

**STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:**

Special meetings of the Buckhannon City Council were held on February 27, 2017 & March 15, 2017 at City Hall with the following in attendance:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Present
Council Member	Pam Cuppari	Absent on 2/27/17
Council Member	Pam Cuppari	Present
Council Member	David Thomas	Present
Council Member	CJ Rylands	Present
Council Member	Robbie Skinner	Present
Council Member	Mary Albaugh	Present
Director of Finance/Administration	Amberle Jenkins	Present
Office Clerk	Barbara Hinkle	Present
News Media Record Delta	Katie Kuba	Present

**Meeting Notices Posted on 02-21-17 and 02-28-17:**

**A SPECIAL CITY COUNCIL MEETING  
HAS BEEN SCHEDULED BY THE  
BUCKHANNON CITY COUNCIL**

**FEBRUARY 27, 2017 AT 1:00 PM AT CITY HALL**

**The purpose of the meeting is a work session to discuss the budget for the fiscal year 2017-18.**

Posted 02-21-17

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**A SPECIAL CITY COUNCIL MEETING  
HAS BEEN SCHEDULED BY THE  
BUCKHANNON CITY COUNCIL**

**March 15, 2017 AT 5:00 PM AT CITY HALL**

**The purpose of the meeting is a work session to discuss the budget for the fiscal year 2017-18.**

Posted 02-28-17

The purpose of the meetings to hold working sessions to discuss the budget for Fiscal Year 2017-18; meetings began at 1:00 p.m. on February 27<sup>th</sup> and 5:00 p.m. on March 15<sup>th</sup>.

**Guest: Laura Meadows CVB Director**

**February 27, 2017 Working Budget Session:**

**Director of Finance/ Administration** – Amberle Jenkins presented and explained the revenues and expenditures of the 2017-2018 draft budget:

***Expenditure Line Items and Dollar Amounts Budgeted:***

- **Upshur County Development Authority Line Item-** \$30,000.00 Amby informed council that the Development Authority had requested \$40,000.00 and that it would be up to council to determine.
- **Mayor's Assistant Salary Line Item** –\$13,500.00 which is a \$5,164.00 increase due to a salary increase for Teresa Summers and Barb Hinkle for added responsibilities and for hiring Rich Clemens as Webmaster and IT Tech. Discussions of \$10,000.00 fireworks expenditures. Mr. Skinner suggested giving half of the fireworks contributions to the Strawberry Festival Board. Mayor McCauley would like to be highly cautious and take care of internal situations before we get too far out with external situations. Mr. Thomas asked if the Strawberry Festival Committee has asked for contributions for this year or next? Amby reported that she has not received any requests and has not budgeted anything, she also stated the Strawberry Festival

Committee usually makes their request around festival time and that Council expenses their request from council's capital outlay.

- **Council's Capital Outlay Line Item** – Amby reported that she did not have anything in council's capital outlay.
- **48 E. Main Street Theater** - \$10,000.00; Amby stated she thinks there may be a grant available or a match.
- **Façade Grant** - \$10,000.00; Amby stated she did not have anyone requesting any funding, Mayor McCauley, and Mrs. Albaugh stated that they had some inquiries.
- **Cat Control Expense** – \$1,000.00
- **Cat Control Salary** - \$1,500.00
- **City Attorney** - Amby requested a \$1,000.00 increase in which General Funds portion would be an increase of \$250.00
- **City Engineer** - \$5,000.00 for City Architect; Amby stated that a contract is needed.
- **Housing Enforcement** - \$8,000.00 to cover cleaning up properties.
- **Zoning Salary** – \$9,000.00 increase due to extra day and performing electrical inspections for zoning officer.
- **Janitor Salary** – Mr. Rylands questioned why the janitor's salary is paid out of General Fund, Amby reported that the other utility boards pay rent to General Fund for operating out of City Hall and that is why the General Fund absorbs the janitor's salary expense.
- **Fire Department Capital Outlay** - \$60,000.00; Chief Townsend had requested \$65,000.00 Amby stated that she needs a breakdown of Chief Townsends exact numbers.
- **Flood Control River Cleanup** - \$26,000.00 for Mussel study.
- **Contributions to CPWB** - \$25,000.00; Amby stated that she was concerned that it would not be enough due to loss of parking revenues.
- **Dog Park** – Nothing budgeted at this time. Mayor McCauley stated that they will be asking for \$10,000.00
- **Airport Authority** - \$15,000.00
- **Snow Removal** - \$20,000.00
- **Public Transit** - \$10,000.00
- **Health Department** - \$5,000.00; Amby stated that they have requested \$5,000.00
- **Hotel-Motel** – \$45,000.00 to CPWB and \$105,000.00 to the CVB
- **Safety Complex** - Nothing budgeted at this time for the 2<sup>nd</sup> Phase.
- **Election** - \$8,000.00

