

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

SPECIAL MEETING OF THE BUCKHANNON CITY COUNCIL

Tuesday, 27 June 2017

*The purpose of the meeting was to interview candidates for Probationary Firefighter and City of Buckhannon Appointments for fiscal year 2017-2018.*

Those in attendance included:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Absent
Council Member	Mary Albaugh	Present
Council Member	Pam Cuppari	Present
Council Member	CJ Rylands	Present
Council Member	Robbie Skinner	Present
Council Member	David Thomas	Present
City Fire Chief	James Townsend	Present
Director of Finance/Administration	Amberle Jenkins	Present

Notice of Special Meeting Posted 06-22-17

- *Special Session of City Council of Buckhannon –6:00 p.m. in Council Chambers: Meeting Agenda for Tuesday, June 27, 2017*
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A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

A.3 Mayor's Greeting

B. Strategic Issues for Discussion and/or Vote

B.1 City of Buckhannon Appointments for fiscal year 2017-2018

C. Executive Session Per WV Code § 6-9A-4

C.1 Interview candidates for the position of Probationary Firefighter

D. Adjournment

POSTED 06-22

The meeting was called to order by Mayor McCauley followed by a moment of silence and pledge to the US Flag.

- **Appointments fy 2017-2018:** The following list of recommended appointments were presented by Mayor McCauley:

CITY OF BUCKHANNON APPOINTMENTS

FISCAL YEAR 2017-2018

Assistant City Recorder	Amberle Jenkins
Director of Finance/Administration	Amberle Jenkins
Director of Public Works	Jerry Arnold
Addressing Officer	Jerry Arnold
Chief of Police	Matthew Gregory
Fire Chief	James Townsend
City Engineer	Jay Hollen
City Architect	Bryson VanNostrand Architects
Building Code Enforcement Officer	Vincent Smith
City Attorney	Tom O'Neill
Assistant City Attorney & Asst. Municipal Judge	H. Matthew Hymes, II
Municipal Judge	Helen Echard
City Electrical Inspector	Vincent Smith
Section 504 Compliance Officer (ADA)	Brad Hawkins

**SYC Director**  
**Flood Plain Manager /CRS Coordinator**  
**City Technology Officer**

**Debora Brockleman**  
**Jay Hollen**  
**Richard Clemens**

**WATER BOARD - 3 YEAR TERM**

Don Nestor	2015-2018
Eric Waggoner	2017-2020
Robbie Skinner-Council	Term of Office
Dave Thomas-Council	Term of Office
Mayor	Term of Office
City Recorder	Term of Office-Non Voting

**WASTE BOARD – 3 YEAR TERM**

Colin Reger	2017-2020
Mary Albaugh-Council	Term of Office
Mayor	Term of Office
City Recorder	Term of Office-Non Voting

**SANITARY BOARD - 3 YEAR TERM**

Gene Frye	2015-2018
Philip Loftis	2017-2020
Mayor	Term of Office
City Recorder	Term of Office-Non Voting

**CONSOLIDATED PUBLIC WORKS BOARD- 2 YEAR TERM**

Mayor	Term of Office
City Recorder	Term of Office-Non Voting
Pam Cuppari-Council	Term of Office
C J Rylands-Council	Term of Office
Nancy Shobe	2017-2019
Mark Waldo	2016-2018

**POLICE CIVIL SERVICE - 4 YEAR TERM**

Alisa Lively -Chamber (D )	2014-2018
Jerry Henderson-FOP (R)	2014-2018
Terry Mills –City (R)	2016-2020
City Recorder	Term of Office –Non Voting

**FIRE CIVIL SERVICE - 4 YEAR TERM**

Alec Ross –Chamber (R)	2014-2018
Robert Parker-Fire Dpt (I)	2015-2019
Harold Cunningham-City (R)	2016-2020
City Recorder	Term of Office-Non Voting

**ZONING BOARD OF APPEALS - 3 YEAR TERM**

Rich Clemens	2016-2019
Tim Reese	2016-2019
Michael Cowger	2015-2018
Jane Reddecliff	2017-2020
Glenn Dale M DeFoe Jr	2016-2019

**TELEVISION CABLE BOARD - 2 YEAR TERM**

John Goff	2017-2019
Judy Knorr	2016-2018
Tim Smith	2017-2019
City Recorder	Term of Office-Voting
Mayor, Chair	Term of Office
City Attorney	

