percentages of levy rates requested by County and approved by the PVC on 1/31/2023.

Summary of Proposed % of Levy	
	TY23-24 Proposed
BARBOUR COUNTY	2.00%
BERKELEY COUNTY	2.00%
BOONE COUNTY	2.00%
BRAXTON COUNTY	2.00%
BROOKE COUNTY	1.75%
CABELL COUNTY	1.50%
CALHOUN COUNTY	2.00%
CLAY COUNTY	2.00%
DODDRIDGE COUNTY	2.00%
FAYETTE COUNTY	2.00%
GILMER COUNTY	2.00%
GRANT COUNTY	2.00%
GREENBRIER COUNTY	2.00%
HAMPSHIRE COUNTY	2.00%
HANCOCK COUNTY	1.25%
HARDY COUNTY	1.70%
HARRISON COUNTY	2.00%
JACKSON COUNTY	2.00%
JEFFERSON COUNTY	1.85%
KANAWHA COUNTY	2.00%
LEWIS COUNTY	2.00%
LINCOLN COUNTY	2.00%

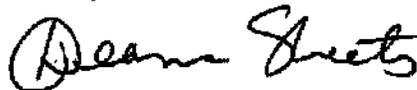
Property Tax Division, 1001 Lee Street East, P.O. Box 2389, Charleston, WV 25328-2389  
Telephone 304-558-3940  
Fax 304-558-1150

LOGAN COUNTY	2.00%
MARION COUNTY	2.00%
MARSHALL COUNTY	1.75%
MASON COUNTY	2.00%
MCDOWELL COUNTY	2.00%
MERCER COUNTY	2.00%
MINERAL COUNTY	2.00%
MINGO COUNTY	2.00%
MONONGALIA COUNTY	2.00%
MONROE COUNTY	2.00%
MORGAN COUNTY	2.00%
NICHOLAS COUNTY	2.00%
OHIO COUNTY	2.00%
PENDLETON COUNTY	2.00%
PLEASANTS COUNTY	1.30%
POCAHONTAS COUNTY	2.00%
PRESTON COUNTY	2.00%
PUTNAM COUNTY	2.00%
RALEIGH COUNTY	2.00%
RANDOLPH COUNTY	2.00%
RITCHIE COUNTY	1.70%
ROANE COUNTY	2.00%
SUMMERS COUNTY	1.00%
TAYLOR COUNTY	2.00%
TUCKER COUNTY	1.50%
TYLER COUNTY	1.80%
UPSHUR COUNTY	2.00%
WAYNE COUNTY	2.00%
WEBSTER COUNTY	2.00%
WETZEL COUNTY	1.50%
WIRT COUNTY	2.00%
WOOD COUNTY	2.00%
WYOMING COUNTY	2.00%

\* PVC Approved 1/31/2023

Please let me know if you need additional information.

Sincerely,



Deanna Sheets, Director of Property Tax



# State of West Virginia

**John B. McCuskey**

State Auditor

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

January 3, 2023

To: All Municipal Officials

Once again, we will be conducting regional training workshops for municipal officials. Over the last several years, we have provided detailed training to municipal officials on the budgeting process. This year we will be providing in person training. We will monitor the situation and do our best to timely inform all those registered if the need arises to transition to virtual training. This allows us to provide the training, while not endangering anyone's health. We will also discuss some other issues that we believe will be useful to you.

**I would encourage all municipal officials including mayors, recorders/clerks and council members to attend one of these workshops.** I feel these workshops can be a valuable tool to all municipal officials, and we have therefore waived any registration costs. This is a great opportunity for you to meet with other municipal officials and some of our staff.

We have included, in this correspondence, a registration form that can be copied and used for each person planning to attend one of these trainings. In order to properly plan these trainings, we ask that you register as soon as possible.

If you should have any questions concerning these workshops, please call us at 304-627-2415.

Sincerely,

A handwritten signature in cursive script that reads "Ora L. Ash".

Ora L. Ash  
Deputy State Auditor  
Local Government Services



# State Auditor's 2023 Municipal Budget Preparation Regional Workshops

John B. McCuskey, through his Local Government Services Division, is pleased to announce regional Budget Preparation Workshops for municipal governments at convenient locations throughout West Virginia. These workshops will cover the basics of local government budget preparation in relation to preparing, approving, and adopting a budget. There will also be a discussion about current issues facing local governments.

City	Type	Workshop Date/Time	Location	Deadline
Bridgeport	Municipal	Jan. 30 1:30pm-4:00pm	Best Western, Bridgeport 100 Lodgeville Road - (304) 842-5411	January 25
Wheeling	Municipal	Feb. 1 6:00pm-8:30pm	Oglebay Resort 465 Lodge Drive - (877) 436-1797	January 25
So Charleston	Municipal	Feb. 8 9:00am-11:30am	Holiday Inn and Suites 400 Second Ave - (304) 744-4641	February 2
Beckley	Municipal	Feb. 15 6:00pm-8:30pm	Holiday Inn & Suites 114 Dry Hill Road - (304) 252-2250	February 9
Martinsburg	Municipal	Feb. 22 6:00pm-8:30pm	Holiday Inn, Martinsburg 301 Foxcroft Avenue - (304) 267-5500	February 16
Clarksburg	Municipal	Feb. 28 5:30pm-8:00pm	Auditor's Office, Clarksburg 200 West Main Street - (304) 627-2415	February 24

**Note: At least ten participants must register for a workshop or we may be forced to cancel.**

Please return the registration form no later than the **deadline** for the specific workshop. For questions concerning the content of the workshops please call (304) 627-2415 or email [lgs@wvsao.gov](mailto:lgs@wvsao.gov).

**2023 BUDGET PREPARATION REGIONAL WORKSHOP**      Free to attend, but you must register!  
ONE NAME PER FORM

Name: \_\_\_\_\_ City \_\_\_\_\_ Town \_\_\_\_\_ of: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Title: \_\_\_\_\_

Contact: **Rebecca Clise, Admin. Assistant**  
**Budget Prep. Regional Workshop**

<input type="checkbox"/> Bridgeport, January 30	<input type="checkbox"/> Beckley, February 15
<input type="checkbox"/> Wheeling, February 1	<input type="checkbox"/> Martinsburg, February 22
<input type="checkbox"/> So Charleston, February 8	<input type="checkbox"/> Clarksburg, February 28

**EMAIL TO: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)**

**OR FAX TO: 304-340-5090**

**IMPORTANT: If unable to attend after registering, please call our office at 304-627-2415 or email [lgs@wvsao.gov](mailto:lgs@wvsao.gov) to cancel.**

## January Report 2023

### Street Department

- Made repairs to Salt Spreader #4 wiring harness
- Took down Christmas Lights on Main Avenue, E Third Street, and City Building
- Made repairs to the electrical service mounting board within the Water Street Parking Lot
- Installed Dead End sign at the end of Willow Street
- Cut and removed brush out of Willow Creek
- Have been staying on top of reporting and checking light outages on the telephone poles within the City
- Installed breaker panel and ran electric to new lights and receptacles in the Deanville garage
- Hauled a load of trash to the dump in Buckhannon from Deanville remodel and trash from cleaning the garages at the Street Department
- Installed a new trailer tongue on the Snowflake trailer
- Measured City Limit signs for proper dimensions of future smaller sign installations
- Installed new break off for stop sign on Franklin Street
- Purchased 500 feet of 6 inch corrugated pipe and drilled to be used as french drain pipe for installation on George Street
- Used entire pallet of cold patch on pothole repairs to Oak Street and W 4<sup>th</sup> Street
- Met with the West Fork Conservation Agency to discuss mowing of water shed dams in exchange for a Ventrac to not only cut the 8 dams with but to use for whatever job we would need it for within the City
- Picked up car tire out of Willow Creek
- Installed new pressure switch on the air compressor
- Installed new tires on Police Cruiser
- Received quote from Capital Doors in the amount of \$4,650.00 to install a new garage door on the bottom garage at the Street Department
- Ordered and received another pallet of cold patch for pothole repairs
- Had guys working around the clock to prepare and clear streets in the act of snowfall or ice
- Filled hole in sidewalk on First Street from telephone pole removal
- Placed a steel plate on collapsed DOH storm drain lid on North River and 11<sup>th</sup> Street intersection
- Have been performing routine operational checks on equipment such as the

**salt spreaders and plows**

- **Removed sticks and debris out of Arnold Cemetery**
- **Made list of things to be auctioned off at the Street Department**
- **Installed blacktop millings on the road edges of Broad Street**
- **Cleaned out ditch along Broad Street**
- **Milled up and rolled gravel alley behind Brook Street**
- **Cleaned throttle body on the Dodge plow truck**
- **Removed and installed new transmission on F250 and is now back into operational fleet**
- **Removed brush and a fallen tree on Cliff Street**
- **Installed millings in alley behind W 4<sup>th</sup> Street close to Street Department**
- **Checked and cleaned storm drains**
- **Cleaned garages and equipment at the Street Department**
- **Weekly trash duty**
- **Working on installing 500 feet of 6 inch corrugated pipe ( has been drilled for use as french drain pipe) in ditch line then back filled with 2 inch rock on George Street slip area**



# WESTON POLICE DEPARTMENT

## Law Total Incident Report, by Date, Nature

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Date: 01/01/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	3
Animal Problem	1
Domestic Active	1
<b>Total Incidents for This Date</b>	<b>5</b>

---

Date: 01/02/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Welfare Check	1
DUI Alcohol or Drugs	1
Welfare Check	1
Fire	1
<b>Total Incidents for This Date</b>	<b>4</b>

---

Date: 01/03/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Prowler	1
DOA/DOS	1
Altercation	1
Domestic	1
Domestic Active	1
Wanted Person	1
Alarm Investigation	1
Speak To Officer	1
Dispute	1
Overdose	1
Suspicious Pers	1
Traffic Stop	1
MVC/Motor Veh Crash	1
Speak To Officer	1
<b>Total Incidents for This Date</b>	<b>14</b>

---

Date: 01/04/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Shoplifting	1
Animal Cruelty	1
Speak To Officer	1
Property Retrieval	1
Animal Problem	1
MVC/Motor Veh Crash	2

<u>Nature of Incident</u>	<u>Total Incidents</u>
Open Cell Line	1
Domestic	1
Suspicious Vehicle	1
<b>Total Incidents for This Date</b>	<b>10</b>

Date: 01/05/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Domestic	1
DVP/Violation	1
<b>Total Incidents for This Date</b>	<b>2</b>

Date: 01/06/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarm Investigation	1
Welfare Check	1
Remove Person	1
MVC/Motor Veh Crash	2
Remove Person	1
Pursuit	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 01/07/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Traffic Stop	1
Speak To Officer	1
Suspicious Pers	2
Traffic Stop	2
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 01/08/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	1
Unconscious Person	1
<b>Total Incidents for This Date</b>	<b>2</b>

Date: 01/09/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	1
Leaving The Scene	1
Welfare Check	1
Suspicious Pers	1
Welfare Check	1
Mental Health Issues	1

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<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint	1
Stolen Vehicle	1
<b>Total Incidents for This Date</b>	<b>8</b>

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Date: 01/10/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Pers	2
Suspicious Vehicle	1
<b>Total Incidents for This Date</b>	<b>3</b>

---

Date: 01/11/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	1
Warrant	1
Speak To Officer	2
Trespassing	1
<b>Total Incidents for This Date</b>	<b>5</b>

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Date: 01/12/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Welfare Check	1
MVC/Motor Veh Crash	1
<b>Total Incidents for This Date</b>	<b>2</b>

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Date: 01/13/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Overdose	1
Complaint	2
Wanted Person	1
Welfare Check	1
Open Door	1
Overdose	1
Suspicious Pers	1
Assist Other Agency	1
<b>Total Incidents for This Date</b>	<b>9</b>

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Date: 01/14/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Domestic	1
MVC/Motor Veh Crash	1
Remove Person	1
Trespassing	1
<b>Total Incidents for This Date</b>	<b>4</b>

Date: 01/15/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal Problem	1
Trespassing	1
Domestic	1
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 01/16/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
MVC/Motor Veh Crash	3
B&E Active	1
Open Door	1
B&E Active	2
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 01/17/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Prowler	1
Trespassing	1
Reckless Driver	1
Motorist Asstist	1
Speak To Officer	1
<b>Total Incidents for This Date</b>	<b>5</b>

