

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

A regular meeting of the Buckhannon City Council was held on Thursday, March 1, 2018 at 7:00pm in City Hall with the following in attendance:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Present
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
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
Fire Chief	J.B. Kimble	Present
City Attorney	Tom O'Neill	Present
Grants & Information Coordinator	Callie Sams	Present
Record Delta Newspaper	Katie Kuba	Present
InterMountain Newspaper	Sarah Goodrich	Present
Channel 3	Dennis Cortes	Present

Also in attendance: Jerry Kimble, Scott Preston, Renee Preston, Tammy Reger, Ron Pugh, Lucas Phillips Megan Kimble, Ammu Garman, Mitch Tacy, Brian Elmore, Linn Baxa, Tanner Smith, John Brugnoli; and Wesleyan Business students Duncan Mcguire, Emily Stasny, and Aman Speed.

**Meeting Agenda Posted 02.27.18**

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, March 1, 2018***

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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 Greetings
- B. Recognized Guests
  - B.1 Jason Keeling- Proclamation-American Red Cross Month
- C. Department & Board Reports
  - C.1 Public Works Director- Jerry Arnold  
.Stormwater Report-Erasmo Rizo
  - C.2 Finance Director- Amberle Jenkins
  - C.3 City Attorney- Tom O'Neill
  - C.4 Interim Fire Chief- J.B. Kimble
  - C.5 Information Coordinator/Grant Researcher- Callie Cronin Sams
- D. Correspondence & Information
  - D.1 Response Letter from Thrasher re: UC Innovation & Knowledge Business Center-Design Review
  - D.2 Ballot Position Drawing
  - D.3 Public Employees Retirement System (PERS) Contribution Rate Change
  - D.4 Suddenlink/Altice USA-Restoration of Starz/Encore Programming
  - D.5 Press Release-French Creek Freddie & Friends at Jawbone Park
  - D.6 Job Posting Water Plant Operator
- E. Consent Agenda
  - E.1 Approval of Minutes-Regular meeting 02/15/18 & Special meetings 02/19/18 & 02/27/18
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote
  - F.1 Approval Sponsorship Table at the 2018 Chamber of Commerce Annual Dinner
  - F.2 Approval Resolution 2018-04 Budget Revision –Fire Department Turnout Gear-  
City Contingency Fund Allocate \$15,000
  - F.3 Discussion/Possible Vote- Becoming a HEARTSafe Community
  - F.4 Discussion/Possible Vote-Fire Prevention & Safety Grant Program-Risk Assessment
  - F.5 Discussion Bicycle Lane-Brushy Fork Road
  - F.6 Discussion Draft Public Safety Training Room Policy
  - F.7 Discussion Fire Chief

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Cuppari
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Susan Aloï

H. Mayor's Comments and Announcements

- H.1 Pare Lorentz Day March 4<sup>th</sup>

I. Executive Session Per WV Code § 6-9A-4 (Personnel-Identify List of Applicants for Fire Chief Interviews)

J. Adjournment

Posted Revised 02/27/18

**Call to Order:** The Mayor called the meeting to order at 7pm with a moment of silence followed by the pledge to the flag.

**Discussion on Fire Chief** (pulled from Strategic Issues, below): The Mayor shared background information on the search for a new fire chief. On Tuesday, February 27, Council met in Executive Session to discuss the applicants and determined that the best candidate was already part of the Buckhannon Fire Department. **Motion Skinner/Cuppari to name James B. Kimble as new Chief of the Buckhannon Fire Department. Motion passed unanimously.**

CITY OF BUCKHANNON

OFFICIAL OATH

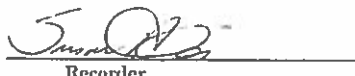
State of West Virginia,  
County of Upshur,  
City of Buckhannon,

I, *James B Kimble* do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of West Virginia, the Charter and Ordinances of the City of Buckhannon, West Virginia, and faithfully discharge my duties as *Fire Chief* of the said City to the best of my ability, so help me God.

Signed



Subscribed and sworn to before me this 1<sup>st</sup> day of March, 2018



Recorder

**Recognized Guests:**

- **Jason Keeling – Proclamation- American Red Cross month.** Mr. Keeling explained the mission of the Red Cross. Mayor McCauley presented a proclamation naming March as American Red Cross Month.