**BUILDING COMMISSION**

Jeffery Harvey (D)	2015-2020
Ray Rosencrance II (R)	2017-2022
Mark Hays (D)	2013-2018
Lewis Simmons (D)	2017-2022
Maureen Wilson (R)	2015-2020

**HOUSING ENFORCEMENT BOARD**

Mayor, Chair	Term of Office -Voting Member
Jay Hollen City Engineer	Voting member
David Thomas-Council	Term of Office (At Large)-Voting Member
Stephen Smith – Health Officer	Non Voting Member
Vincent Smith- Bld Code Enforcement Officer	Non Voting Member
James Townsend-Fire Chief	Non Voting Member

**STOCKERT YOUTH CENTER- 2 YEAR TERM**

Mayor, Chair	Term of Office
City Recorder	Term of Office-Voting Member
Pamela Cuppari (Council)	Term of Office
Troy “Buddy” Brady (UCC)	Term of Office
Tammy Samples (Board of ED)	Term of Office
Jessica Fabbriatore (WVWC)	2016-2018
Nancy Shobe (At Large)	2016-2018
Rob Rupp (At Large)	2016-2018
Don Nestor (At Large)	2017-2019
Pam Martin (At Large)	2016-2018

**PLANNING COMMISSION - 3 YEAR TERM**

Ann Livesay	2015-2018
Robyn Simons	2016-2019
Pamela Martin	2015-2018
Dale Shannon	2015-2018
Ian Crozier	2015-2018
Jack Reger	2015-2018
Catherine Cuppari	2017-2020
Robert Osburn	2017-2020
Dean Everett	2016-2019
Mike McCauley	2017-2020
Christine Bennett	2017-2020
Kathleen Loughney	2016-2019
Vincent Smith- Zoning Officer	Term of Office-Voting Member
Mary Albaugh-Council	Term of Office-Voting Member
City Recorder	Term of Office-Non Voting Member

**CHARLES GIBSON PUBLIC LIBRARY**

Susan Breathe	1 year term
William L. O’Brien	2 year term
Charlotte Rainey	3 year term
Martha Edgell	4 year term
Jane Skinner	5 year term

**REGION VII PLANNING & DEVELOPMENT**

Mayor	Term of Office
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**RECREATION BOARD – 2 YEAR TERM**

Callie Cronin-Sams	2017-2019
Tappan Squires	2017-2019

**UPSHUR COUNTY DEVELOPMENT AUTHORITY**

Mayor	Term of Office
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**UPSHUR COUNTY BOARD OF HEALTH - 5 YEAR TERM**

Michael Livesay	2013-2018
Larry Carpenter	2015-2020

**UPSHUR COUNTY CONVENTION & VISITORS BUREAU**

Mary Albaugh-Council	City’s Representative	Term of Office
Craig Presar	City’s Tourism Rep	2017-2020
Dan E Hale	City’s Tourism Rep	2016-2019

**HISTORIC LANDMARK COMMISSION – 2 YEAR TERM**

Vincent Smith -Chairman Building Code Enforcement Officer  
Robbie Skinner (Council) Term of Office  
Erika Klie Kolenich 2017-2019  
Jamie O’Brien 2016-2018  
Mary Jean Rylands 2016-2018

**AIRPORT AUTHORITY - 3 YEAR TERM**

Richard Clemens City Appt 2015-2018  
Bill Thomas City Appt 2016-2019  
C.J. Rylands City Appt 2016-2019

**HOUSING AUTHORITY -5 YEAR TERM**

Allen Cool 2016-2021  
Rose M. Clutter 2017-2022  
Sarah Carr 2014-2019  
Michael Livesay 2015-2020  
Cathy Frye 2016-2021

**ANIMAL CARE AND CONTROL COMMISSION**

Mayor-Chair Voting Member  
President Humane Society-Penny Butcher Voting Member  
Veterinarian – Robert Flesher Voting Member  
Resident-Maria Bray Voting Member  
Resident-Elissa Mills Voting Member  
Resident –Robyn Keough Non Voting Member  
DNR – \_\_\_\_\_ (Ex-Officio) Non Voting Member  
Upshur County Dog Warden (Resource) Non Voting Member  
City Recorder Clerk Non Voting Member  
Attorney Non Voting Member  
Animal Shelter Janelle Cochran Non Voting Member

