

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

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, June 22, 2017 at 4:00 p.m. with the following in attendance:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Present
Board Member	Pamela Cuppari	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Absent
Director of Public Works	Jerry Arnold	Absent
Director of Finance/Administration	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Street Supervisor	Bradley Hawkins	Present
Channel 3	Dennis Cortes	Present
WVWC Intern	Matt Saldahna	Present

The following guests were present: Mary Thorp and Al Tucker

Meeting Agenda Posted 06-19-17

***City of Buckhannon Consolidated Public Works Board – 4:00 pm in Council Chambers
Meeting Agenda for Thursday, June 22, 2017***

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guests**
 - B.1 **Mary Thorpe (Jawbone Trash Cans)**
- C. **Department Report- Bradley Hawkins**
 - C.1 **Jawbone Sidewalk and Lights**
 - C.2 **Traders Alley**
- D. **Financial Report**
 - D.1 **Financial Statement – Amby Jenkins**
- E. **Correspondence and Information**
 - E.1 **CPWB Meeting July 27th Tour of Street Department 3:00 pm. meeting at 4:00 in CC Chamber**
 - E.2 **Notice City Operations to close at 2:30 on July 13th – Harley A. Brown Memorial Water Plant**
- F. **Consent Agenda**
 - F.1 **Event Request: New Community Church- Services at Jawbone- July & August**
 - F.2 **Event Request: Quilters at Heart Outdoor Quilt Show at Jawbone Sunday Sept 10th 1-5 pm.**
 - F.3 **Event Request: Fish Hawk Acres –Main Street Picnic in mid-August**
 - F.4 **Request Installation of 2- Waste Receptacles at Jawbone (Same Design as the ones approved on Main Street)**
- G. **Strategic Issues for discussion and vote**
 - G.1 **Mural Project**
 - G.2 **Cemetery Lot Trade- Old Heavner – Charles Woody**
 - G.3 **Cemetery Lot Trade- Veterans’ Section- Ralph Dawson**
 - G.4 **Request Fee Waiver for NBRP Pavilion Use -Lewis-Upshur Parents & Teachers**
 - G.5 **FY 2016-17 Budget Revision**
 - G.6 **Discussion Regarding Items To Revise in Parking Ordinance No. 2016-008 inhouse no.409**
- H. **Board Members Comments and Announcements**
- I. **Mayor’s Comments and Announcements**
 - I.1 **Bicentennial Sycamore Tree Signage**
 - I.2 **DEP Award- Outstanding Environmental Stewardship**
- J. **Adjournment**

Posted 06.19.17

Mayor McCauley called the meeting to order at 4pm with a moment of silence, followed by the Pledge of Allegiance.

Recognized Guests:

1. Mary Thorp – In accordance with the recent Green Award, Create Buckhannon would like to donate two way-finder containers to be used for recycling receptacles at Jawbone Park. Pam Cuppari commented that she had heard some requests for recycling at Festival Fridays. Susan Aloï also commented that recycling at Jawbone and downtown were recommendations of the City’s Sustainability Committee. Ms. Thorp explained that the lids of the receptacles would be designed so that only appropriate recyclables would fit. She also pointed out that City employees would need to be responsible for collecting the recycling. Brad Hawkins indicated that this would be possible. **Motion Waldo/Cuppari to accept these containers to be used for recycling at Jawbone Park. Motion passed.**
2. Al Tucker asked about a paving project and Brad Hawkins was able to answer.

Department Reports – Bradley Hawkins

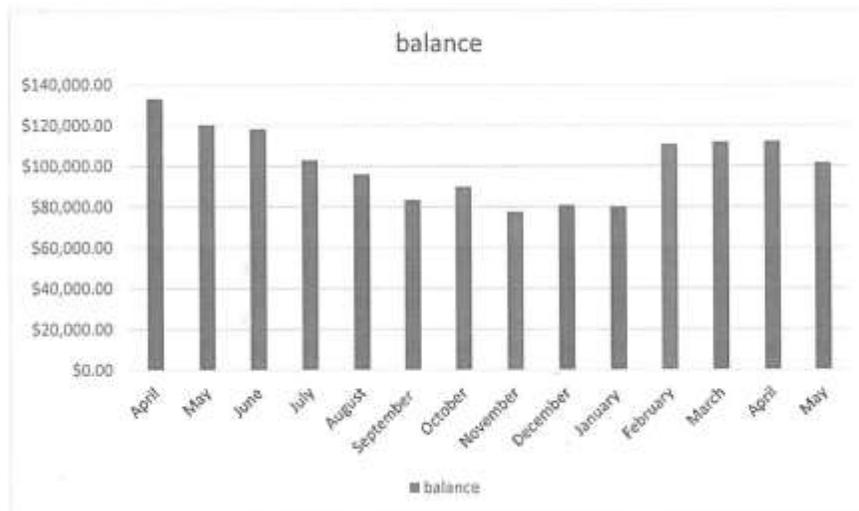
1. **Lighting and Sidewalk Project at Jawbone Park** – Brad Hawkins reported that work is progressing on the lighting and sidewalk project at Jawbone. Electrical lights should be working by July 15.
2. **Paving of Traders Alley** – Mr. Hawkins explained that this project is still in the planning stage and they hope to continue with paving during mid-July. CJ Rylands asked whether there were written agreements with all the property owners. Mayor McCauley explained that they currently only have verbal commitments and are working on obtaining the written agreements.