**Red Cross Month 2018**

Whereas, The American Red Cross saw a record-breaking year in 2017 of challenging domestic and international disaster response efforts, responding to six of the largest and most complex disasters of 2017, including back-to-back hurricanes, the deadliest week of wildfires in California history, and the horrific mass shooting in Las Vegas. West Virginia Red Cross volunteers and staff deployed over 250 times in response such large scale disasters.

Whereas, In West Virginia, the Red Cross has a long history of helping our neighbors in need. In the past year alone, they assisted over 1,000 families who experienced a disaster, a majority of which were home fires; they installed almost 8,000 smoke alarms; reached 5,600 people with fire safety information and educated more than 7,000 students in disaster preparedness education through the Pillowcase Project.

Whereas, In West Virginia, the Red Cross assisted over 700 military members, veterans and their families, collected almost 40,000 units of blood and educated over 23,000 West Virginians in life-saving-skills courses in the past year.

Whereas, March is American Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here in West Virginia who give of themselves to assist their neighbors when they need a helping hand.

Whereas, We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

Given under my hand & the official seal of  
The City of Buckhannon, this 1<sup>st</sup> day of March, 2018.  
David W. McCauley, Mayor

#### Department Reports:

- **Public Works Director- Jerry Arnold**

**Buckhannon City Council  
Public Works Director Report Jerry Arnold  
March 1, 2018**

**Director:**

- I am working on providing a list of properties to our City Attorney to draft deeds/leases.
- I am exploring the feasibility of investing in the equipment to batch some of our concrete internally.

**Supervisors:**

- Nothing New to Report.

**Project Team:**

- Nothing New to Report.

**Water Department:**

- Installed a 4" valve at W. Victoria to assist in the relocation of a water line as part of the third lane project.
- Shut in and drained the St. Joseph Tank in preparation for decommissioning.
- Working on SCADA system at the treatment plant.
- **Victoria Hill WST:** The new 1.2 million gallon tank went online Wednesday, February 22, 2018 @ 3:45pm.

**Sewer Department:**

- Defer to Erasmo Rizo.

**Waste Department:**

- The totor carts have been delivered to our facility and the guys are delivering them to our in town customers.

**Street Department:**

- We will be accepting applications for the park attendant position.
- The NBRP improvements are about 95% completed.
- The guys have been working on removing the partially dead pine trees along the walk trail.
- We have been working in the theatre during rainy days.

**Engineering:**

- Submitted preliminary field review drawings for Gateway West Project.
- Jay will be talking with property owners next week about the water system improvements.
- Bid opening next week for the early warning monitoring system.

- **Stormwater Report - Erasmo Rizo -**

Discussed work performed in this fiscal year:

involves, small projects, complaints resolution, permitting and review(Harbor Freight, Innovation Center...), mapping, Watershed Analysis, collection system inventory and standards manual updates. Project selection was based on opportunity.

Example: Huffman Alley, further improvements to be made by street department no additional cost of street repair to stormwater department.

Bogess St. Stormwater project, Jawbone inlet installation.

Submitted invoice 2017A and 2017B as attached. Combined they add up to (\$28,618+\$40,182)=\$68,800 Which exceeds the 50,000 Budget, and we are only in March of this year.

Although all work in invoice 2017A was for work done in the previous fiscal year not our current year, that money is subtracted from this year's budget(because of the date it was submitted).

Projects performed have been small in nature, we still to scratch the list of larger projects that will improve the overall stormwater system(48" 50" and some 60" sized pipes to complete existing collection systems).

The Sewer department is obligated by DEP to reduce I&I(infiltration & inflow to sewer); Therefore the Sewer department can discount some of the cost, because it is beneficial to sewer department, how much discount is to be determined.

Initial estimates to begin targeting the larger system as a whole and to perform work, complaint relocation, mapping and record keeping..., a budget of 150K to 200K is needed. Conversation ensued on how to fund Stormwater function and other functions.

- **Director of Finance-Amberle Jenkins -**
- Ms. Jenkins shared the highlights of the new budget, due the end of March, which Council has been working on in special work sessions.
- Council member Dave Thomas expressed concern over the reduction in parking and traffic tickets impacting City revenue.
- Council member CJ Rylands disagreed; he believes that public safety should be the major concern. Police should issue warnings, not citations, for violations that are not related to public safety, in order to maintain a welcoming community.
- Mayor McCauley suggested that a City sales tax would be the most fair way to increase revenue.
- CJ Rylands countered that residents and businesses should pay for the expenses they incur; stormwater fees should be billed based on the usage of that service and its accompanying cost. He is concerned that a City sales tax would be a disincentive for consumers to purchase from in-City businesses.
- Council member Skinner suggested considering annexation, as the cost of services outside the City is impacting the City budget and there is no remaining property available for development within City limits. He agrees with Dave Thomas that we need a long-term plan for development and budgeting for City services.