Date: 01/18/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint	1
Domestic	1
Animal Problem	2
MVC/Motor Veh Crash	1
Suspicious Pers	1
Reckless Driver	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 01/19/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious	1
Animal Problem	1
Suspicious Pers	1
Speak To Officer	1
Remove Person	1
Speak To Officer	1
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 01/20/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Complaint	1
Traffic Stop	1
Leaving The Scene	1
Suspicious Vehicle	1
Patrol Request	1
<b>Total Incidents for This Date</b>	<b>5</b>

Date: 01/21/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	2
Vandalism	1
MVC/Motor Veh Crash	1
Welfare Check	1
Suspicious Vehicle	1
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 01/22/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	1
Threats	2
<b>Total Incidents for This Date</b>	<b>3</b>

Date: 01/23/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Pers	1
Animal Problem	1
Traffic Stop	2
Complaint Parking	1
Welfare Check	2
MVC/Motor Veh Crash	1
Traffic Stop	1
<b>Total Incidents for This Date</b>	<b>9</b>

Date: 01/24/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Traffic Stop	1
Speak To Officer	1
Animal Problem	1
Vandalism	1
Complaint	1
<b>Total Incidents for This Date</b>	<b>5</b>

Date: 01/25/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Harassment	1
Motorist Asstist	1
Welfare Check	1
Speak To Officer	1
MVC/Motor Veh Crash	1
Speak To Officer	1
Welfare Check	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 01/26/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Gas Drive Off	1
MVC/Motor Veh Crash	1
Domestic	1
Indecent Exposure	1
MVC/Motor Veh Crash	1
Intoxicated Driver	1
<b>Total Incidents for This Date</b>	<b>6</b>

Date: 01/27/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Traffic Stop	1
Domestic Active	1
Open Door	1
Welfare Check	1
Speak To Officer	1
<b>Total Incidents for This Date</b>	<b>5</b>

Date: 01/28/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal Problem	1
Domestic Active	1
Domestic	1
Dispute	1
Altercation	1
Alarm Investigation	1
MVC/Motor Veh Crash	1
<b>Total Incidents for This Date</b>	<b>7</b>

Date: 01/29/23

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<u>Nature of Incident</u>	<u>Total Incidents</u>
Elopement	2
Animal Problem	1
Speak To Officer	1
Suspicious Vehicle	1
Complaint	1
<b>Total Incidents for This Date</b>	<b>6</b>

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Date: 01/30/23

<u>Nature of Incident</u>	<u>Total Incidents</u>
Speak To Officer	1
Traffic Stop	1
Altercation	1
Reckless Driver	1
B&E Active	1
Animal Problem	1
Traffic Stop	1
<b>Total Incidents for This Date</b>	<b>7</b>

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Total reported: 175

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**Report Includes:**

All dates between '00:00:01 01/01/23' and '00:00:59 01/31/23', 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

**CITATIONS FOR JANUARY 2023**

Report Number	Address	Incident Date
2.10102E+14	102 West 2nd Street	1/30/2023 12:54

## CRIMINAL CITATIONS FOR JANUARY 2023

Report Number	Address	Incident Date	
2.10102E+14		1/4/2023 8:50	Shoplifting
2.10102E+14		1/4/2023 11:31	Illegal burn

## WARNINGS FOR JANUARY 2023

Report Number	Address	Incident Date
2.10102E+14	137-237 North Main Avenue	1/23/2023 13:24
2.10102E+14	102 West 2nd Street	1/23/2023 14:01
2.10102E+14	700-737 Karl Street	1/24/2023 12:49



**WESTON FIRE DEPARTMENT**  
**REPORT FOR THE MONTH OF**  
**January 2023**  
 "On the job 'til the job is done"



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

91
4
76
8

--

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

7
0
0
0
1
0
53

FROM

0
1
0
1
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

0
1
486
45
264
\$0
\$0
28
10
4
0
0
0
0

SAVED
SAVED

\$0
\$0

**ADDITIONAL REMARKS**

Re-installed Cylinder on ladder truck  
 Replaced cab lights on city engine to LED  
 Worked on FEMA grant for SCBA Grant \$365,567.00  
 Worked on first due fire fee  
 Filed Forestry grant for 2023 \$2,500.00  
 Worked on Equipment lists for new Engine Estimated delivery May, June

Weston Fire Dept.

Fire and EMS Combined List by Incident Number

Alarm Date Between {01/01/2023} And {01/31/2023}  
and District = "1A "

Incident	Type	Date	Location	Description
23-0000001-0	FIRE	01/01/2023	57 BFS BLVD /BFS Marathon Gas	745 Alarm system activation,
23-0000002-0	FIRE	01/01/2023	137 Mulberry AVE	311 Medical assist, assist
23-0000003-0	FIRE	01/01/2023	650 Craig ST /Weston Commons/101	311 Medical assist, assist
23-0000004-0	FIRE	01/01/2023	650 Craig ST /Weston Commons/100	311 Medical assist, assist
23-0000007-0	FIRE	01/02/2023	650 Craig ST /Weston Commons/107	311 Medical assist, assist
23-0000008-0	FIRE	01/02/2023	292 Rada AVE	311 Medical assist, assist
23-0000009-0	FIRE	01/02/2023	433 Charles ST	311 Medical assist, assist
23-0000010-0	FIRE	01/02/2023	822 Cemetery ST	444 Power line down
23-0000011-0	FIRE	01/03/2023	742 Camden AVE	311 Medical assist, assist
23-0000012-0	FIRE	01/03/2023	95 Elizebeth DR	550 Public service
23-0000013-0	FIRE	01/03/2023	358 Court AVE /RLBMS	442 Overheated motor
23-0000014-0	FIRE	01/03/2023	29 Hospital PLZ	311 Medical assist, assist
23-0000015-0	FIRE	01/03/2023	916 Cemetery ST	311 Medical assist, assist
23-0000017-0	FIRE	01/04/2023	22 Quarry Glen /101	311 Medical assist, assist
23-0000018-0	FIRE	01/04/2023	110 Berlin RD /Wal-Mart	311 Medical assist, assist
23-0000019-0	FIRE	01/05/2023	105 Staunton DR /Burger King	651 Smoke scare, odor of
23-0000020-0	FIRE	01/05/2023	142 Main AVE /Titus Towers/22	311 Medical assist, assist
23-0000021-0	FIRE	01/05/2023	613 Broad ST	311 Medical assist, assist
23-0000022-0	FIRE	01/05/2023	22 Quarry Glen /101	311 Medical assist, assist
23-0000023-0	FIRE	01/06/2023	171 Lights Trailer Court	611 Dispatched & cancelled
23-0000024-0	FIRE	01/06/2023	98.6 MM Interstate 79	324 Motor Vehicle Accident
23-0000025-0	FIRE	01/07/2023	650 Craig ST /302	311 Medical assist, assist
23-0000027-0	FIRE	01/07/2023	70 Asylum DR /TALA	311 Medical assist, assist
23-0000028-0	FIRE	01/08/2023	531 Court AVE	311 Medical assist, assist
23-0000029-0	FIRE	01/08/2023	342 Center AVE	324 Motor Vehicle Accident
23-0000030-0	FIRE	01/08/2023	Cottage AVE & Town Run RD	311 Medical assist, assist
23-0000031-0	FIRE	01/08/2023	252 W 2nd ST	311 Medical assist, assist
23-0000032-0	FIRE	01/09/2023	528 Ray ST	311 Medical assist, assist
23-0000033-0	FIRE	01/10/2023	124 E 1st ST /607	311 Medical assist, assist
23-0000034-0	FIRE	01/10/2023	4 Garton PLZ /Fast & Friendly	311 Medical assist, assist
23-0000037-0	FIRE	01/12/2023	260 Arnold ST	311 Medical assist, assist
23-0000038-0	FIRE	01/12/2023	501 Center AVE	311 Medical assist, assist
23-0000039-0	FIRE	01/12/2023	Garton PLZ	311 Medical assist, assist
23-0000040-0	FIRE	01/12/2023	200 Court AVE /Family Dollar	322 Motor vehicle accident
23-0000041-0	FIRE	01/13/2023	253 Mound AVE	311 Medical assist, assist
23-0000042-0	FIRE	01/13/2023	171 W 2nd ST /Senior Center	311 Medical assist, assist
23-0000043-0	FIRE	01/13/2023	303 E 6th ST	311 Medical assist, assist
23-0000044-0	FIRE	01/13/2023	230 Brown AVE	311 Medical assist, assist

Weston Fire Dept.

Fire and EMS Combined List by Incident Number

Alarm Date Between {01/01/2023} And {01/31/2023}  
and District = "1A "

Incident	Type	Date	Location	Description
23-0000045-0	FIRE	01/14/2023	134 W 6th ST	522 Water or steam leak
23-0000046-0	FIRE	01/14/2023	Main AVE & E 4th ST	324 Motor Vehicle Accident
23-0000047-0	FIRE	01/14/2023	111 Mulberry AVE	553 Public service
23-0000048-0	FIRE	01/14/2023	1220 12th ST	311 Medical assist, assist
23-0000049-0	FIRE	01/14/2023	124 E 1st ST /607	311 Medical assist, assist
23-0000050-0	FIRE	01/15/2023	24 Middle Run RD	311 Medical assist, assist
23-0000051-0	FIRE	01/15/2023	244 W 2nd ST /1	311 Medical assist, assist
23-0000052-0	FIRE	01/16/2023	277 Rada AVE	311 Medical assist, assist
23-0000053-0	FIRE	01/16/2023	160 John ST	311 Medical assist, assist
23-0000055-0	FIRE	01/16/2023	110 Berlin RD /Wal-Mart	611 Dispatched & cancelled
23-0000056-0	FIRE	01/16/2023	Main AVE & E 4th ST	324 Motor Vehicle Accident
23-0000057-0	FIRE	01/16/2023	76 Hospitality Way /Hampton Inn	350 Extrication, rescue,
23-0000058-0	FIRE	01/16/2023	613 Broad ST	311 Medical assist, assist
23-0000060-0	FIRE	01/17/2023	111 Mulberry AVE	311 Medical assist, assist
23-0000061-0	FIRE	01/17/2023	650 Craig ST /Weston Commons/300	311 Medical assist, assist
23-0000062-0	FIRE	01/17/2023	291 Rada AVE	733 Smoke detector
23-0000063-0	FIRE	01/18/2023	US Highway 19 N & Blue ST	324 Motor Vehicle Accident
23-0000064-0	FIRE	01/18/2023	210 Broad ST	311 Medical assist, assist
23-0000065-0	FIRE	01/19/2023	193 Summit ST	311 Medical assist, assist
23-0000066-0	FIRE	01/19/2023	650 Craig ST /Weston Commons/300	311 Medical assist, assist
23-0000067-0	FIRE	01/20/2023	465 US Highway 33 E/Head Start	553 Public service
23-0000068-0	FIRE	01/21/2023	137 Mulberry AVE	311 Medical assist, assist
23-0000069-0	FIRE	01/21/2023	124 E 1st ST /Criss Manor/601	311 Medical assist, assist
23-0000070-0	FIRE	01/21/2023	780 Craig ST	311 Medical assist, assist
23-0000071-0	FIRE	01/22/2023	55 Jackson ST	311 Medical assist, assist
23-0000072-0	FIRE	01/23/2023	358 Court AVE /RLBMS	735 Alarm system sounded due
23-0000073-0	FIRE	01/23/2023	Main AVE & E 2nd ST E	324 Motor Vehicle Accident
23-0000075-0	FIRE	01/24/2023	111 Mulberry AVE	311 Medical assist, assist
23-0000076-0	FIRE	01/24/2023	651 Court AVE	311 Medical assist, assist
23-0000079-0	FIRE	01/26/2023	402 Main AVE	511 Lock-out
23-0000080-0	FIRE	01/26/2023	852 Winter AVE	311 Medical assist, assist
23-0000081-0	FIRE	01/26/2023	373 E 3rd ST E	322 Motor vehicle accident
23-0000082-0	FIRE	01/26/2023	98 MM Interstate 79 /N.B.	324 Motor Vehicle Accident
23-0000084-0	FIRE	01/28/2023	852 Winter AVE	311 Medical assist, assist
23-0000087-0	FIRE	01/29/2023	239 Court AVE	622 No Incident found on
23-0000088-0	FIRE	01/30/2023	668 Lynn AVE	311 Medical assist, assist
23-0000089-0	FIRE	01/30/2023	330 Mid AVE	311 Medical assist, assist
23-0000091-0	FIRE	01/31/2023	120 E 3rd ST E/St Matthews Church	311 Medical assist, assist

**Total Incident Count**      **76**

EMS Incident Cnt:      0

Fire Incident Cnt:      76

Weston Fire Dept.