**ARMORY MANAGERIAL COMMITTEE**

Director of Administration/Finance Amberle Jenkins

**CHAMBER OF COMMERCE REP**

Director of Administration/Finance Amberle Jenkins

**COUNCIL COMMITTEES**

**Finance** All members of Council

**Ordinance** All members of Council

**Health** Mayor  
Mary Albaugh  
David Thomas

**Fire** All members of Council

**Police** All members of Council

**Audit Procurement** Amby Jenkins  
(Appointed at each audit)Rich Clemens  
Nancy Shobe  
Dave Thomas

**NEW COMMITTEES Per Mayor McCauley:**

**Building Facade/City Matching Grant Review Committee**

David McCauley, Chair  
C.J. Rylands, Council  
Bryson VanNostrand  
Curtis Wilkerson

Gene Wells  
Dale Hawkins  
Kathleen Loughney  
Amby Jenkins  
Jerry Arnold

**City Library Maintenance Committee**

Jerry Arnold, Chair  
Denise Weese, Librarian  
Brad Hawkins  
Amby Jenkins

**Community Healthcare Initiatives & Drug Combat Committee**

David McCauley, Chair  
Skip Gjolberg, St. Joseph's Hospital  
Rick Simon, Community Care  
Davis Healthcare Rep  
Matt Gregory, Police Chief  
Caiden Cowger  
Dr. Stephen Smith  
Matt Kerner  
Scott Preston  
Mike Kuba  
Dr. Joseph Reed

**Dog Park Committee**

Maria Bray, Chair  
Lisa Critchfield  
Brook Scott  
Susan Aloï  
Brad Hawkins  
Jerry Arnold  
Elissa Mills  
Robin Keough  
Hannah Lively  
Josh Hinchman  
David McCauley

**Employee Safety Committee**

Jerry Arnold, Chair  
Brad Hawkins, Streets & Parks  
Kelly Arnold, Water  
Jeff Wamsley, Waste  
Erasmus Rizo, Sanitary  
Gene Wells

**Landscape (Tree) Committee**

Rob Barbor, Chair  
Kathy Gregg  
Tim Reese  
John Gyax  
Juliette Oldaker  
Brad Hawkins  
Jerry Arnold  
Buck Edwards

**Millennial Retention & Recruitment Steering Committee**

Robbie Skinner, Chair  
Tom O'Neill  
Jamie O'Brien  
Michael Livesay  
Rob Hinton  
Laura Meadows  
J.R. Tenney

Morganne Tenney  
Adam Moyer  
Maggie Rylands  
Connor McCauley  
Hayes Perkins  
John Goff

**Municipal Arts & Events Collaboration Committee**

C.J. Rylands, Chair  
Bryson VanNostrand, ART26201  
Maria Bray  
Buck Edwards  
Erika Klie-Kolenich  
Lisa Wharton  
David McCauley  
Gary Connell  
Sam Nolte  
Buck Edwards

**Municipal Program Assessment Committee**

Susan Aloj, Chair  
Amby Jenkins  
Jerry Arnold  
Dave Thomas  
Callie Sams  
Kim Bjorgo-Thorne  
Leeann Brown  
Buck Edward

**Pedestrian Friendly ADA Compliance Committee**

David McCauley, Mayor  
CJ Rylands, Council  
Jerry Arnold, Director of Public Works  
Brad Hawkins  
Jerry Henderson  
Ron Pugh  
Vaughn Hartley, WVWC  
Jay Hollen  
BJ Samples  
Christine Romine

**Public Safety Complex Committee**

David McCauley, Chair  
Matt Gregory, Police Chief  
Jim Townsend, Fire Chief  
Doug Loudin, BPD  
J.B. Kimble, BFD  
George Stump, BVFD  
Bryson VanNostrand, City Architect  
Jerry Arnold, Director of Public Works  
Amby Jenkins, Director of Finance & Administration  
Jay Hollen, City Engineer  
C.J. Rylands, Council

**Seasonal Downtown Decoration Coordination Committee**

Pam Cuppari, Chair  
Amanda Hayes  
Kathleen Loughney  
Nancy Shobe  
Robbie Martin  
Dannie Stiles  
Matt Sizemore  
Debora Brockleman  
Gary Connell

David McCauley  
Jerry Arnold

**Senior Advancement Committee**

Dave Thomas, Chair  
Kathy McMurray  
Dorinda Grumbine  
Ron Pugh  
Catherine Cuppari  
Dan Hale  
Allen Cook  
Michael Livesay

**Sustainability (Green/Environmental Friendly) Committee**

Susan Aloj, Chair  
Nathan Fetty  
Kim Bjorgo-Thorne  
Callie Sams  
Jerry Arnold  
Buck Edwards  
LeeAnn Brown