Financial Report – Amby Jenkins shared the financial report

**CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance May 31, 2017

Money market & checking	\$ 101,606.04
Cemetery CD and savings	\$ 227,240.19



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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-342-000-00 PARKING METERS LOT 1	7,500	123.12	2,866.89	0.00	4,633.11	38.23
093-342-000-01 PARK.PEN.LOT 1	2,000	20.00	334.00	0.00	1,766.00	11.70
093-342-000-02 LOT 1 STICKERS	3,000	0.00	1,415.00	0.00	1,585.00	47.17
093-343-000-00 PARKING METERS LOT 2	2,000	2,092.40	3,247.15	0.00	1,247.15	162.36
093-343-000-01 PARK.PEN.LOT 2	100	0.00	138.00	0.00	38.00	138.00
093-343-000-02 STICKERS LOT 2	50	0.00	0.00	0.00	50.00	0.00
093-344-000-00 PARKING METERS LOT 3	200	12.75	445.60	0.00	245.60	222.00
093-344-000-01 PARK.PEN.LOT 3	1,000	0.00	490.00	0.00	510.00	49.00
093-344-000-02 STICKERS LOT 3	5,000	25.00	3,640.00	0.00	1,360.00	72.80
093-345-000-00 PARKING METERS LOT 4	500	0.00	311.89	0.00	188.11	62.38
093-345-000-01 PARK.PEN.LOT 4	50	0.00	9.00	0.00	41.00	18.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	7,500	0.00	3,891.62	0.00	3,608.38	51.89
093-346-000-01 PARK.PEN.ON STREET	7,500	995.00	8,526.00	0.00	1,026.00	113.68
093-347-000-00 OPENING & CLOSING GRAVES	45,000	4,900.00	47,650.00	0.00	2,650.00	105.89
093-347-000-01 SALE OF LOTS	10,000	2,600.00	19,085.00	0.00	9,085.00	190.85
093-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	2,500.00	0.00	1,000.00	166.67
093-348-000-01 PARK.PEN.LOT 6	0	0.00	0.00	0.00	0.00	0.00
093-348-000-02 STICKERS LOT 6	1,000	0.00	600.00	0.00	400.00	60.00
TOTAL OTHER FEES	93,900	10,768.27	95,050.15	0.00	1,150.15	101.22
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	45,000	0.00	33,754.03	0.00	11,245.97	75.01
093-368-000-00 RENTAL OF BAVILION	4,000	1,015.00	5,875.00	0.00	1,875.00	146.88
TOTAL GRANTS	49,000	1,015.00	39,629.03	0.00	9,370.97	80.88
OTHER REVENUE						
093-380-000-00 INTEREST	0	3.57	267.70	0.00	267.70	0.00
093-399-000-00 MISCELLANEOUS	0	0.00	40.00	0.00	40.00	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	0	0.00	25,000.00	0.00	25,000.00	0.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	2,541.00	0.00	2,541.00	0.00
TOTAL OTHER REVENUE	0	3.57	27,848.70	0.00	27,848.70	0.00
TOTAL REVENUE	142,900	11,786.84	162,527.88	0.00	19,627.88	133.74