Fire and EMS Combined List by Incident Number

Alarm Date Between {01/01/2023} And {01/31/2023}  
and District = "1B "

Incident	Type	Date	Location	Description
23-0000005-0	FIRE	01/01/2023	5500 Copley RD	550 Public service
23-0000006-0	FIRE	01/01/2023	2010 Berlin RD	352 Extrication of victim(s)
23-0000035-0	FIRE	01/11/2023	88 MM Interstate 79 /SB	324 Motor Vehicle Accident
23-0000036-0	FIRE	01/11/2023	9000 US Highway 33 E	352 Extrication of victim(s)
23-0000054-0	FIRE	01/16/2023	8000 US Highway 33 E	622 No Incident found on
23-0000059-0	FIRE	01/16/2023	89 MM Interstate 79 /N.B.	322 Motor vehicle accident
23-0000085-0	FIRE	01/28/2023	46 Quarry Glen /201	311 Medical assist, assist
23-0000086-0	FIRE	01/29/2023	86 MM Interstate 79 /N.B.	611 Dispatched & cancelled

EMS Incident Cnt: 0

Fire Incident Cnt: 8

**Total Incident Count 8**

Weston Fire Dept.

Incident Type Report (Summary)

Alarm Date Between {01/01/2023} And {01/31/2023}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	53	58.24%	\$0	0.00%
322 Motor vehicle accident with injuries	3	3.29%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	9	9.89%	\$0	0.00%
350 Extrication, rescue, Other	1	1.09%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	2.19%	\$0	0.00%
	<b>68</b>	<b>74.72%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
442 Overheated motor	1	1.09%	\$0	0.00%
444 Power line down	1	1.09%	\$0	0.00%
	<b>2</b>	<b>2.19%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
511 Lock-out	1	1.09%	\$0	0.00%
522 Water or steam leak	1	1.09%	\$0	0.00%
550 Public service assistance, Other	2	2.19%	\$0	0.00%
553 Public service	2	2.19%	\$0	0.00%
	<b>6</b>	<b>6.59%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	9	9.89%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	2.19%	\$0	0.00%
651 Smoke scare, odor of smoke	1	1.09%	\$0	0.00%
	<b>12</b>	<b>13.18%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
733 Smoke detector activation due to	1	1.09%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	1.09%	\$0	0.00%
745 Alarm system activation, no fire -	1	1.09%	\$0	0.00%
	<b>3</b>	<b>3.29%</b>	<b>\$0</b>	<b>0.00%</b>

Total Incident Count: 91

Total Est Loss: \$0

Weston Fire Dept.

Aid Responses by Department (Summary)

Alarm Date Between {01/01/2023} And {01/31/2023}

Type of Aid	Count
<b>2 Jane Lew Volunteer Fire Department</b>	
Automatic aid received	1
	<hr/>
	1
<b>3 Pricetown Volunteer Fire Department</b>	
Automatic aid received	1
Automatic aid given	1
	<hr/>
	2
<b>8 Lewis County Emergency Ambulance Authority</b>	
Mutual aid given	4
Automatic aid given	49
	<hr/>
	53

**CODE ENFORCEMENT**  
**MARTY LEWIS**

**CITIZEN CONCERNS**

**2 TOTAL**

**WARD I – 1**

**WARD II – 0**

**WARD III – 0**

**WARD IV – 1**

**WARNINGS**

**4 TOTAL**

**BUILDING PERMITS**

**17 TOTAL**

**DEMOLITION PERMITS**

**5 TOTAL**

**CONDEMNED**

**1 TOTAL**

- 1) DEMOLITION BID PACKETS OUT FOR 451 W 2<sup>ND</sup> ST & 210 N. RIVER AVE.**
- 2) VACANT STRUCTURE INVOICES SENT OUT.**
- 3) LIEN'S PLACED ON UNPAID INVOICES FOR MOWING, VACANT STRUCTURES, CLEAN UP FEES ETC.**
- 4) UNITED BANK CERTIFICATION OF OCCUPANCY ISSUED.**
- 5) BUILDING INSPECTIONS PERFORMED.**
- 6) APPLICATION FOR RAISE GRANT COMPLETED.**
- 7) ELECTRIC RESTORED ON WATER STREET.**
- 8) COMPLETED SOLAR DEVELOPMENT TRAINING**



**BUSINESS LICENSE REPORT  
FOR THE MONTH OF  
JANUARY 2023**

<b><u>NAME</u></b>	<b><u>OCCUPATION</u></b>	<b><u>DATE</u></b>
Highland Landscaping LLC Robert Gompers 48 Southfork Plaza Drive Buckhannon, WV 26201 304-473-0221	All Other Business	1-17-2023
Lizzy's Boutique 402 B Medical Drive Ste 100 Weston, WV 26452 304-517-8981 <b>(Grand Opening Saturday, February 11<sup>th</sup> @ 2:00 p.m.)</b>	All Other Business	1-25-2023
Nocturnal Tattoo Studio Joshua Frazier 94 US HWY 33 East Weston, WV 26452 304-517-9190	All Other Business	1-31-2023

Ordinance No. \_\_\_\_\_

**Ordinance \_\_\_\_\_ Acquiring Property at 451 West Second Street in Weston, WV**

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

Whereas, the property at issue is private property;

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 land identified in the Lewis County Courthouse Records as:

District 08, Map 5, PID 5

This property is reasonably believed to be owned by Shawn Knight and Ellen Marks and a description of the property can be found in Deed Book 494 Page 63 in the Lewis County Courthouse Record Room. The legal description of the property is as follows:

“...the following described tract or parcel of real estate with the appurtenances there unto pertaining, situate on the south side of the Staunton and Parkersburg Turnpike (now designated primary route U.S. No. 33) within the corporate limits of the City of Weston, in Freeman’s Creek District, Lewis County, West Virginia, bounded and described as follows:

‘BEGINNING at a stake in the edge of said Turnpike, corner to Lot No. 3, and running thence with a line of said Lot No. 3, S. 47 W. 205 feet to a stake, another corner of Lot No. 3; thence S. 52-1/2 E. 58 feet to a stake, thence N. 47-1/2 E. 195 feet to a stake on said Turnpike, and thence with said Turnpike, N. 44 W.63 feet to the place of BEGINNING, and being Lot No. 4, as shown on the plat made by J.L Cawthon, Civil Engineer, March 23, 1909, which said plat appears of record in the Office of the Clerk of the County Commission of Lewis County, West Virginia, in Plat Book No. 1, at page 31, and being the same tract or parcel of real estate conveyed unto the said Russell Guy Hitt, by deed from John R. Haller, and wife, dated December 11, 1978, of record in the aforesaid Lewis County Clerk’s Office in Deed Book No. 372, at page 308; by deed dated February 7, 1979, Russell Guy Hitt conveyed an undivided one-half interest as a joint tenant pursuant to Chapter 48, Article 3, Section 7(a) of the Code of West Virginia, unto Thelma Elaine Hitt, his wife, which said deed is of record in the aforesaid Lewis County Clerk’s Office in Deed Book No. 376, at page 629.’ “

This property is believed to have the address of 451 West Second Street. In any event, the legal description shall control any confusion over which property the City of Weston is acquiring.

Said property was transferred to Weston for consideration of Weston canceling, and never more seeking, unpaid City fees/liens associated with above said property. Said fees/liens amounted to \_\_\_\_\_

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

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

**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 1/3/2023

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

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

Date

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

Date

From: **Jack Jackson** jjackson@atlanticemergency.com  
Subject: **City Truck Payment Breakdown**  
Date: **Jan 24, 2023 at 9:56:54 AM**  
To: **jsuttle@westonfd.com**

---

Chief,

See below on the City truck.

<b>CITY</b>	
	\$
Truck Cost	578,804
	\$
Prepay Discount	(14,000)
<hr/>	
<b>Adjusted Truck Cost</b>	<b>564,804</b>
	\$
CITY PAID	(578,804)
<hr/>	
<b>OVERPAYMENT</b>	<b>(14,000)</b>

**Jack Jackson**  
Director of Order Management



144 Freedom Blvd.  
Yorktown, VA 23692  
Office: (757)234-7424  
Fax: (757)369-0651

**Confidentiality Notice:** The information contained in this electronic mail message is confidential information and intended only for the use of the individual or entity named above, and may be privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this transmission in error, please contact the sender immediately, delete this material from your computer and destroy all related paper media.

Vest's Sales and Service, Inc.

1157 Stonewall Road, N.E.

Check, VA 24072-3246

Phone (540) 251-0392

Fax (540) 251-0340

# Estimate

DATE	ESTIMATE #
1/3/2023	8065

NAME / ADDRESS
Weston Vol. Fire Dept. 321 Center Ave. Weston, WV 26452

DESCRIPTION	QTY	COST	PROJECT
			TOTAL
4" NS to 4" Stortz	4	184.54	738.16
4.5" NS to 4" Stortz	4	190.96	763.84
2.5" NSF to 4" Stortz	4	141.66	566.64
2.5" NSM to 4" Stortz	4	126.55	506.20
2.5" DBL Female	4	43.07	172.28
2.5" DBL Male	4	40.10	160.40
1.5" DBL Female	4	48.59	194.36
1.5" DBL Male	4	40.03	160.12
2.5" Female to 1.5" Male Reducer	4	49.75	199.00
2.5" Female to 1.5" Gated Wye	2	343.94	687.88
2.5 Hydrant Gate	2	371.77	743.54
Spanner Wrench	2	100.14	200.28
Spanner w/ Hydrant Wrench	2	152.83	305.66
Stortz Wrench	2	95.14	190.28
RH3D 3' newyork hook w d hand	2	123.20	246.40
RH6 6' newyork hook	2	130.40	260.80
Redhead 30" Halligan	2	207.58	415.16
Elkhart Phantom xd 1 3/4 nozzle	6	850.00	5,100.00
Elkhart Phantom xd 2 1/2 nozzle	2	1,159.68	2,319.36
Lifepak 1000 AED	2	1,625.00	3,250.00
Harrington Low Lev Strainer w/Jet	1	605.00	605.00
LightningX Mask Bag	10	18.00	180.00
Flir K 53	2	5,675.40	11,350.80
Tempest DD-16-H-4.8	2	2,038.20	4,076.40
CET 11 HP Man Portable Pump	1	3,310.00	3,310.00
Redhead 4'Drywall Hook D Handle	2	127.84	255.68
F 500 encapsulator agent 5 gallon pail	16	184.75	2,956.00
Key Eco 10 1 3/4	12	164.50	1,974.00
Key Big 10 1 3/4	12	183.00	2,196.00
Key Big 10 FDNY Spec 1 3/4	12	200.00	2,400.00
Tru ID 1 3/4	12	198.00	2,376.00
Key Light 1 3/4	12	183.50	2,202.00
Key Combat Ready 1 3/4	12	301.50	3,618.00
Key Combat Sniper	12	259.50	3,114.00
Snaptite Gladiator	12	336.00	4,032.00
Snaptite Supreme	12	220.00	2,640.00
<b>TOTAL</b>			<b>\$64,466.24</b>



QUOTE

13051 Redwater Drive  
 Chester, VA 23836  
 (800) 442-9700  
 equipmentorders@atlanticemergency.com

Quote NO. 40445  
 Employee NO. 1741  
 CUSTOMER ID  
 DATE 01/13/2023  
 EXPIRATION DATE 02/12/2023

Bill To Weston Volunteer Fire Department Inc. WV  
 321 Center AVE  
 Weston West Virginia 26452-2030  
 United States