***Revenue Line Items and Dollar Amounts Budgeted:***

- **Balance on Hand** - \$650,000.00
- **Ad Valorem Taxes** - \$807,000.00 evaluations are down \$32,000.00
- **Utility Tax** - \$250,000

- **B&O Tax - \$1,200,000.00**
- **Contractor's B&O Tax - \$40,000.00**
- **Hotel-Motel Tax - \$150,000.00**
- **Court Cost & Fees - \$49,000.00**
- **Other Revenues -** Amby stated that they are set and not much to change.

-Amby stated that when you look at the revenues verses expenditures there is a shortage of \$27,654.00 and she let Council know that the things that they have talked about and not budgeted for is:

- **SYC Bus - \$5,000.00**
- **SYC Parking Lot - \$29,000.00**
- **Dog Park - \$10,000?**

-Amby reported that retirement will decrease to 11% and will save around \$55,000.00 which includes General Fund and 4 Utility Boards. Amby stated there is nothing budgeted for Strawberry Festival and Dave Thomas suggests giving them at least \$5,000.00.

-Amby and Council held discussions on the purchase of police cruisers and part-time police officers. Amby stated that if you took out 3 cruisers there would be a savings of \$17,000.00 Mayor McCauley asked if there is an agreement stating that 3 cruisers had to be purchased Amby replied no you can take 1 cruiser. Amby informed Council that she is looking at a leasing program. Dave Thomas suggests that Council authorize replacing 1 cruiser at \$8,000.00 and look at the lease program that Amby and Jerry Arnold are working on.

-Amby asked about putting the extra \$10,000.00 to Upshur County Development Authority; Council stated to asterisk it dependent on County Commission contribution. Council directed Amby to come back with a model of 1 police cruiser purchase, tabling 2 part-time officers, reduce fireworks to \$5,000.00 and \$5,000.00 to Strawberry Festival and \$5,000.00 to Festival Fridays. Dave Thomas suggests reducing Façade Grant to \$5,000.00 Amby reminded council to keep in mind contributions to CPWB due to decrease in revenues.

Council set another budget working session date of March 15, 2017 at 5:00pm.

**March 15, 2017 Budget Working Session:**

Mayor McCauley called the working session to order followed by a moment of silence with special thoughts for Harley Brown and Pledge to the Flag.

**City of Buckhannon  
City Council Meeting BUDGET SESSION Attendance Record**

Name - Please write clearly	Street Address	Do you desire to address Council? Yes or No and if Yes, State Topic
✓ Robyn Simons	116 PARK ST, BUCK	Y N
Tom Pugh	102 BARBER #	Y N
Doug Lewis	24 S. Florida St.	Y N
Mark STEWART	24 S. Florida St.	Y N
Jody Light	102 E. Main	Y N
✓ DeAnna Grody	32 College Ave Bldg	Y N
✓ Derinda Grumbine	495 Ligg. Add. Ad.	Y N
✓ Scott Preston	21 Lincoln Way	Y N
Holly Gregory	14 Manning Rd.	Y N
Robert J. Kivard	229 LARSEN LN.	Y N
Patrick Truxler		Y N
Linn Beck		Y N

Hunter McBrinks		Y N	
J. B. 16		Y N	
Coron Coakle		Y N	
Jay Bogan		Y N	
Tru Elin		Y N	
Stu Ruz	Gls	(Y) N	Aspt
Marcus Black	59 Sioux Dr.	Y N	
Eliisa Miller	141 Park St	Y N	

The following guests requested to speak regarding concerns with the Police and Fire Departments budgets being cut, for the safety of the citizens, and police officers not being able to take their cruisers home. All guest speakers requested funding the Police and Fire Departments before funding other outside entities.