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						

NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						

SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,200	1,350.00	14,700.00	0.00	1,500.00	90.74
093-700-103-00 SALARIES	38,000	1,384.49	17,464.35	0.00	20,535.65	45.96
093-700-103-01 FLOWER SALARIES	45,000	2,477.85	38,540.21	0.00	6,459.79	85.64
093-700-104-00 FICA TAX	7,200	398.76	9,408.92	0.00	1,791.08	75.12
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	5,500	117.69	891.91	0.00	4,608.09	16.22
093-700-106-01 CONSOLIDATED RETFLOWER	0	211.24	2,526.92	0.00	2,526.92	0.00
TOTAL SALARIES & BENEFITS	111,900	5,940.03	79,532.31	0.00	32,367.69	71.07
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	9,500	2,006.82	10,288.50	0.00	788.50	108.30
TOTAL CONTRACTUAL SERVICES	9,500	2,006.82	10,288.50	0.00	788.50	108.30
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	2,500	0.00	750.00	0.00	1,750.00	30.00
093-700-341-00 MAT & SUPP - CEMETERY	5,500	1,111.99	7,856.96	259.81	2,616.77	147.58
093-700-342-00 MAT & SUPP - PARKING	3,000	123.08	8,701.85	0.00	5,701.85	290.06
093-700-343-00 MAT & SUPP - PARKS	40,000	2,536.34	22,095.68	0.00	17,904.32	55.24
093-700-344-00 AUTO SUPPLIES	2,500	361.35	4,747.87	13.16	2,261.03	190.44
093-700-345-00 TREE MAINTENANCE	3,500	0.00	9,246.39	0.00	5,746.39	264.18
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	769.95	0.00	769.95	0.00
TOTAL COMMODITIES	57,000	4,132.76	54,168.70	272.97	2,558.33	95.51
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	16,000	8,769.16	12,775.00	0.00	3,225.00	79.84
093-700-465-00 CONTRACT MOWING CEMETERY	38,500	0.00	20,100.00	0.00	18,400.00	52.21
TOTAL CAPITAL OUTLAY	54,500	8,769.16	32,875.00	0.00	21,625.00	60.32
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	40.00	0.00	40.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	40.00	0.00	40.00	0.00
TOTAL BOARD	232,900	20,848.77	176,904.51	272.97	55,722.52	76.07
TOTAL EXPENDITURES	232,900	20,848.77	176,904.51	272.97	55,722.52	76.07
REVENUE OVER/(UNDER) EXPENDITURES	(90,000)	(9,061.93)	(14,376.63)	(272.97)	(75,350.40)	16.28

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
				TOTAL:	1,143.96
BOARD	BUCKHAMMON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	HEAVNER CEMETERY CLEANUP	68.62
	MON POWER	700-343-00	MAT & SUPP - PARKS	110089164682 JAWBONE PARK	108.25
		700-343-00	MAT & SUPP - PARKS	110086639413 PARK STREET	21.40
		700-343-00	MAT & SUPP - PARKS	110096146953 J B PAVILION	7.20
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	38.16
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	19.01
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	6.08
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	21.03
		700-343-00	MAT & SUPP - PARKS	110089164682 JAWBONE PARK	79.80
		700-343-00	MAT & SUPP - PARKS	110088938128 44 6TH ST	10.15
		700-343-00	MAT & SUPP - PARKS	110088938045 61 CLEVELAND	5.39
		700-343-00	MAT & SUPP - PARKS	110088938086 PARK STREET	20.63
		700-343-00	MAT & SUPP - PARKS	110086639413 PARK STREET	26.02
		700-343-00	MAT & SUPP - PARKS	110087901580 FLAG POLE-	5.00
	FISHER AUTO PARTS INC	700-344-00	AUTO SUPPLIES	Anti-Freeze and Fuel line	131.95
		700-344-00	AUTO SUPPLIES	Anti-Freeze and Fuel line	5.05
		700-464-00	HOTEL-MOTEL (FLOWERS	BATTERY	116.90
		700-464-00	HOTEL-MOTEL (FLOWERS	MIRROR	29.19
		700-464-00	HOTEL-MOTEL (FLOWERS	GAL POWER STEERING FLUID	34.86
	VALLEY STEEL SERVICE	700-341-00	MAT & SUPP - CEMETER	STAINLESS ANGLE	100.40
	SOUTHERN STATES COOP INC	700-464-00	HOTEL-MOTEL (FLOWERS	PRUNUS YOSHINO	79.98
		700-464-00	HOTEL-MOTEL (FLOWERS	STATSMAN SPREADER	34.99
		700-341-00	MAT & SUPP - CEMETER	Grass Seed	64.99
	RITE-WAY HEATING & PLUMBING	700-464-00	HOTEL-MOTEL (FLOWERS	DUMP FITTINGS	71.57
		700-343-00	MAT & SUPP - PARKS	Flush Valve & Repair Kits	237.10
		700-343-00	MAT & SUPP - PARKS	Flush Valve & Repair Kits	124.82
		700-343-00	MAT & SUPP - PARKS	2- Toilets and supplies	405.77
		700-343-00	MAT & SUPP - PARKS	TOILET PIPE FITTINGS PRK	126.33
		700-343-00	MAT & SUPP - PARKS	TOILET PIPE FITTINGS PRK	8.92
	TRAVIS CARPENTER	700-464-00	HOTEL-MOTEL (FLOWERS	REIMS 1/2" KO PUNCH	31.50
	GRANT COUNTY MULCH INC	700-464-00	HOTEL-MOTEL (FLOWERS	MULCH	1,365.00
	NAPA-AMTOWER AUTO SUPPLY	700-344-00	AUTO SUPPLIES	Tractor Fluid for Ford	81.84
		700-344-00	AUTO SUPPLIES	Trans Fluid and Filters	79.74
	WESTFIELD INSURANCE	700-226-00	INSURANCE & BONDS	POLICY 4-01-17 TO 4-01-18	1,000.94
		700-226-00	INSURANCE & BONDS	POLICY 4-01-17 TO 4-01-18	1,005.88
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS	1-IN X 10' SCH40 PVC	4.87
		700-464-00	HOTEL-MOTEL (FLOWERS	CABLE TIE	8.55
		700-464-00	HOTEL-MOTEL (FLOWERS	LITHODORA ALYSSUM LILY AS	38.85
		700-464-00	HOTEL-MOTEL (FLOWERS	50-LB PLAY SAND	13.28
		700-464-00	HOTEL-MOTEL (FLOWERS	3" SCH 40 X 10'	17.90