Ship To Weston Volunteer Fire Department Inc. WV  
 United States

SALESPERSON	SALESPERSON CONTACT#	DELIVERY CONTACT	DELIVERY CONTACT#	PO#	PAYMENT TERMS	FREIGHT OPTIONS
Jay Parsons						Customer Pay

QTY	ITEM #	NAME / VENDOR / DESCRIPTION	UNIT PRICE	LINE TOTAL
1	06XD0311	06XD0311 / ELKHART BRASS / Mid Range Nozzle, 1.5 FNH, 30, 60, 95, 125, 150, 200 GPM, 100 PSI, 1-3/8" Waterway ELKHART XD PHANTOM 1.5	\$898.00	\$898.00
1	SPECIFY ITEM# IN DESCRIPTION	FS-SUPREME / SNAPITITE / PONN SUPREME "FS" ATTACK SNAPITITE PONN SUPREME FS17X50 15N	\$213.00	\$213.00
1	TFLK53	TFLK53 / FLIR / K53 320x240 60hz Thermal Camera Kit*** FLIR K53	\$5,700.00	\$5,700.00
1	H201-25NHF5-15NH	H201-25NHF5-15NH / HARRINGTON / 2-way ball valve 2.5" NH female swivel rocker lug inlet x (2) 1.5" NH male outlets (Leader Line Wye) HARRINGTON GATED Y 2.5 TO 1.5	\$321.50	\$321.50
1	H35-25NH-25NH	H35-25NH-25NH / HARRINGTON / NH Female Swivel Rockerlug HARRINGTON DOUBLE FEMALE 2.5	\$48.00	\$48.00
1	SO-3285	SO-3285 KEY-LIGHT DP17-800PU 1.75	\$158.00	\$158.00
1	SO-3288	SO-3288 KEY TRUE ID DP17-TRU 1.75	\$177.00	\$177.00
1	HTLLS-60NHLH	HTLLS-60NHLH / HARRINGTON / Low Level Strainer with 6" NH Female long handle swivel w/ 1.5" NH siphon jet HARRINGTON 6" LL STRAINER	\$614.00	\$614.00
1	H36-25NH-25NH	H36-25NH-25NH / HARRINGTON / Double Male Rocker Lug Adapters HARRINGTON DOUBLE MALE 2.5	\$29.00	\$29.00
1	H36-15NH-15NH	H36-15NH-15NH / HARRINGTON / Double Male Rocker Lug Adapters HARRINGTON DOUBLE MALE 1.5	\$20.00	\$20.00
1	LB-30	LB-30 / Leatherhead Tools / 30" Leatherhead Halligan Bar from 1" Stock (Forged Halligan Type) LEATHERHEAD HALLIGAN BAR 30	\$259.00	\$259.00
1	HSMR40-40NH	HSMR40-40NH / HARRINGTON / Storz adapter 4" (100) with lock x 4" NH male HARRINGTON 4" STORTZ TO 4" MALE NH	\$132.00	\$132.00
1	H35-15NH-15NH	H35-15NH-15NH / HARRINGTON / NH Female Swivel Rockerlug HARRINGTON DOUBLE FEMALE 1.5	\$39.70	\$39.70
1	HSMR40-45NH	HSMR40-45NH / HARRINGTON / Storz adapter 4" (100) with lock x 4.5" NH male HARRINGTON 4" STORTZ TO 4.5" MALE NH	\$159.50	\$159.50
1	DP17-800-ECO	DP17-800-ECO / Key Fire Hose / ECO-10 1 3/4" Lightweight Double Jacket Rubber-lined Attack Hose with Aluminum Couplings KEY ECO 10	\$140.00	\$140.00
1	HSMR40-25NH	HSMR40-25NH / HARRINGTON / Storz adapter 4" (100) with lock x 2.5" NH male HARRINGTON 4" STORTZ TO 2.5" MALE NH	\$125.50	\$125.50
1	HSFR40-25NH	HSFR40-25NH / HARRINGTON / Low Profile Storz adapter 4" (100) with lock x 2.5" NH female rigid anodized HARRINGTON 4" STORTZ BY 2.5" FEMALE NH	\$128.00	\$128.00
1	DP17-1000	DP17-1000 / Key Fire Hose / COMBAT READY 1 3/4" Attack Hose-Double Jacket Through-the-Weave Hose priced with Aluminum Couplings- MUST BE TREATED KEY COMBAT READY 1.75	\$271.00	\$271.00

QTY	ITEM #	NAME / VEI DOR / DESCRIPTION	UNIT PRICE	LINE TOTAL
1	H37-15NHM-25NH	H37-15NHM-25NH / HARRINGTON / Male x Female Rigid Rocker Lug Adapters HARRINGTON 2.5" F TO 1.5M REDUCER	\$35.75	\$35.75
1	SO-3287	SO-3287 ELKHART XD PHANTOM 2.5" 06XD0611	\$1,028.75	\$1,028.75
1	RH-6	RH-6 / FIREHOOKS / 6" NY ROOF HOOK, STEEL FIREHOOKS ROOF HOOK	\$146.00	\$146.00
1	HSW-25NH	HSW-25NH / HARRINGTON / 2.5" NH spanner HARRINGTON SPANNER WRENCH	\$28.75	\$28.75
1	HSW-HW	HSW-HW / HARRINGTON / Adjustable hydrant nut spanner HARRINGTON HYDRANT WRENCH WITH SPANNER	\$56.00	\$56.00
1	SO-3295	SO-3295 FIREHOOKS RH-3-D ROOF HOOK 3" WITH D HANDLE	\$0.00	\$0.00
1	DP17-100S	DP17-100S / Key Fire Hose / COMBAT SNIPER HOSE KEY SNIPER 1.75	\$248.00	\$248.00
1	HSSW-41-61	HSSW-41-61 / HARRINGTON / 4" 6" Single end spanner HARRINGTON STORTZ WRENCH 4-6	\$20.25	\$20.25
1	SPECIFY ITEM# IN DESCRIPTION	FG-GLADIATOR / SNAPTITE / PONN "FG" GLADIATOR HOSE. SNAPTITE PONN GLADIATOR FG17X50_15N	\$315.00	\$315.00
1	HEGV-25NHM-25NH	HEGV-25NHM-25NH / HARRINGTON / Gate valve 2.5" NH female swivel rocker lug inlet x 2.5" NH male outlet (hydrant gate valve) HARRINGTON HYDRANT GATE 2.5	\$289.00	\$289.00
1	DP17-800	DP17-800 / Key Fire Hose / BIG 10 1 3/4" Double Jacket Fire Hose all Polyester Rubber Lined priced with Aluminum Couplings KEY BIG 10 1.75	\$158.00	\$158.00
1	DP18-800-FDNY	DP18-800-FDNY / Key Fire Hose / BIG 10 1 3/4" FDNY Double Jacket Fire Hose all Polyester Rubber Lined priced with Aluminum Couplings KEY BIG 10 NYC 1.75	\$168.00	\$168.00
1	DBY-4DH-D	DBY-4DH-D / Leatherhead Tools / Drywall Hook, OAL 4', HiViz Yellow Dog-Bone Pole with D-Handle LEATHERHEAD DRYWALL HOOK 4	\$124.00	\$124.00
			SUBTOTAL	\$12,050.70
			TAX	0.00%
			FREIGHT ESTIMATE	\$0.00
			TOTAL	\$12,050.70

Quote Comments:

PRICING IS VOLITILE AT THIS TIME AND CAN CHANGE WEEKLY. PRICING IS GOOD FOR 30 DAYS FROM QUOTE. KEY HOSE WILL BE TAKING A 10% INCREASE THIS QUARTER.



# NFPA 1720 Standard on Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments

## 2010 Edition

The first edition of NFPA 1720 Standard for the *Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* was issued in 2001. When issued, the standard was the first organized approach to defining levels of service, deployment capabilities, and staffing levels for volunteer fire departments. Research work and empirical studies in North America were used by the Committee as a basis for developing response times and resource capabilities for the services identified by the fire department.

Following the issuance of the first edition, the NFPA Standards Council asked the Technical Committee to begin the revision process for a 2004 edition. The Committee reviewed and revised the first edition of NFPA 1720. A new section on community risk management was added, as was an annex titled "Risk Management Model." New sections were also added on "reporting requirements" and "initial attack." Annex material that included extracted figures from NFPA 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*, was added to assist users in determining if service calls were being handled properly.

The 2010 edition of NFPA 1720 standardizes and refines the terminology and definitions used in the document. The requirement that the fire department have the capability to initiate an attack within 2 minutes of having necessary resources at the scene in remote areas was made applicable to all operations. Additionally, a new section on sustained firefighting operations was added.

The work done by the Committee provided the user with a template for developing an implementation plan on the standard. Most importantly, it provided the body politic and the citizens a true picture of potential risks and the fire department's capabilities to respond to and manage those risks.

*NOTE: The following text and checklist represents extracted sections of the Standard and commentary on those sections. A statement, written or oral, that is not processed in accordance with Section 6 of the Regulations Governing Committee Projects shall not be considered the official position of NFPA or any of its Committees and shall not be considered to be, nor be relied upon as, a Formal Interpretation.*

To view the current edition in its entirety, visit [www.nfpa.org/1720](http://www.nfpa.org/1720).

## NFPA 1720 Highlights

**1.1 Scope.** This standard contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments.

## Commentary

NFPA 1720 applies to combination and volunteer fire departments. The definitions for combination and volunteer fire departments are:

**Combination Fire Department:** A fire department having emergency service personnel comprising less than 85 percent majority of either volunteer or career membership.

**Volunteer Fire Department:** A fire department having volunteer emergency service personnel comprising 85 percent or greater of its department membership.

---

### 1.2 Purpose.

1.2.1 The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of the volunteer and combination public fire suppression operations,

emergency medical service, and special operations delivery in protecting the citizens of the jurisdiction.

## Commentary

NFPA 1720 contains minimum requirements for providing services to the community. The community can choose to apply stricter standards if desired.

**4.1 Fire Suppression Organization.** Fire suppression operations shall be organized to ensure that the fire department's fire suppression capability includes sufficient personnel, equipment, and other resources to deploy fire suppression resources efficiently, effectively, and safely.

**A.4.1** Suppression capability is an expression of how much firefighting power can be put into action at a fire. It includes the amount of apparatus, equipment, and personnel available; the time needed to respond and place equipment in action; the water supply; the application of strategy and tactics; the level of training; and all of the components that add up to effective fireground operations.

## Commentary

It is important that the fire department has the personnel and equipment necessary to adequately carry out its mission.



### Action Items

> Identify the services provided by the department and ensure there are sufficient personnel, equipment, and other resources to deploy fire suppression resources efficiently, effectively, and safely.

## Resource Spotlight

Address staffing needs through recruitment and retention efforts: <http://www.nvfc.org/hot-topics/retention-and-recruitment>



**4.1.1** The authority having jurisdiction (AHJ) shall promulgate the fire department's organizational, operational, and deployment procedures by issuing written administrative regulations, standard operating procedures (SOPs), and departmental orders.

**A.4.1.1** Departmental regulations and operating procedures and orders should be developed for the purpose of ensuring uniformity and effectiveness in department actions and operations. These procedures should be published and circulated to all members, and training should be provided whenever major changes or additions are made. A system should be established that requires each member to read and acknowledge existing and revised regulations and procedures. Such procedures should cover matters not subject to frequent changes and should be reviewed at least annually to ensure that they are current. All members should have access to the system of orders and directives that relate to their unit. Orders should be reviewed periodically by company officers during company meetings or training sessions. The departmental procedures should specify the channels through which orders are to be transmitted. All orders should pass through the established chain of command and should be acknowledged. The chain of command also should be followed, in reverse order, for reports and other communications from units to headquarters.

## Commentary

The department must adopt official policies establishing the organization, identifying the organization's chain of command, recognizing its routine and emergency operations, planning for deployment of resources, etc. These policies can be set by administrative regulations, SOP's/SOG's, orders, or ordinances. Their level of complexity and approval will depend on the task or topic being discussed. The organization and chain of command may need to be established by a town ordinance, while other items such as setting a policy on personal protective clothing are easily handled by a SOP/SOG. ee NFPA 1201 and 1500 for guidance: [www.nfpa.org/1201](http://www.nfpa.org/1201) and [www.nfpa.org/1500](http://www.nfpa.org/1500).