- Robyn Simons
- DeAnna Grogg
- Dorinda Grumbine
- Scott Preston
- Steve Ringer

**-Mayor's Comments:** Mayor McCauley stated that he nor any of the Council wants to be a Police Officer or Fire Fighter and that he appreciates the Police and Fire Department. Mayor McCauley stated at what council is trying to do is to look at all operations at the City. Mayor stated that our stewardship to the citizens who pay all of our salaries and benefits we are obligated to look at doing things efficiently as we can and that is what this exercise is all about. Mayor McCauley mentioned our sister cities and adopting the FSLA which includes a 53hr week for fire and police departments.

**-Council Member CJ Rylands Comments:** Mr. Rylands stated that when he came into government and not knowing how exactly it worked he is a businessman. He did not know anything about the fire department, he knew that they were asking for meetings, and went and held meetings with them. Mr. Rylands stated that council is not there to cut any budgets. Mr. Rylands stated he is willing to have a conversation with anyone.

**-Council Member Mary Albaugh Comments:** Mrs. Albaugh stated that we have the finest group, hardworking dedicated people in our Police and Fire Department. She wanted to let them know that it is not personal but we need to look at the financial package that Amby has prepared. Mrs. Albaugh stated that this is your council we represent you; we are not working against you, we are working for you.

**-Council Member Dave Thomas Comments:** Mr. Thomas stated that anytime you go thru a budgeting process it gets emotional sometimes based on how people hear things and interpret from their own perspective. Mr. Thomas stated that he has been on council for 12 ½ years and he thinks it is always important to ask tough questions during the budget process. Mr. Thomas is still disheartened, he thinks the city needs an in-depth analysis of the revenues and cost structure because we are facing some challenges in the next couple of years. Mr. Thomas stated that when we started talking about the Police and Fire Department a couple of budget meetings ago, there was no indications from any of the council members that there would be cuts. We talked about justifying 3 cars verses 2 cars verses 1 car or saying we are going to commit to the 2 new part-time people of the Police Department. Mr. Thomas stated that he is not in favor of making any drastic changes at this time and he still thinks we need to look at what our surrounding municipalities are doing. Mr. Thomas stated that when you have a budgeting process not everyone is going to get what they want. Mr. Thomas appreciates everyone being at the meeting and having discussions.

**-Council Member Pam Cuppari Comments:** Mrs. Cuppari stated that all she is hearing and which she agrees is that we have to make the safety in the City come first, which means the policeman and fireman. She has been asked how can you worry by beautifying downtown and if you are not going to be able to protect it. Mrs. Cuppari stated that the police officers not being able to take their cruisers home is going backwards and not being productive. Mrs. Cuppari stated that she has requested a meeting with the Fire Department. Mrs. Cuppari stated that council must go over everything and do what is best for the city but her main concern is the safety for the city.

**-Council Member Robbie Skinner Comments:** Mr. Skinner stated that it is the council's responsibility to ask questions, no one in this community should be happy with council if we just

accept everything that comes before council and put a stamp on it and move it forward. We cannot do that because that is not doing the right thing by our citizens by us and by employees. He thinks it is important to ask questions. Mr. Skinner stated that it is council's responsibility to put needs over wants. Mr. Skinner stated that he has spent quite a bit of time at the fire department and with every visit there he has walked away learning something.

**-Recorder Susan Aloï Comments:** Mrs. Aloï stated that she has a background in planning and evaluation so by nature and profession she asks a lot of questions.

-Mayor McCauley stated that all departments are going thru the same budgeting process.