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DISBURSEMENTS 05/01/2017 to 05/31/2017

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-341-00	MAT & SUPP - CEMETER	PCRD-LED BULB	19.98
		700-343-00	MAT & SUPP - PARKS	PCRD-BATTERIES	53.54
	T2 SYSTEMS CANADA INC	700-342-00	MAT & SUPP - PARKING	T2 SYSTEMS CANADA INC	25.00
	WHOLESALE TIRE INC	700-344-00	AUTO SUPPLIES	PCRD-TURF GUARD	62.77
	WINANS	700-343-00	MAT & SUPP - PARKS	Toilet Paper & Trash Bags	712.06
	ATCO INTERNATIONAL	700-341-00	MAT & SUPP - CEMETER	Weed Killer for Cemetery	782.00
		700-343-00	MAT & SUPP - PARKS	SWIPES CLEANING RAGS	488.70
	WV PUBLIC EMPLOYERS RETIREME	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	24.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	105.62
		700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	105.62
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	49.68
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.01
	JOLLY FARMER	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-FLOWERS	1,954.04
	AMERICAN MEADOWS	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-WILDFLOWER MIX	816.75
	CRITES ELECTRICAL SUPPLY INC	700-464-00	HOTEL-MOTEL (FLOWERS	ELEC SUPPLIES GREENHOUSE	146.70
		700-343-00	MAT & SUPP - PARKS	Pvc Conduit	45.24
		700-342-00	MAT & SUPP - PARKING	Breaker Box Lugs	4.43
		700-342-00	MAT & SUPP - PARKING	Breaker Box Lugs	9.37
	ST JOSEPH HOSPITAL OF BUCKMA	700-343-00	MAT & SUPP - PARKS	LAB TEST SONYA BRANNON	50.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	232.84
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	90.33
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	54.46
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	21.13
	HUMBERT INTERNATIONAL	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-FLOWERS	4,005.03
	**PAYROLL EXPENSES			5/01/2017 - 5/31/2017	5,232.34
				TOTAL:	20,848.77

Ms. Jenkins reported that about \$9,000 more had been expensed than there was incoming revenue to cover. Mr. Rylands asked about the budget going forward, as it appears that there continues to be more expenses than revenues. Ms. Jenkins explained that the amount of shortfall is approximately the amount of the previous parking revenue. Mr. Rylands agreed that this will need to be discussed for the next budget period.

Motion Rylands/Waldo to accept the May 2017 Financial Report; motion passed unanimously.

- **Correspondence and Information**

1. CPWB meeting on July 27th will be preceded by a walking tour.
2. Notice that City operations will close at 2:30pm on July 13th to attend the dedication of the Harley A. Brown Memorial Water Plant.

Consent Agenda: Motion Rylands/Waldo to approve Consent Agenda, with the removal of the request from Fish Hawk Acres. Motion passed.