### Action Items

- > Develop departmental regulations, operating procedures, and orders for the department. Publish and circulate these policies to all members and host training when necessary to provide clarification or institute a change.
- > Establish a chain of command and determine how orders should be transmitted and processed.
- > Review orders periodically during company meetings and/or training sessions.

## Resource Spotlight

Access sample SOG and SOPs and development tips at [www.nvfc.org/hot-topics/health-and-safety/standards-and-codes](http://www.nvfc.org/hot-topics/health-and-safety/standards-and-codes) and [www.volunteecfd.org/](http://www.volunteecfd.org/)



**4.2 Community Risk Management.** The fire department shall participate in a process that develops a community fire and emergency medical services risk management plan.

**A.4.2** In many communities, the fire department is assigned primary responsibility for the management of hazardous materials emergencies. In some cases, this includes regulatory responsibilities to identify and minimize risks to the community resulting from the storage, use, transportation, and disposal of hazardous materials. (See 29 CFR 1910.120.) The process used to plan response to these emergencies is also a viable tool for planning response (e.g., fire suppression, EMS, and technical rescue) to other risks within the community. The planning process should be coordinated with community and private sector planning processes that are implemented to meet legal requirements. The resulting comprehensive emergency management plan (CEMP) should be developed by the local emergency planning committee (LEPC) and exercised at least annually. The CEMP should include evacuation plans, intervention strategies, sources of expertise, and specialized assistance and disposal plans. The planning process should identify clearly the AHJ for command responsibility during hazardous materials incidents and other emergency responses to incidents within the community. Disaster planning should be coordinated at all levels of government in anticipation of large-scale emergencies. Legislation or legal restrictions could establish the overall controlling authority in disaster operations. All planning and activity should occur within the framework of these restrictions. (See Annex B.) NFPA 1600 is a document that provides additional information to assist users in preparing for, responding to, and mitigating disasters in their jurisdictions. In addition, it covers federal, state,

and local disaster agencies' roles and responsibilities within a comprehensive planning process. See NFPA 1250, which provides additional information and tools to assist in the risk management process.

## Commentary

Drafting a community risk management plan is a way for the community and the department to identify potential risks, hazards, and vulnerable populations located within the department's jurisdiction, and to determine what protection measures and resources are needed to mitigate these risks. A risk assessment helps to focus the fire prevention/loss prevention activities of the community and department.



## Action Items

Work with community officials and planners to complete a risk assessment.

> Identify potential risks.

> Identify the necessary protection measures.

> Identify the necessary resources to mitigate the risks.

## Resource Spotlight

The Center for Public Safety Excellence offers an advanced course on community risk/standard of cover: [www.publicsafetyexcellence.org/](http://www.publicsafetyexcellence.org/)

The USFA published an applied research project from the National Fire Academy's Executive Fire Officer's Program developing a risk assessment worksheet: [www.usfa.fema.gov/pdf/efop/efo35555.pdf](http://www.usfa.fema.gov/pdf/efop/efo35555.pdf)

## 4.3. Staffing and Deployment

**4.3.1** The fire department shall identify minimum staffing requirements to ensure that a sufficient number of members are available to operate safely and effectively.

## Commentary

The department should list the services they provide and then identify the number of personnel needed to perform each task for all likely emergencies. The National Institute of Standards and Technology (NIST) Technical Note 1661 Report on Residential Fireground Field Experiments and NFPA 1710 5.2.4.2.2 (below) provide a good baseline for the tasks needed to be performed for a residential fire.

The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story single-family dwelling without basement and with no exposures shall provide for the following:

1. Establishment of incident command outside of the hazard area for the overall coordination and direction of the initial full alarm assignment with a minimum of one individual dedicated to this task
2. Establishment of an uninterrupted water supply of a minimum of 400 gpm (1520 L/min) for 30 minutes with supply line(s) maintained by an operator
3. Establishment of an effective water flow application rate of 300 gpm (1140 L/min) from two handlines, each of which has a minimum flow rate of 100 gpm (380 L/min) with each handline operated by a minimum of two individuals to effectively and safely maintain the line
4. Provision of one support person for each attack and backup line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry
5. Provision of at least one victim search and rescue team with each such team consisting of a minimum of two individuals
6. Provision of at least one team, consisting of a minimum of two individuals, to raise ground ladders and perform ventilation
7. If an aerial device is used in operations, one person to function as an aerial operator and maintain primary control of the aerial device at all times
8. Establishment of an IRIC consisting of a minimum of two properly equipped and trained individuals



### Action Items

> Identify minimum staffing requirements to ensure safety and effectiveness when responding to emergencies.

4.3.2 Table 4.3.2 shall be used by the AHJ to determine staffing and response time objectives for structural firefighting, based on a low-hazard occupancy such as a 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family home without basement and exposures and the percentage accomplishment of those objectives for reporting purposes as required in 4.2.2.

Table 4.3.2 Staffing and Response Times

A. 4.3.2 Table 4.3.2 outlines demographic areas, as defined by the U.S. Census Bureau; staffing and deployment requirements; and fractal measurements. The suburban area is based on the requirements provided in the report by the Ontario Fire Marshal's Office, Shaping the Future of Fire Ground Staffing and Delivery Systems within a Comprehensive Fire Safety Effectiveness Model, a report referenced in NFPA 1710, as well. This requirement must be met 80 percent of the time. Rural areas have a lower population density and require six people (two in/two out plus the incident commander and pump operator), a requirement that is derived from the country-UK standards of fire cover and must be met 80 percent of the time. The remote areas reference the OSHA "two in/two out" requirement and the assembly of four persons 90 percent of the time. Travel distances are varied and can be computed utilizing the ISO travel formula. This travel formula is as follows:

$$1.7 \times \text{distance} + 0.65 = \text{travel time}$$

For evaluation of response time objectives based on Table 4.3.2, the fire department needs to record the number of members on the scene at the end of the response time given in the table for each incident. For example, in an urban area, the fire department would record the number of members on scene 9 minutes after the completion of the dispatch notification. They would then determine how many times they had at least 15 members on scene within that 9-minute time interval and calculate a percentage based on the total calls in urban areas. To meet the objective defined in this standard for an urban area, they would need to assemble at least 15 members within 9 minutes for 90 percent of the incidents.

## Staffing and Response Times

Demand Zone <sup>a,m</sup>	Demographics	Minimum Staff <sup>b</sup>	Response Time <sup>c</sup>	Meets Objective
Urban area	>1000 people/mi <sup>2</sup>	15	9	90%
Suburban area	500-1000 people/mi <sup>2</sup>	10	10	80%
Rural area	<500 people/mi <sup>2</sup>	6	14	80%
Remote area	Travel distance ≥ 8 m	4	Directly dependent on travel distance	90%
Special risks	Determined by AHJ	Determined by AHJ based on risk	Determined by AHJ	90%

<sup>a</sup> A jurisdiction can have more than one demand zone.

<sup>b</sup> Minimum staffing includes members responding from the AHJ's department and automatic aid.

<sup>c</sup> Response time begins upon completion of the dispatch

3.3.11 Demand Zones: An area used to define or limit the management of a risk situation.

3.3.4.1 Remote Area: A geographic area that requires a travel distance of at least 8 miles from a fire station to provide emergency services.

3.3.4.2 Rural Area: As defined by the U.S. Census Bureau, an area with fewer than 500 people per square mile.

3.3.4.3 Suburban Area: As defined by the U.S. Census Bureau, an area with between 500 people and 1000 people per square mile.

3.3.4.4 Urban Area: As defined by the U.S. Census Bureau, an area with at least 1000 people per square mile.

## Commentary

Numerous demand zones (an area used to define or limit the management of a risk situation) may exist within the department's response area. The department must first determine where each demand zone is located, and then evaluate their current response capabilities. If there are shortfalls to the minimum response personnel and response times shown in Table 4.3.2, then the department should take steps to identify ways to address them and improve their response capabilities.



### Action Items

- > Identify the location of demand zones in the department's jurisdiction.
- > Evaluate the department's current response capability for each demand zone.
- > Develop a plan to address any shortfalls with regard to personnel numbers and response times if necessary.

4.3.3 Upon assembling the necessary resources at the emergency scene, the fire department shall have the capability to safely commence an initial attack within 2 minutes 90 percent of the time.

## Commentary

Response time is critical when dealing with emergencies. Departments with staffing challenges may not be able to begin the initial attack two minutes after arriving on the emergency scene. Set a goal to begin the initial attack within two minutes 90 percent of the time and work to become more efficient during training drills. Staffing challenges should be addressed by being aggressive with recruitment and retention efforts. The NVFC offers recruitment and retention tips and resources at [www.nvfc.org](http://www.nvfc.org).

4.3.4 Personnel responding to fires and other emergencies shall be organized into company units or response teams and shall have required apparatus and equipment.

A.4.3.4 The AHJ should determine the number and type of fire company units to be provided. All personnel except those assigned to staff or support units or those serving as chief officers should be assigned to a specific company unit. The fire chief's responsibility is to ensure that the best use is made of personnel and equipment. See NFPA 1561 for additional information.

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### 4.4.2. Annual Evaluation

4.4.2.1 The fire department shall evaluate its level of service, deployment delivery, and response time objectives on an annual basis.



### Action Items

- > Set-up an annual evaluation schedule to review the department's level of service, deployment delivery, and response time objectives.

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4.4.3 Quadrennial Report. The fire department shall provide the AHJ with a written report, quadrennially, which shall be based on the annual evaluations required by 4.4.2.

## Commentary

Compiling a quarterly report allows the department and the jurisdiction authority to compare results with the service objectives outlined in 4.4.2.1. A department can be more proactive if their service delivery objectives are reviewed on a frequent basis. Issues that could affect response such as a bridge out, new development, etc. should be examined when they occur to ensure service objectives can still be met or to determine how a response should be modified.



### Action Items

- > Provide the department's authority having jurisdiction with a quarterly report based on annual evaluations. Compare the findings with the department's previously determined service objectives to measure progress.



# Checklist: NFPA 1720\*

Content	Compliance Y = Yes / N = No	Plan to Achieve Compliance Y = Yes / N = No	Expected Compliance Date	Notes, Modifications, Challenges
<p><b>Organization, Operation, and Deployment</b></p> <p>4.1 Fire suppression operations shall be organized to ensure that the fire department's fire suppression capability includes sufficient personnel, equipment, and other resources to deploy fire suppression resources efficiently, effectively, and safely.</p>				
<p>4.1.1 AHJ promulgate the fire department's organizational, operational, and deployment procedures by issuing written administrative regulations, standard operating procedures (SOPs), and departmental orders.</p>				
<p>4.2 Fire department participates in a process that develops a community fire and emergency medical services risk management plan.</p> <p><b>Staffing and Deployment</b></p> <p>4.3.1 Fire department identifies minimum staffing requirements to ensure that a sufficient number of members are available to operate safely and effectively.</p>				
<p>4.3.2 Staffing and response time objectives for structural fire fighting, based on a low-hazard occupancy such as a 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family home without basement and exposures and the percentage accomplishment of those objectives for reporting purposes as required in Table 4.3.2 and 4.4.2.</p>				

\*This checklist coincides with the sections highlighted in this guide. Visit [www.nfpa.org](http://www.nfpa.org) to view the standard in its entirety.



Expanding Their Horizons

Content	Compliance Y = Yes / N = No	Plan to Achieve Compliance Y = Yes / N = No	Expected Compliance Date	Notes, Modifications, Challenges
4.3.3 Have the capability to safely commence an initial attack within 2 minutes 90 percent of the time upon assembling necessary resources.				
4.3.4 Personnel responding to fires and other emergencies are organized into company units or response teams and shall have required apparatus and equipment.				
<b>Annual Evaluation</b> 4.4.2.1 Fire department evaluates its level of service, deployment delivery, and response time objectives on an annual basis.				
4.4.3 Provides the AHJ with a written report, quadrennially, which shall be based on the annual evaluations required by 4.4.2.				