- **Fire Department Capital Outlay Requests 2017-18:**

**Buckhannon Fire Department  
Capital Outlay Requests 2017-2018**

**Turnout (Bunker Safety) Personal Protective Equipment**

The paid staff turnout clothing has always been purchased from Volunteer Station 1 funds. It is time the City budget supplement these expenditures. Also, NFPA recommends each line firefighter have a back-up set of turnout PPE. Most of our paid staff has significant repair or replacement needs. Cost of head to toe PPE is \$3,000 per set.

**Security Camera System**

There is no secure way for firefighter personnel to monitor the activities outside of the fire station. There have been thefts throughout the history of the fire departments present location on Florida St. We are requesting a security system with 12 cameras. Approximate cost is \$3,000.

**Roof Repair**

We have 2 leaks in the roof. Staff has attempted to repair them with minimal success. Professionals have been out 2 occasions. The persistence of leak is from a flawed initial installation method of an exhaust heater vent. Approximate repair cost \$1,000

**Turnout Gear Washing Machine**

The current washer is 11 years old. It is not functioning very well. It continually clogs and is a very minimal size. We do share it with the other 6 fire departments of Upshur County. We could probably recoup more than half the cost from those agencies if we acquired a suitable new washer. Approximate \$11,000.

**Air Compressor**

We use a small wheeled unit. It is inadequate for a fire station. Ideally we would acquire a moderate professional grade compressor that would likely last 20 years or longer. We would propose to add air plumbing to reach all the apparatus bays Compressor \$2,500 Plumbing \$1,500

**Clothes Washer/Dryer**

NFPA recommends firefighters not transport their station wear home due to carcinogens transfer to home laundry rooms, and within POV. They also recommend front loaders so carcinogens do not accumulate on top of washers/dryers. Also, the equipment we have is not commercial or even heavy duty grade. Washer/Dryer & Pedestals \$1,750

**Other Capital Items**

Generally, the following items are projects that will need attention and funding in the coming few years. We plan to complete these as funding opportunities occur

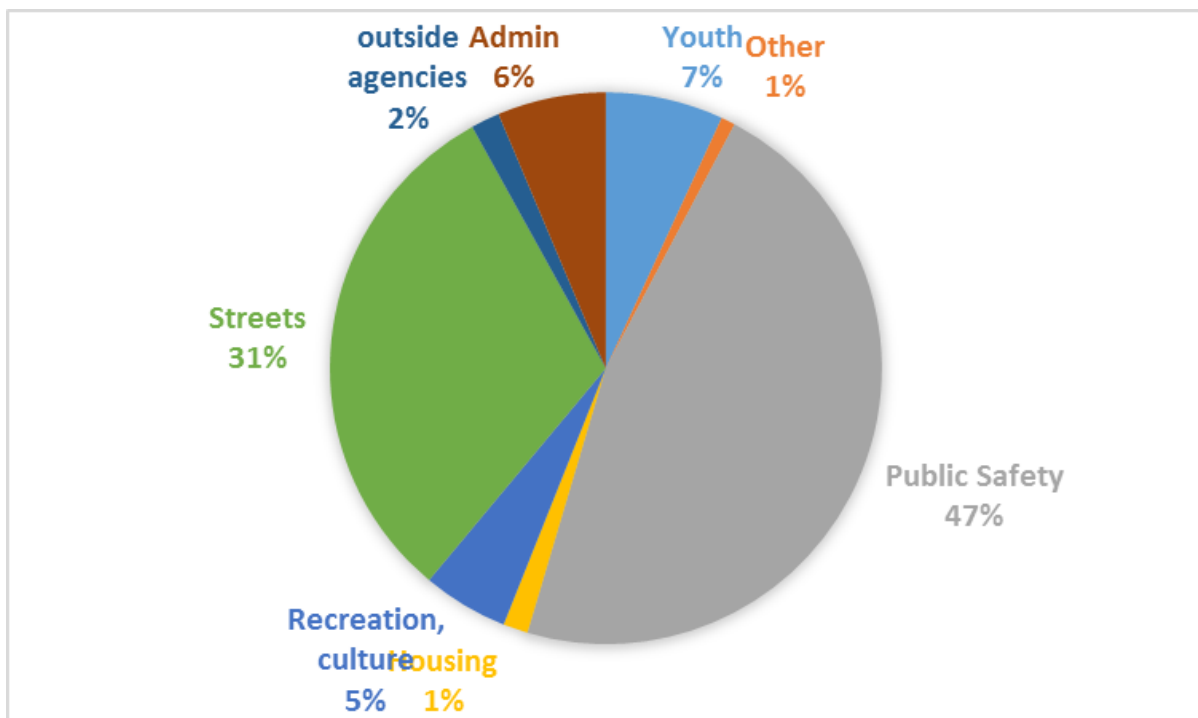
- Painting of fire station inside
- Flooring replacement inside station
- Cabinets/Shelving for Apparatus and storage areas
- Cabinets for galley
- Drone for recon, fire command, and safety/security on fireground
- Remodel of galley