1. **Approval of Minutes – May 25, 2017 CPWB Meeting**
2. **Event Request – Appalachian Food Revival Picnic – Fish Hawk Acres** – application lists either Main Street or Jawbone Park. Board discussed their preference for Jawbone, because of previous decisions not to close Main Street. The event is not scheduled until August 12, so the organizers still have time to clarify their request. **Motion Rylands/Waldo to approve request specifically for Jawbone (not Main Street); motion passed.**
3. **Event Request – New Community Church services at Jawbone** - outdoor services every Sunday in July and the first Sunday in August.
4. **Event Request – Quilters at Heart Outdoor Quilt Show at Jawbone Sunday, September 10; 1-5pm.** (Rain date 09-17-17)

Strategic Issues for discussion and vote:

1. **Mural Project** – late July or early August, sidewalk will be installed at West Main and West Locust Streets, landscape bays, and benches – including the Green Bench to recognize those who have made contributions to City sustainability initiatives.
2. **Cemetery Lot Trade/Buy Back** – Tank Road Addition Old Heavener Cemetery Spaces 5,6,7&8 – for Charles Woody; to trade two spaces in exchange for BMP Lot 178 Section B Spaces 3&4 and sell back to the City the remaining two spaces. **Motion Cuppari/Waldo to approve this request; motion passed unanimously.**
3. **Cemetery Lot Trade** – Veterans’ Section Heavner Cemetery Block 6 Lot 12 Section D Spaces 1 &2 – for Ralph Dawson; to trade as follow: Veterans’ Section Heavner Cemetery Block 6 Lot 3 Section C Spaces 2&3. **Motion Waldo/Rylands to approve this request; motion passed unanimously.**
4. **Request for \$25 fee waiver for NBRP Pavilion #1 on June 28 for Lewis-Upshur Parents & Teachers.** Concerns were expressed about setting a precedent of waiving fees for any nonprofit. **Motion Waldo/Rylands to deny the request; motion passed. However, Board members offered to pay the fee for the organization.**
5. **FY 2016-17 Budget Revisions:** Amby Jenkins explained that there were line items that needed to be adjusted in the 2016-17 CPWB budget before the books are closed for the fiscal year. Mayor McCauley pointed out that after July 1, Ms. Jenkins will know better about how much money will be available for carryover to be allocated to specific items for the FY 2017-18 budget. **Motion Rylands/Waldo to approve the budget revisions suggested by Ms. Jenkins; motion passed.**

FY 2016-17 CONSOLIDATED PUBLIC WORKS BUDGET REVISION

Line Item Transfers					
Consolidated Public Works					
	Line	Description	Current Budget	Transfer Amount	Revised Budget
To	700-106-01	CONSOLIDATED RETFLOWER	\$ -	\$ 2,700.00	\$ 2,700.00
	700-226-00	INSURANCE & BONDS	\$ 9,500.00	\$ 1,400.00	\$ 10,900.00
	700-341-00	MAT & SUPPLY CEMETERY	\$ 5,500.00	\$ 3,000.00	\$ 8,500.00
	700-342-00	MAT & SUPPLY PARKING	\$ 3,000.00	\$ 6,900.00	\$ 9,900.00
	700-344-00	AUTO SUPPLIES	\$ 2,500.00	\$ 2,900.00	\$ 5,400.00
	700-345-00	TREE MAINTENANCE	\$ 3,500.00	\$ 5,830.00	\$ 9,330.00
	700-346-00	COMMUNITY ENHANCEMENT DONATIONS	\$ -	\$ 770.00	\$ 770.00
TOTAL				\$ 23,500.00	
From	700-343-00	MAT & SUPPLY PARKS	\$ 40,000.00	\$ (5,100.00)	\$ 34,900.00
	700-465-00	CONTRACT MOWING CEMETERY	\$ 38,500.00	\$ (18,400.00)	\$ 20,100.00
				\$ (23,500.00)	

6. **Discussion regarding items to revise in Parking Ordinance No. 2016-008 (in-house no. 409)** - The ordinance, as previously written, left the North Spring Street Lot #3 as the only paid lot in the City. Board members expressed interest in not requiring parking fees for the lot, but also to ensure that people do not abuse the parking regulations for that lot.
 - Madison Street Lot #6 - Mr. Lubin asked for reduced rate for long-term parking, per month of \$12.50 per space instead of \$25 in Lot 6 only. Ms. Jenkins explained that Mr. Lubin is not currently paying anything because the ordinance has not yet been revised. Discussion

indicated that CPWB expected that Mr. Lubin would begin to pay the reduced fee immediately after the Board's decision to reduce the fee.