**Contracted Mowing Summary  
FY23, Partial (07/01/2022-12/31/2022)**

16,000 Budgeted  
 11,802 TD DATE  
 4,198 remaining  
 Building - 7,000  
 Parks & Rec - 9,000  
 Cemeteries - 15,400

Date	Acct	Vendor	Total
<b>Building &amp; Code</b>			
07/26/2022	436.230	Morans Lawn Service	750.00 <i>Riverbank</i>
07/27/2022	436.230	Morans Lawn Service	1,285.00 <i>tree (mowing) Calabar (w/2nd)</i>
07/27/2022	436.230	Morans Lawn Service	2,917.00 <i>Riverbank</i>
07/28/2022	436.230	Epp's Property Maintenance	1,095.00 <i>Parkus (Code)</i>
08/30/2022	436.230	Morans Lawn Service	750.00 <i>Riverbank</i>
08/31/2022	436.230	Epp's Property Maintenance	765.00 <i>Code</i>
11/03/2022	436.230	Epp's Property Maintenance	450.00 <i>Parkus</i>
11/03/2022	436.230	Epp's Property Maintenance	90.00 <i>Parkus</i>
11/03/2022	436.230	Epp's Property Maintenance	120.00 <i>Parkus</i>
11/03/2022	436.230	Epp's Property Maintenance	80.00 ✓
11/03/2022	436.230	Epp's Property Maintenance	80.00 ✓
11/03/2022	436.230	Epp's Property Maintenance	80.00 ✓
		<b>Subtotal</b>	<b>\$ 8,462.00</b>
<b>Cemeteries</b>			
07/18/2022	952.230	Eagles Construction and Lawn Care	800.00
08/01/2022	952.230	Eagles Construction and Lawn Care	300.00
08/30/2022	952.230	Eagles Construction and Lawn Care	800.00
08/30/2022	952.230	Eagles Construction and Lawn Care	800.00
09/19/2022	952.230	Eagles Construction and Lawn Care	300.00
09/19/2022	952.230	Eagles Construction and Lawn Care	800.00
10/14/2022	952.230	Eagles Construction and Lawn Care	800.00
12/06/2022	952.230	Eagles Construction and Lawn Care	800.00
		<b>Subtotal</b>	<b>\$ 5,400.00</b>
<b>Parks &amp; Rec</b>			
07/02/2022	900.230	Eagles Construction and Lawn Care	50.00
07/02/2022	900.230	Eagles Construction and Lawn Care	50.00
07/08/2022	900.230	Eagles Construction and Lawn Care	900.00 ✓
08/01/2022	900.230	Eagles Construction and Lawn Care	50.00
08/12/2022	900.230	Eagles Construction and Lawn Care	50.00
08/13/2022	900.230	Eagles Construction and Lawn Care	100.00
08/27/2022	900.230	Eagles Construction and Lawn Care	100.00
08/28/2022	900.230	Eagles Construction and Lawn Care	50.00
08/31/2022	900.230	Epp's Property Maintenance	780.00 ✓
09/16/2022	900.230	Eagles Construction and Lawn Care	100.00
09/16/2022	900.230	Eagles Construction and Lawn Care	50.00
09/30/2022	900.230	Epp's Property Maintenance	860.00 ✓
10/09/2022	900.230	Eagles Construction and Lawn Care	100.00
10/10/2022	900.230	Eagles Construction and Lawn Care	50.00
10/10/2022	900.230	Eagles Construction and Lawn Care	50.00
		<b>Subtotal</b>	<b>3,340.00</b>
<b>GRAND TOTAL</b>			<b>\$ 17,202.00</b>

20K temp budget  
 -7165 Temp L  
 -6929 Temp C  
 5906 remaining in streets - Temp

4198 + 5906 = \$10,104 remaining FY23

## Contracted Mowing Summary FY22, Full Year

Date	Acct	Vendor	Total
<b>Building &amp; Code</b>			
7/15/2021	436.230	Morans Lawn Service	\$ 481.50
7/15/2021	436.230	Morans Lawn Service	\$ 240.75
11/30/2021	436.230	J&K Lawn Services	\$ 480.00
		<b>Subtotal</b>	<b>\$ 1,202.25</b>
<b>Cemeteries</b>			
07/15/2021	952.230	Eagles Construction and Lawn Care	800.00
08/13/2021	952.230	Eagles Construction and Lawn Care	300.00
08/13/2021	952.230	Eagles Construction and Lawn Care	800.00
09/16/2021	952.230	Eagles Construction and Lawn Care	300.00
09/16/2021	952.230	Eagles Construction and Lawn Care	800.00
10/01/2021	952.230	Eagles Construction and Lawn Care	800.00
11/01/2021	952.230	Eagles Construction and Lawn Care	300.00
11/01/2021	952.230	Eagles Construction and Lawn Care	800.00
12/17/2021	952.230	Eagles Construction and Lawn Care	800.00
05/03/2022	952.230	Eagles Construction and Lawn Care	800.00
05/03/2022	952.230	Epp's Property Maintenance	90.00
05/03/2022	952.230	Epp's Property Maintenance	300.00
06/03/2022	952.230	Eagles Construction and Lawn Care	800.00
06/03/2022	952.230	Eagles Construction and Lawn Care	300.00
06/03/2022	952.230	Epp's Property Maintenance	775.00
06/16/2022	952.230	Eagles Construction and Lawn Care	300.00
06/16/2022	952.230	Eagles Construction and Lawn Care	800.00
06/30/2022	952.230	Eagles Construction and Lawn Care	800.00
		<b>Subtotal</b>	<b>\$ 10,665.00</b>
<b>Beautification</b>			
06/03/2022	950.230	Eagles Construction and Lawn Care	50.00
06/03/2022	950.230	Eagles Construction and Lawn Care	50.00
06/16/2022	950.230	Eagles Construction and Lawn Care	50.00
06/16/2022	950.230	Eagles Construction and Lawn Care	50.00
06/16/2022	950.230	Eagles Construction and Lawn Care	50.00
		<b>Subtotal</b>	<b>\$ 250.00</b>
<b>Parks &amp; Rec</b>			
11/30/2022	900.230	J&K Lawn Services	\$ 3,660.00
5/3/2022	900.230	Eagles Construction and Lawn Care	\$ 50.00
5/3/2022	900.230	Eagles Construction and Lawn Care	\$ 50.00
		<b>Subtotal</b>	<b>\$ 3,760.00</b>
<b>GRAND TOTAL</b>			<b>\$ 15,877.25</b>

Ordinance \_\_\_\_\_

**Ordinance \_\_\_\_\_ Acquiring Property at 241 South Main Street in Weston, WV**

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

Whereas, the property at issue is private property;

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 land identified in the Lewis County Courthouse Records as:

District 07, Map 11, PID 98

This property is reasonably believed to be owned by Peggy L. Lattea and a description of the property can be found in Deed Book 557 Page 408. The legal description of the property is as follows:

“...a certain lot or parcel of real estate, situate in what is known as Kitsonville, in the City of Weston, Lewis County, West Virginia, and generally described as follows:

Said lot or parcel of real estate with its appurtenances is also situate in what is locally knows as Arnold’s Addition to Kitsonville as shown on a certain map or plat entitled ‘Plat of Arnold’s Addition’ dated November 11, 1908, of record in the office of the Clerk of the County Commission of said Lewis County in Deed Book No. 64, page 9, and is 50 feet of the northern end of Lot No. 3 as shown on the last aforesaid map or plat and adjoins property formerly owned by Frank Mathews. Said lot or parcel of real estate runs for 50 feet on what was formerly known as the Weston and Gauley Bridge Turnpike (now United States Highway No. 19) and extends back therefrom by parallel lines a distance of 150 feet to Jackson Avenue.”

This property is believed to have the address of 241 South Main Street. In any event, the legal description shall control any confusion over which property the City of Weston is acquiring. Said property is being conveyed to Weston by Mr. Lester Gay who is believed to have apparent authority to do so via a Durable Power of Attorney signed by Ms. Peggy Lattea.

Said property was transferred to Weston for consideration of Weston canceling, and never more seeking, unpaid City fees/liens associated with above said property. Said fees/liens amounted to \_\_\_\_\_

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

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

Ordinance \_\_\_\_\_

**Ordinance \_\_\_\_\_ Acquiring Property at 141 South Main Street in Weston, WV**

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

Whereas, the property at issue is private property;

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 land identified in the Lewis County Courthouse Records as:

District 07, Map 11, PID 87

This property is reasonably believed to be owned by Fast & Friendly Pharmacy LLL, and a description of the property can be found in Deed Book 729 Page 70. The legal description of the property is as follows:

“...all that certain tract, lot or parcel of land, together with improvements thereon and the appurtenances thereunto belonging, situate in the Courthouse District-Weston Municipality, Lewis County, West Virginia, and being more particularly bounded and described as Pt Lot 11 Arnold Addn 50.0 x 99.0 x 49-S x 81.8 and being parcel 87 as shown on a tax map 11, which map is filed in the office of the Clerk of the County Court of Lewis County, West Virginia.”

This property is believed to have the address of 141 South Main Street. In any event, the legal description shall control any confusion over which property the City of Weston is acquiring.

The property was transferred to Weston for the following consideration \_\_\_\_\_.

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

\_\_\_\_\_

Judy Piercy, City Clerk



**FRED W. EBERLE TECHNICAL CENTER**

208 Morton Avenue  
BUCKHANNON, WV 26201  
(304) 472-1259

"Reaching for the future"

1/19/2023

To whom it may concern:

This is to introduce \_\_\_\_\_, who is a student in the Electrical Technician Program at our center. They are authorized by the Skills USA organization, and by the director of the center, to solicit prizes for our annual Skills USA Championships. These contests are essential to the continual development of excellence in our classes, and the incentive provided by the awarding of prizes to contest winners helps keep student motivation high. We are grateful to you for your past considerations and hope that you can see your way clear to help again this year.

The contest will be held on Thursday, February 9, 2023 and wish to take this opportunity to invite you to attend. If you have witnessed this activity in the past you know how exciting they can be. If you have not seen this before, you are in for a treat.

The contests will begin at 9:00 a.m. and end by 3:00 p.m. The awards will be presented the same evening at 7:00 p.m. The location has for the awards has not been confirmed at this time but will be announced on our school Facebook page as soon as a location is secured.

Again, I want to thank you for your support for Career and Technical Education.

  
Instructor



**BID SHEET  
CITY OF WESTON, WV  
Municipal Building Exterior Paint**

PRICING VALID FOR 90 DAYS AFTER AWARD OF BID

Bidders should attach all required documents as detailed in the Request for Bids and Bid Specifications to this form as their submittal. Bids missing the required documents shall be considered unresponsive.

**Project:** Municipal Building Exterior Paint *. Would need to supply replacement wooden shingles  
. Would install/paint @ \$58/hr*

**Address:** 102 W 2<sup>nd</sup> St Weston, WV *Includes a Rental of -  
(60 ft. Man lift - \$2,500.00)*

**Base Bid Amount:** \$12,500.00

**Alternate 1 Bid Amount:** \$3,400.00

**Alternate 2 Bid Amount:** \$1,500.00

**Total Bid Amount:** \$19,900.00 ←

**Calendar days needed to complete work:** 30 **Proposed Start Date:** June 2023

**Proposed Paint/Specifications (Brand, Type, Thickness):**

Wood shakes:	<u>Sherwin Williams - SuperPaint (satin) Exterior</u>	<u>Paint.</u>
Windows/window frame:	<u>"</u>	
Doors/door frame:	<u>"</u>	
Metal Handrail:	<u>"</u>	
Exterior ceiling/columns/trim:	<u>"</u>	
Pickett fencing:	<u>"</u>	

*Exterior Wood Primer Sherwin Williams*

The undersigned hereby states that he/she read and understands and agrees to the accompanying, Request for Bids, Specifications and Bid Sheet and submits their quotation accordingly.

**Contractor:** All Star Painting LLC

**Phone:** 304 517-6742

**WV Contractors License Number:** WV047443

**Address:** 109 Lodge Street Bridgeport, WV 26330

**Name and Title of Agent:** Blue Ridge Risk Partners - Traci Swann

**Signature of Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

City of Weston (Bid is accepted once approved by Council and an authorized representative of the City signs below)

**Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The City reserves the right to reject any bid received, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this request for bid in part or in its entirety if in the interest of the City. This solicitation of bid is not a formal contract for work to be performed. The City also reserves the right to add or subtract from the quantities of work within reason and not negotiate a change in price.