- **Fire Department Capital Outlay – Changed from \$60,000.00 to \$65,000.00**

-Amby presented a chart of the breakdown of how expenditures are appropriated:

**2017-18 General Fund Budget**

Youth	287500	287500								
Other	34600	26600	8000							
Public Safety	1953071	9200	1051071	694300	900	197600				
Housing	60450	8000	52450							
Recreation, culture	209500			5000	45000	105000	41000	3500	10000	
Streets	1287512	1182012	68000	17500	20000					
outside agencies	70000	30000	15000	10000	5000	5000	5000			
Admin	265160	97800	42100	16390	7510	2400	5650	25000	64455	3855
	4167793									



- **Contributions for PRO:** Changed to \$65,000.00
- **Upshur County Development Authority:** \$30,000.00; Mr. Thomas stated that Council needs to have a discussion with and get a commitment from County Commission on their contribution. Mr. Skinner stated that he had a conversation with the County Administrator and all indications show that they are going to invest \$40,000.00. Mayor McCauley suggests leaving it at \$30,000.00 and waiting until July 1<sup>st</sup> to make the determination of upping to \$40,000.00
- **Events/Fireworks:** Reduced from \$10,000.00 to \$5,000.00
- **Council Capital Outlay:** \$5,000.00 Strawberry Festival and \$5,000.00 Festival Fridays
- **Façade Grant:** Reduced from \$10,000.00 to \$5,000.00; Mayor McCauley suggests changing contributions requests to \$1,250.00 per request.
- **City Architect:** Changed from \$5,000.00 to \$2,400.00
- **Police Department Salaries-** Took out 2 part-time police officers

• **Police Equipment** – Changed from 3 cruisers to 1 cruiser. Mayor McCauley recommends to council that on July 1<sup>st</sup> depending on funds look at purchasing a 2<sup>nd</sup> cruiser and hiring of 1 part-time officer and he thinks that officer should be dedicated to drug investigations, Council agreed.

• **Dog Park:** Nothing budgeted at this time for council to determine. Mayor McCauley suggests allocating \$5,000.00 and look at it again on July 1<sup>st</sup>.

• **Airport Authority-** \$15,000.00

• **Public Transit -** \$10,000.00

• **Health Department -** \$5,000.00

• **SYC Capital Outlay -** \$5,000.00; Amby reminded council she did not budget \$29,000.00 for the parking lot.

• **SYC Bus** – Amby stated that she put money in for current bus to be painted and fixed and may be out of commission soon. Mayor McCauley stated the Board of Education is looking at gifting a bus that would be automatic.

• **Safety Complex -** \$5,000.00 for lighting.

-Mr. Skinner made recommendations of decreasing budget by \$11,500.00 by eliminating \$8,000.00 travel expense for Mayor, Council, Recorder, and Treasurer and \$3,500.00 from Historic Landmarks due to not having an AmeriCorps participant.

Amby verified \$5,000.00 for Dog Park \$30,000.00 Upshur County Development Authority and \$5,000.00 Events/Fireworks.

With no further discussions Motion Thomas / Skinner to adjourn. Motion Carried.

The February 27, 2017 meeting adjourned at 3:10 p.m.

The March 15, 2017 meeting adjourned at 7.25 p.m.

**Mayor David McCauley**

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**City Recorder Susan Aloï**

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