**Stockert Youth Center Capital Campaign Steering Committee**

David McCauley, Chair  
Susan Aloj, City Recorder  
Dave Thomas, Council  
Don Nestor, SYC Board  
Nancy Shobe, SYC Board  
Chris Wallace

**Theatre Building Project (48 East Main Street) Steering Committee**

David McCauley, Chair  
C.J. Rylands, Council  
Pam Cuppari, Council  
Jerry Arnold, Public Works Director  
Amby Jenkins, Director of Finance & Administration  
Bryson VanNostrand, City Architect  
Jay Hollen, City Engineer  
Tom O'Neill, City Attorney  
Chad Corley, Lowes  
Erika Kolenich  
Lisa Wharton  
Jackie Zuliani  
Maria Bray  
John Waltz  
Gary Connell  
Heather McNemar  
Jill Okes

**Town & Gown Relations Steering Committee**

David McCauley, Chair  
Susan Aloj, City Recorder  
Robbie Skinner, Council  
John Waltz, WVWC  
Bob Skinner, WVWC  
Student Senate President, WVWC  
Student Appointee #1 Kate Babiuch  
Student Appointee #2 Michelle Leporatti  
Alisa Lively, WVWC

**Veterans' Promotion & Collaboration Committee**

Mary Albaugh, Chair  
Bob Post  
Additional VFW/American Legion rep

Jerry Arnold  
Brad Hawkins  
B.J. Teets, Boy Scout Troop Leader  
Loretta Dawson  
Delores Wilson  
Deborah Brockleman  
Georgette Ward  
Amby Jenkins  
Kathy Stalnaker

CITY OF BUCKHANNON – NEW COMMITTEE CHARGES 1-5-17

NOTE: These new facilitative committees will establish their own more specific charge & after conducting a series of meetings, will report their findings & recommendations at a special City Council Town Hall meeting to be held at 6:00 p.m. on Thursday, April 13, 2017 at our Community & Training Room at the Public Safety Complex.

Millennial Retention & Recruitment Steering Committee, Robbie Skinner, Chair

General Charge: Recognition that in order to grow, we need to attract more young people who are engaged in our community. We seek to keep our best & brightest, while determining how to best market our city to those looking to locate to a progressively minded, vibrant place.

Seasonal Downtown Decoration Coordination Committee, Pam Cuppari, Chair

General Charge: To expand the good work of the committee occurring with Christmas & establish tasteful, inviting decorative appeal of our City & especially the downtown for all seasons & holidays. This committee naturally will collaborate with the Strawberry Festival, SYC, WVWC, the school system, arts groups, etc.

Sustainability (Green/Environmental Friendly) Committee, Susan Aloj, Chair

General Charge: To assess our community's current level of commitment to being environmentally friendly, & to challenge & make specific recommendations to the Council & Utility Boards on operating in more Earth-friendly, greener ways.

Senior Advancement Initiatives Committee, Dave Thomas, Chair

General Charge: We seek to make our community's designation as a certified, retirement community really mean something. What specific measures can we undertake to be more accommodating to the seniors already living here in cooperation with area businesses & healthcare providers, & how do we attract others who seek to retire to move to a quality, pro-senior citizen environment of Buckhannon?

Municipal Arts & Events Collaboration Committee, C.J. Rylands, Chair

General Charge: To improve our City's approach to coordinate activities & events with our many outstanding organizations, & to enhance their successes including but not limited to events sponsored by the Strawberry Festival, WVWC, Festival Fridays, HillbillyFest, Vintage Car Shows, Music on the River, Children's Festival, TruckFest, Mural dedications, FallFest, Homecomings, etc.

Veterans' Promotion & Collaboration Committee, Mary Albaugh, Chair

General Charge: To coordinate all events & matters involving the honoring & celebrating of our veterans; to work closely with the American Legion & VFW to advance events held on Memorial Day, Flag Day, Veterans' Day, etc., and to expand the Flags for the Fallen Program at Heavner Cemetery; & to make veteran presence more inclusive in various other community events while championing patriotism.

Landscape Committee, Rob Barbor (City Horticulturist), Chair

General Charge: To maximize compliance with current City ordinance requirements concerning landscaping in parking lots, etc.; to coordinate development & recommendation for adoption of a comprehensive plan for tree planting, species determination; oversight of removal of impaired trees; & collaboration with WVWC's landscape committee to ensure a thematic approach to landscaping throughout our City including our college campus.