**BID SHEET**  
**CITY OF WESTON, WV**  
**Municipal Building Exterior Paint**

PRICING VALID FOR 90 DAYS AFTER AWARD OF BID

Bidders should attach all required documents as detailed in the Request for Bids and Bid Specifications to this form as their submittal. Bids missing the required documents shall be considered unresponsive.

**Project:** Municipal Building Exterior Paint

**Address:** 102 W 2<sup>nd</sup> St Weston, WV

**Base Bid Amount:** \$60,596

**Alternate 1 Bid Amount:** \$11,500

**Alternate 2 Bid Amount:** \$3,900

**Total Bid Amount:** \$75,996 *Seventy five thousand nine hundred ninety six*

**Calendar days needed to complete work:** 25 **Proposed Start Date:** April 1 - May 1 - weather dependent

**Proposed Paint/Specifications (Brand, Type, Thickness):**

- Wood shakes: Sherwin Williams - Woodscapes Acrylic Solid Stain
  - Windows/window frame: Sherwin Williams Emerald Enamel or Duration latex
  - Doors/door frame: SW Duration or pro industrial DTM
  - Metal Handrail: SW pro industrial DTM
  - Exterior ceiling/columns/trim: SW Emerald or Duration latex
  - Pickett fencing: SW pro industrial DTM
- POS/SOS Available upon request.*

The undersigned hereby states that he/she read and understands and agrees to the accompanying, Request for Bids, Specifications and Bid Sheet and submits their quotation accordingly.

**Contractor:** A.J. Vater & Co., Inc

**Phone:** 412-331-4477 office, 412-848-4513 cell

**WV Contractors License Number:** WV001397

**Address:** 201 Monson Ave McKees Rocks, PA 15136

**Name and Title of Agent:** Ryan Dunbar - estimator

**Signature of Authorized Agent:** [Signature] **Date:** 2/1/2023

City of Weston (Bid is accepted once approved by Council and an authorized representative of the City signs below)

**Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The City reserves the right to reject any bid received, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this request for bid in part or in its entirety if in the interest of the City. This solicitation of bid is not a formal contract for work to be performed. The City also reserves the right to add or subtract from the quantities of work within reason and not negotiate a change in price.

**BID SHEET  
CITY OF WESTON, WV  
Municipal Building Exterior Paint**

PRICING VALID FOR 90 DAYS AFTER AWARD OF BID

Bidders should attach all required documents as detailed in the Request for Bids and Bid Specifications to this form as their submittal. Bids missing the required documents shall be considered unresponsive.

**Project:** Municipal Building Exterior Paint

**Address:** 102 W 2<sup>nd</sup> St Weston, WV

**Base Bid Amount:** \$70,080.00

**Alternate 1 Bid Amount:** \$10,296.00

**Alternate 2 Bid Amount:** \$8,580.00

**Total Bid Amount:** \$88,956.00

**Calendar days needed to complete work:** 40 **Proposed Start Date:** April 1, 2023 (weather and temperature depending)

**Proposed Paint/Specifications (Brand, Type, Thickness):**

Wood shakes: Sherwin Williams Duration Exterior Acrylic Latex - 2.2-3 Mills

Windows/window frame: Sherwin Williams Duration Exterior Acrylic Latex - 2.2-3 Mills

Doors/door frame: Sherwin Williams Duration Exterior Acrylic Latex - 2.2-3 Mills

Metal Handrail: Sherwin Williams Industrial Alkyd Enamel - 2-3.5 Mills

Exterior ceiling/columns/trim: Sherwin Williams Duration Exterior Acrylic Latex - 2.2-3 Mills

Pickett fencing: Sherwin Williams Duration Exterior Acrylic Latex - 2.2-3 Mills

The undersigned hereby states that he/she read and understands and agrees to the accompanying, Request for Bids, Specifications and Bid Sheet and submits their quotation accordingly.

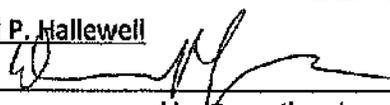
**Contractor:** Saint's Painting Co., Inc.

**Phone:** (724) 348-2222

**WV Contractors License Number:** WV034724

**Address:** PO Box 239, Venetia, PA 15367

**Name and Title of Agent:** Daniel P. Hallewell

**Signature of Authorized Agent:** 

**Date:** 02/02/2023

City of Weston (Bid is accepted once approved by Council and an authorized representative of the City signs below)

**Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The City reserves the right to reject any bid received, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this request for bid in part or in its entirety if in the interest of the City. This solicitation of bid is not a formal contract for work to be performed. The City also reserves the right to add or subtract from the quantities of work within reason and not negotiate a change in price.

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 Fiscal Year Ending: **2023**  
 Fund: **2**  
 Revision Number: **2**  
 Pages: **1 of 1**

City of Weston, WV  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Nathaniel Stansberry**

Phone: **304-289-6141**

Fax:

Email: [nstansberry@cityofwestonwv.com](mailto:nstansberry@cityofwestonwv.com)

102 W 2nd St, Weston WV 26452

STREET OR PO BOX

Weston

26452

CITY

ZIP CODE

Municipality  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

Explanation for Account # 378, Municipal Specifics:

Explanation for Account # 389, Contributions from Other Funds:

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
757	Sidewalks	36,039		4,679	31,360
444	Contributions / Transfers to Other Funds		4,679		4,679
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



December 12, 2022

Nate Stansberry  
 City Manager  
 City of Weston  
 102 W. 2<sup>nd</sup> Street  
 Weston, West Virginia 25401

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for the City of Weston (the City) with respect to certain consulting services to be provided to the City.

The City has requested that we provide a schedule of hourly rates to be charged for professional services to be provided to the City on an as needed basis. These may include, but are not limited to:

- QuickBooks cleanup
- Accounts payable processing
- Bank and/or credit card reconciliations
- Pension schedules as requested by the Municipal Pension Oversight Board
- Preparation of financial statements for the annual audit
- Other audit support services
- New GASB standard implementation
- Annual budget assistance
- Human resources
- Information technology
- Other procedures as requested

**Management Responsibilities**

We ask that you either confirm or amend our understanding regarding the procedures by signing the enclosed copy of this letter and returning it to us. The sufficiency of procedures requested by the City is solely the responsibility of the City of Weston. We make no representation regarding the sufficiency of procedures we are requested to perform either for the purpose for which these services have been requested or for any other purpose.

Because procedures we will be requested to perform do not constitute an audit made in accordance with auditing standards generally accepted in the United States of America, we will not express an opinion on any of the specific elements, accounts, or items referred to in our report or on the financial statements of the City of Weston taken as a whole.

During the course of our engagement, we may accumulate records containing data that should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

The Virginia Center  
 1411 Virginia Street, East  
 Suite 100  
 Charleston, WV 25301

MAIN (304) 343-4126  
 FAX (304) 343-8008

The Rivers Office Park  
 200 Star Avenue | Suite 220  
 PO Box 149  
 Parkersburg, WV 26102

MAIN (304) 485-6584  
 FAX (304) 485-0971

Suncrest Towne Centre  
 453 Suncrest Towne Centre Drive  
 Suite 201  
 Morgantown, WV 26505

MAIN (304) 554-3371  
 FAX (304) 554-3410

suttlecpas.com  
 cpa@suttlecpas.com

The services that we will perform are not designed and cannot be relied upon to disclose errors, fraud or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

If circumstances arise which in our professional judgment prevent us from completing the engagement, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

### **Other Terms**

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

The City of Weston hereby indemnifies Suttle & Stalnaker, PLLC and its partners, principals and employees and holds them harmless from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City of Weston's management, regardless of whether such person was acting in the City of Weston's interest. This indemnification will survive termination of this letter.

It is agreed by the City of Weston and Suttle & Stalnaker, PLLC or any successors in interest that no claim arising out of services rendered pursuant to this agreement by or on behalf of the City of Weston shall be asserted more than two years after the date of the last report issued by Suttle & Stalnaker, PLLC.

The working papers for this engagement are the property of Suttle & Stalnaker, PLLC and constitute confidential information. However, as required by Federal and State law, we are required to make certain workpapers available to Federal or State regulatory authorities upon request for their regulatory oversight purposes. Access to the requested workpapers will be provided under the supervision of Suttle & Stalnaker, PLLC engagement personnel and at a location designated by our firm.

### **Fees**

Our fees are generally based on the time required at our regular rates for the services and personnel assigned plus out-of-pocket costs. Our charges also include other appropriate factors, including the difficulty of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned, and the value of the services to the client. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Assuming adequate records, internal controls, and assistance of your personnel, we estimate that our hourly fees will be:

Hourly Rates	
Member	\$300
Manager	\$255
Supervisor	\$195
Senior	\$165
Staff	\$145
Admin	\$100
HR Consulting	\$175

We will attempt to minimize our fees consistent with quality work, and we will communicate to management efforts they can undertake to further minimize costs. Out of pocket costs will be added to the above fees. We will continue to communicate with management throughout the project on the status of cost for this engagement and when new items are necessary we will provide cost estimates in advance.

In the event we are requested or authorized by the City of Weston or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for the City of Weston, the City of Weston will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

This letter constitutes the complete and exclusive statement of agreement between Suttle & Stalnaker, PLLC and the City of Weston, superseding all other communications oral or written with respect to the terms of the engagement between the parties.

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy and return it to us. We appreciate your business.

Very truly yours,

Suttle & Stalnaker, PLLC

Confirmed on behalf of the addressee:

---

Signature

---

Title

From: **Jack Jackson** jjackson@atlanticemergency.com  
Subject: **City Truck Payment Breakdown**  
Date: **Jan 24, 2023 at 9:56:54 AM**  
To: **jsuttle@westonfd.com**

---

Chief,

See below on the City truck.

<b>CITY</b>	
	\$
Truck Cost	578,804
	\$
Prepay Discount	(14,000)
<hr/>	
<b>Adjusted Truck Cost</b>	<b>564,804</b>
	\$
CITY PAID	(578,804)
<hr/>	
<b>OVERPAYMENT</b>	<b>(14,000)</b>

**Jack Jackson**  
Director of Order Management



144 Freedom Blvd.  
Yorktown, VA 23692  
Office: (757)234-7424  
Fax: (757)369-0651

**Confidentiality Notice:** The information contained in this electronic mail message is confidential information and intended only for the use of the individual or entity named above, and may be privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this transmission in error, please contact the sender immediately, delete this material from your computer and destroy all related paper media.

Vest's Sales and Service, Inc.