- Section 361.99 requires certified return receipt letters for warnings that cost \$6.50 each to send, and is costly. Recommendation is to use regular mail and allow two weeks after mailing before issuing citations for future violations.
- Section 361.99-c includes authority to imprison violators; however, the Municipal Judge explained that this would require a jury trial. Board discussion indicated that this was not appropriate for parking violations and should be removed from the ordinance. This section also contradicts a later section – 361.07e 2 and 3 – that sets penalties of \$100 - \$300, at the discretion of the Municipal Judge.
- The current ordinance is not clear regarding whether a separate warning is to be given when a vehicle rolls from one space to another. Parking enforcement officer, Morgan Clutter, shared some suggestions for addressing various parking issues.
- The Mayor suggested referring this to a sub-committee discussion of Ms. Jenkins, Ms. Clutter, Mr. Rylands or Bryson VanNostrand with City Attorney Tom O'Neill. Formal suggestions for revisions of the ordinance will need to be developed and presented to CPWB (July meeting) and then on to City Council.

Board Member Comments and Announcements:

- **Cuppari** - Heard from a woman on Pocahontas Street who was pleased that her curbs were painted yellow, and she can now back out of her driveway. Ms. Cuppari also reminded the Board about the June 30 City celebration of Independence Day in conjunction with Festival Friday. Fireworks will be at 9:30pm or 10pm.
- **Rylands** – nothing
- **Waldo** - Asked about additional efforts to make the town more crosswalk friendly. How can we encourage use of crosswalks and encouraging drivers to allow pedestrians to cross? Mayor McCauley promised to include this item on the agenda for the July meeting of the Pedestrian Friendly Committee.
- **Shobe** – absent
- **Aloi** - Thrilled about recycling receptacles in Jawbone; thanks to Create Buckhannon.
- **Mayor's Comments and Announcements:**

1. Signage has been prepared for the three Bicentennial Sycamore Trees.

****THE BICENTENNIAL SYCAMORE TREE****

The sycamore tree is very significant to Buckhannon-Upshur lore. School children here early on in their studies come to learn about, & our community's residents are near universally familiar with- the legend of John & Samuel Pringle living in the hollow of a giant sycamore (1764-67) located here at what is now Pringle Tree Park along the Buckhannon River.

On September 30, 2016, a crowd of thousands gathered downtown in Jawbone Park to celebrate Buckhannon's bicentennial. As part of that 2016 celebration, the planting of three sycamores symbolizing the third century of our community was commissioned by our City. A second sycamore was planted in Jawbone Park. The third bicentennial sycamore was planted along the bank of the Buckhannon River beside the boat ramp on West Virginia Wesleyan College's campus.

The original "Pringle Tree" was again celebrated on December 2, 2016 before another substantial gathering of our residents as part of the City Seal mural rededication ceremony conducted downtown at the corner of West Main & North Locust Streets. Artists Ross Straight who designed the mural, & Deborah Dorland who painted the mural were both honored. Our community's origin shall forever be linked to the sycamore tree. Renowned American poet, novelist, & environmentalist Wendell Berry captured the meaning of the tree in his aptly titled, "The Sycamore."

"In the place that is my own place, whose earth
I am shaped in and must bear, there is an old tree growing,
a great sycamore that is a wondrous healer of itself.
Fences have been tied to it, nails driven into it,
hacks and whittles cut in it, the lightning has burned it.
There is no year it has flourished in
that has not harmed it. There is a hollow in it
that is its death, though its living brims whitely

at the lip of the darkness and flows outward.
Over all its scars has come the seamless white
of the bark. It bears the gnarls of its history
healed over. It has risen to a strange perfection
in the warp and bending of its long growth.
It has gathered all accidents into its purpose.
It has become the intention and radiance of its dark fate.
It is a fact, sublime, mystical and unassailable.
In all the country there is no other like it.
I recognize in it a principle, an indwelling
the same as itself, and greater, that I would be ruled by.
I see that it stands in its place and feeds upon it,
and is fed upon, and is native, and maker.”

2. State DEP award to Buckhannon to recognize environmental sustainability efforts, especially the work of the utility departments.
3. Brad Cutright will be working on design for water fountains to be installed at Stockert and Jawbone Park.

There being no further business to be transacted, **motion to adjourn Rylands/Waldo; passed,** meeting adjourned at 5:20pm.

Mayor David McCauley

Recorder Susan Aloï