Municipal Program Assessment Committee, Susan Aloj, Chair

General Charge: Recognizing our commitment to the C-I-T-E approach to all things Buckhannon, i.e., competent, inclusive, transparent, & efficient- this committee will evaluate existing programs & services to recommend processes & activities that may be undertaken in a more cost efficient, improved way; to objectify how well our City conducts its activities & to posture Buckhannon in a way that will maximize our City's success when applying for grants.

Pedestrian Friendly/ADA Compliance Committee, David McCauley, Mayor



General Charge: To identify the best approach to prioritizing pedestrian safety while using City streets; to recommend specific projects that will improve use of the streets by all persons including the handicapped, senior citizens, children, those using baby strollers, cyclists, etc.; & to assess special speed zone implementation on certain streets, ways, & parking lots.

Dog Park Committee, Maria Bray, Chair

General Charge: To assess the need for & if appropriate, determine the best location of a dog park; evaluate cost of realizing such a facility, liability concerns, recommend rules & regulations for participants, etc.;

Employee Safety Committee, Jerry Arnold, Chair

General Charge: To evaluate current safety measures of all City departments, & to make recommendations to maximize the safety, health, & well-being of all City employees & residents & visitors coming into proximity with work of City employees.

Theatre Building Project (48 East Main Street) Steering Committee, David McCauley, Chair

General Charge: To establish methods to assure total community input in the design & consideration of ultimate uses of this new facility while adopting measures to assure memorializing, documentation, & valuation of all improvements undertaken to enhance grant application opportunities; & to coordinate future construction activities with other prospective players including contractors, material providers, Tri-County Vo-Tech, etc.

Building Facade/City Matching Grant Review Committee, David McCauley, Chair

General Charge: Formerly administered by the UCDA, the Council has established a pool of \$10,000 with a cap of \$2,500 matched per applicant for business facade improvement. Applications will be reviewed by this committee with recommendations being made to the City Council.

Town & Gown Relations Steering Committee, David McCauley, Chair

General Charge: To explore ways to better integrate the WVWC campus community in City events, & to investigate ways of drawing the WVWC students & their families to our downtown to shop, dine, etc.; to reach out to WVWC to permit more City resident participation in college sponsored events & activities on the campus; to sensitize both the external & campus communities to the expectations & needs of the other to create a greater harmony in purpose & experience.

Stockert Youth Center Capital Campaign Steering Committee, David McCauley, Chair

General Charge: To conduct a needs assessment concerning a new gymnasium & auditorium at SYC & if appropriate to recommend measures to be considered to launch a comprehensive, capital campaign.

City (Charles W. Gibson Memorial) Library Maintenance Committee, Jerry Arnold, Chair

General Charge: To engage in regular meetings with library staff & Board members to determine physical plant repairs, maintenance needs, etc.

Community Healthcare Initiatives & Drug Combat Committee, David McCauley, Chair

General Charge: To establish holistic goals for the residents of our community leading to fitness & good health; to promote the existing healthcare facilities, services, & practitioners as part of resident good health; to explore establishment of a comprehensive substance abuse philosophy & program for our community.

### **Motion Rylands/Thomas to approve the appointments as submitted.**

- **Interview Candidates for the position of Probationary Firefighter:**

The Fire Civil Service Commission previously certified four candidates to City Council to be interviewed.

#### **JUNE 27, 2017 CITY COUNCIL INTERVIEWS PROBATIONARY FIREFIGHTER INTERVIEW SCHEDULE TOP THREE CANDIDATES**

<b>6:00 PM</b>	<b>1.</b>	<b>TANNER JACK SMITH</b>	
<b>6:30 PM</b>	<b>2.</b>	<b>JOHN ETHAN BRUGNOLI</b>	
<b>7:00 PM</b>	<b>3.</b>	<b>ETHAN JACOB SMITH</b>	<b>TIED FOR THIRD</b>
<b>7:30 PM</b>	<b>3.</b>	<b>KADE DANIEL JOHNSTON</b>	<b>TIED FOR THIRD</b>

**Motion Albaugh/Skinner to adjourn into executive session at 6:04 pm for the purpose of interviewing candidates for firefighter positions. Motion carried.**

Council reconvened at 8:00 p.m.

Council will schedule a special meeting on July 3, 2017 at 4:00 pm to officially approve and announce the candidates that will be hired.

**Motion Thomas/Albaugh to adjourn at 8:05 p.m. Motion carried.**

**Mayor David McCauley** \_\_\_\_\_

**Recorder Susan Aloï** \_\_\_\_\_