1157 Stonewall Road, N.E.

Check, VA 24072-3246

Phone (540) 251-0392

Fax (540) 251-0340

# Estimate

DATE	ESTIMATE #
1/3/2023	8065

NAME / ADDRESS
Weston Vol. Fire Dept. 321 Center Ave. Weston, WV 26452

DESCRIPTION	QTY	COST	PROJECT
			TOTAL
4" NS to 4" Stortz	4	184.54	738.16
4.5" NS to 4" Stortz	4	190.96	763.84
2.5" NSF to 4" Stortz	4	141.66	566.64
2.5" NSM to 4" Stortz	4	126.55	506.20
2.5" DBL Female	4	43.07	172.28
2.5" DBL Male	4	40.10	160.40
1.5" DBL Female	4	48.59	194.36
1.5" DBL Male	4	40.03	160.12
2.5" Female to 1.5" Male Reducer	4	49.75	199.00
2.5" Female to 1.5" Gated Wye	2	343.94	687.88
2.5 Hydrant Gate	2	371.77	743.54
Spanner Wrench	2	100.14	200.28
Spanner w/ Hydrant Wrench	2	152.83	305.66
Stortz Wrench	2	95.14	190.28
RH3D 3' newyork hook w d hand	2	123.20	246.40
RH6 6' newyork hook	2	130.40	260.80
Redhead 30" Halligan	2	207.58	415.16
Elkhart Phantom xd 1 3/4 nozzle	6	850.00	5,100.00
Elkhart Phantom xd 2 1/2 nozzle	2	1,159.68	2,319.36
Lifepak 1000 AED	2	1,625.00	3,250.00
Harrington Low Lev Strainer w/Jet	1	605.00	605.00
LightningX Mask Bag	10	18.00	180.00
Flir K 53	2	5,675.40	11,350.80
Tempest DD-16-H-4.8	2	2,038.20	4,076.40
CET 11 HP Man Portable Pump	1	3,310.00	3,310.00
Redhead 4'Drywall Hook D Handle	2	127.84	255.68
F 500 encapsulator agent 5 gallon pail	16	184.75	2,956.00
Key Eco 10 1 3/4	12	164.50	1,974.00
Key Big 10 1 3/4	12	183.00	2,196.00
Key Big 10 FDNY Spec 1 3/4	12	200.00	2,400.00
Tru ID 1 3/4	12	198.00	2,376.00
Key Light 1 3/4	12	183.50	2,202.00
Key Combat Ready 1 3/4	12	301.50	3,618.00
Key Combat Sniper	12	259.50	3,114.00
Snaptite Gladiator	12	336.00	4,032.00
Snaptite Supreme	12	220.00	2,640.00
<b>TOTAL</b>			<b>\$64,466.24</b>



QUOTE

13051 Redwater Drive  
 Chester, VA 23836  
 (800) 442-9700  
 equipmentorders@atlanticemergency.com

Quote NO. 40445  
 Employee NO. 1741  
 CUSTOMER ID  
 DATE 01/13/2023  
 EXPIRATION DATE 02/12/2023

Bill To Weston Volunteer Fire Department Inc. WV  
 321 Center AVE  
 Weston West Virginia 26452-2030  
 United States

Ship To Weston Volunteer Fire Department Inc. WV  
 United States

SALESPERSON	SALESPERSON CONTACT#	DELIVERY CONTACT	DELIVERY CONTACT#	PO#	PAYMENT TERMS	FREIGHT OPTIONS
Jay Parsons						Customer Pay

QTY	ITEM #	NAME / VENDOR / DESCRIPTION	UNIT PRICE	LINE TOTAL
1	06XD0311	06XD0311 / ELKHART BRASS / Mid Range Nozzle, 1.5 FNH, 30, 60, 95, 125, 150, 200 GPM, 100 PSI, 1-3/8" Waterway ELKHART XD PHANTOM 1.5	\$898.00	\$898.00
1	SPECIFY ITEM# IN DESCRIPTION	FS-SUPREME / SNAPITITE / PONN SUPREME "FS" ATTACK SNAPITITE PONN SUPREME FS17X50 15N	\$213.00	\$213.00
1	TFLK53	TFLK53 / FLIR / K53 320x240 60hz Thermal Camera Kit*** FLIR K53	\$5,700.00	\$5,700.00
1	H201-25NHFS-15NH	H201-25NHFS-15NH / HARRINGTON / 2-way ball valve 2.5" NH female swivel rocker lug inlet x (2) 1.5" NH male outlets (Leader Line Wye) HARRINGTON GATED Y 2.5 TO 1.5	\$321.50	\$321.50
1	H35-25NH-25NH	H35-25NH-25NH / HARRINGTON / NH Female Swivel Rockerlug HARRINGTON DOUBLE FEMALE 2.5	\$48.00	\$48.00
1	SO-3285	SO-3285 KEY-LIGHT DP17-800PU 1.75	\$158.00	\$158.00
1	SO-3288	SO-3288 KEY TRUE ID DP17-TRU 1.75	\$177.00	\$177.00
1	HTLLS-60NHLH	HTLLS-60NHLH / HARRINGTON / Low Level Strainer with 6" NH Female long handle swivel w/ 1.5" NH siphon jet HARRINGTON 6" LL STRAINER	\$614.00	\$614.00
1	H36-25NH-25NH	H36-25NH-25NH / HARRINGTON / Double Male Rocker Lug Adapters HARRINGTON DOUBLE MALE 2.5	\$29.00	\$29.00
1	H36-15NH-15NH	H36-15NH-15NH / HARRINGTON / Double Male Rocker Lug Adapters HARRINGTON DOUBLE MALE 1.5	\$20.00	\$20.00
1	LB-30	LB-30 / Leatherhead Tools / 30" Leatherhead Halligan Bar from 1" Stock (Forged Halligan Type) LEATHERHEAD HALLIGAN BAR 30	\$259.00	\$259.00
1	HSMR40-40NH	HSMR40-40NH / HARRINGTON / Storz adapter 4" (100) with lock x 4" NH male HARRINGTON 4" STORTZ TO 4" MALE NH	\$132.00	\$132.00
1	H35-15NH-15NH	H35-15NH-15NH / HARRINGTON / NH Female Swivel Rockerlug HARRINGTON DOUBLE FEMALE 1.5	\$39.70	\$39.70
1	HSMR40-45NH	HSMR40-45NH / HARRINGTON / Storz adapter 4" (100) with lock x 4.5" NH male HARRINGTON 4" STORTZ TO 4.5" MALE NH	\$159.50	\$159.50
1	DP17-800-ECO	DP17-800-ECO / Key Fire Hose / ECO-10 1 3/4" Lightweight Double Jacket Rubber-lined Attack Hose with Aluminum Couplings KEY ECO 10	\$140.00	\$140.00
1	HSMR40-25NH	HSMR40-25NH / HARRINGTON / Storz adapter 4" (100) with lock x 2.5" NH male HARRINGTON 4" STORTZ TO 2.5" MALE NH	\$125.50	\$125.50
1	HSFR40-25NH	HSFR40-25NH / HARRINGTON / Low Profile Storz adapter 4" (100) with lock x 2.5" NH female rigid anodized HARRINGTON 4" STORTZ BY 2.5" FEMALE NH	\$128.00	\$128.00
1	DP17-1000	DP17-1000 / Key Fire Hose / COMBAT READY 1 3/4" Attack Hose-Double Jacket Through-the-Weave Hose priced with Aluminum Couplings- MUST BE TREATED KEY COMBAT READY 1.75	\$271.00	\$271.00

QTY	ITEM #	NAME / VEI DOR / DESCRIPTION	UNIT PRICE	LINE TOTAL
1	H37-15NHM-25NH	H37-15NHM-25NH / HARRINGTON / Male x Female Rigid Rocker Lug Adapters HARRINGTON 2.5" F TO 1.5M REDUCER	\$35.75	\$35.75
1	SO-3287	SO-3287 ELKHART XD PHANTOM 2.5" 06XD0611	\$1,028.75	\$1,028.75
1	RH-6	RH-6 / FIREHOOKS / 6" NY ROOF HOOK, STEEL FIREHOOKS ROOF HOOK	\$146.00	\$146.00
1	HSW-25NH	HSW-25NH / HARRINGTON / 2.5" NH spanner HARRINGTON SPANNER WRENCH	\$28.75	\$28.75
1	HSW-HW	HSW-HW / HARRINGTON / Adjustable hydrant nut spanner HARRINGTON HYDRANT WRENCH WITH SPANNER	\$56.00	\$56.00
1	SO-3295	SO-3295 FIREHOOKS RH-3-D ROOF HOOK 3" WITH D HANDLE	\$0.00	\$0.00
1	DP17-100S	DP17-100S / Key Fire Hose / COMBAT SNIPER HOSE KEY SNIPER 1.75	\$248.00	\$248.00
1	HSSW-41-61	HSSW-41-61 / HARRINGTON / 4" 6" Single end spanner HARRINGTON STORTZ WRENCH 4-6	\$20.25	\$20.25
1	SPECIFY ITEM# IN DESCRIPTION	FG-GLADIATOR / SNAPTITE / PONN "FG" GLADIATOR HOSE. SNAPTITE PONN GLADIATOR FG17X50_15N	\$315.00	\$315.00
1	HEGV-25NHM-25NH	HEGV-25NHM-25NH / HARRINGTON / Gate valve 2.5" NH female swivel rocker lug inlet x 2.5" NH male outlet (hydrant gate valve) HARRINGTON HYDRANT GATE 2.5	\$289.00	\$289.00
1	DP17-800	DP17-800 / Key Fire Hose / BIG 10 1 3/4" Double Jacket Fire Hose all Polyester Rubber Lined priced with Aluminum Couplings KEY BIG 10 1.75	\$158.00	\$158.00
1	DP18-800-FDNY	DP18-800-FDNY / Key Fire Hose / BIG 10 1 3/4" FDNY Double Jacket Fire Hose all Polyester Rubber Lined priced with Aluminum Couplings KEY BIG 10 NYC 1.75	\$168.00	\$168.00
1	DBY-4DH-D	DBY-4DH-D / Leatherhead Tools / Drywall Hook, OAL 4', HiViz Yellow Dog-Bone Pole with D-Handle LEATHERHEAD DRYWALL HOOK 4	\$124.00	\$124.00
			SUBTOTAL	\$12,050.70
			TAX	0.00%
			FREIGHT ESTIMATE	\$0.00
			TOTAL	\$12,050.70

Quote Comments:

PRICING IS VOLITILE AT THIS TIME AND CAN CHANGE WEEKLY. PRICING IS GOOD FOR 30 DAYS FROM QUOTE. KEY HOSE WILL BE TAKING A 10% INCREASE THIS QUARTER.

THANK YOU FOR YOUR BUSINESS!

Manager.

### **VACATION BENEFITS (PAID ANNUAL LEAVE)**

Permanent full-time employees shall be granted eighty (80) hours of vacation per year after completing twelve (12) months of service with the City. **These hours will be credited on the employee's anniversary hire date.** After 2 years of continuous service with the City, full-time employees shall earn one hundred and twenty hours (120) of vacation per year, and those hours will be credited on January 1. After 5 years of continuous service with the City, full-time employees shall earn one hundred and sixty hours (160) hours of vacation per year, which is the maximum, and will be credited on January 1. Part-time and temporary employees are not eligible for paid annual leave.

Vacation days may not be taken in segments of less than one-half (1/2) day unless approved by your supervisor. Employees must request advance approval for use of vacation days from their supervisor. Requests will be reviewed based on a number of factors, including seniority, department needs and staffing requirements.

Employees with accrued, but unused vacation time at the end of the calendar year may be paid up to 40 hours at their regular rate of pay for their unused vacation time or may elect to carry over up to forty hours of unused vacation time into the next calendar year. Any hours over 40 will be forfeited and do not have any cash value. Employees must put their elections relating to unused vacation time (meaning whether they want a cash payment or to carry over any eligible unused time) in writing and submit their election to the City Manager by December 31 of the calendar year in which the vacation days were accrued.

Unused vacation time will not be paid to the employee upon separation from employment regardless of whether the City or the employee terminates the employment relationship.

Should an employee require a leave of absence not covered by this or other policies, the employee may submit a request in writing, to the Common Council, for consideration. Similarly, should an employee wish to take more than 80 hours of vacation time consecutively, he/she must seek approval from the Common Council. A leave request form may be obtained from the City Manager.

### **HOLIDAYS**

The City will grant holiday time off to all employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Presidents' Day (third Monday in February)
- \* Memorial Day (last Monday in May)
- \* West Virginia Day (June 20)
- \* Independence Day (July 4)

Mayor's Report

February 5, 2023

January 2023

Participated in WVML Friday calls.

Jan. 6 – Attended Senator Ben Queen's swearing in ceremony.

Jan. 8 – Attended Service Banquet at Coffeehouse for Sharpe transitional housing clients.

Jan. 9 – Cemetery Board meeting

Weston Sanitary Board meeting

Jan. 11 – Planning Commission Meeting

Jan. 12 – Nate and I met with DOH

Historic Landmarks Commission

Jan. 17 – Weston Sanitary Board meeting

Jan. 18 – Lewis/Upshur LEPC Meeting

Lewis County EDA meeting

Jan. 19 – Lewis/Upshur Drug Court Foundation meeting

Jan. 20 – Parks and Recreation Meeting (rescheduled)

Jan. 23 – Mediation for WSB case

Jan. 26 – Parks and Recreation Meeting

Jan. 27 – Weston Sanitary Board meeting

Jan. 31 – Lunch with LC Commission

Kim Harrison-Edwards

February 5, 2023