Amby Council report 3-1-18

Balance in MM and checking February 2018 \$631,854  
GF CD \$83,201.  
SYC Capital Campaign \$151,283.95  
SYC Savings \$13,751  
Municipal Stabilization Fund \$510,797

Working on budget for General Fund fiscal year 2018-19

Council held two public, budget working sessions- Feb 19<sup>th</sup> and 26<sup>th</sup>.

Supervisor's submitted budget requests which were reviewed by Council.

The General Fund proposed budget for fiscal year 2018-19 is \$4,407,479. In comparison the current budget is \$4,440,916.

Note that General Fund is separate and apart from Water, Sanitary and Waste funds.

Highlights of 18-19 budget:

Revenue Notes:

PERS notified will reduce from 11% to 10% employer rate.

Taxes: Received Assessor Valuations, slight increase from last year (\$828,249)

In general revenues are somewhat at a standstill.

B&O: Estimating the same as last year.

B&O Contractor: \$40,000. Leaving same as last year. This covers cost of Housing Enforcement and Zoning Expense. Not easy to anticipate. If Innovation Center construction starts- could increase.

Hotel/Motel: Expecting increase. CVB receives 70% City keeps 30%. In past have been putting all toward flowers. Projected \$20,000 extra to \$170,000 total (\$119,000 to CVB and \$51,000 to City) Can be used to beautification, parks, arts, civic arena. Suggest \$45000 to CPWB (flowers) and \$6000 to Theatre operating cost.

Fines, Court Costs: Reduced estimated collections to \$52,000

Stockert Program Revenues: Leaving much the same.

Police, Fire, PSC Surcharge: Police-\$75,000; Fire-\$150,000; PSC-\$94000. Same as last year

Grants:

- Police expect \$23000
- Police Prevention Resource Officer expect \$58,300

- Gateway West expect to receive about \$300,000 for materials and some labor.
- Theatre- Estimating \$50,000 remaining of \$102,000 grant
- Volunteer Fire contribution: \$15,000
- Events (Fireworks)- Did not budget anything. Unknown if any contributions will be received.

Expense notes GF Budget 2018-19

Outside entities:

Economic Development - \$30,000

Airport	\$15,000
Public Transit	\$10,000
Health Dept	\$5,000

Do Not Have in Budget:

- Fireworks/Events
- Strawberry Festival
- Festival Fridays
- Façade Grant
- Foundation and door repairs City Hall
- Additional seating Safety Complex
- Any pay increases other than Civil Service promotions or licensing promotions
- Budgeted \$50,000 for storm drain work, but more is needed.
- Safety Complex 2<sup>nd</sup> Phase
- Nothing for anticipated health insurance increase

New additional Capital Items in budget. Requests from Department Heads.

Housing/Zoning: \$8000 for property clean up

Office: main server and begin to replace computers in office \$7500 annually

Stockert Youth: Two computers (\$2,000)

Street: Payments for new Dump Truck & backhoe; City park paving; trees; Sidewalks-Clarksburg Rd, First Street, Madison St; Paving Camden Ave(Mon-Moore 900'), Meadow 1085', Lower Rohr 1170', Kanawha to Henry 1200'. \$281,000

Fire Dept: Air compressor; Thermal image camera; security camera; paint & carpet; roof repair; CPR computerized training prop; gear washer \$30,000

Police Dept: Payments for three more cruisers; replace old body cameras; 2<sup>nd</sup> part-time officer; continues CALEA cert. \$54,245

This leaves a contingency of \$36,566

The chart reflects how the overall General Fund budget is committed to various departments within the city.

Contributions to outside entities	1.4%	60000
Admin	6.3%	277051
Theatre	1.3%	56000
Housing	1.4%	60450
Public Safety	45.1%	1987587
Streets	32.7%	1441625
CVB&Conf Center	3.6%	160000
Park/flowers	1.0%	45000
Youth Center	6.4%	283200
contingency	0.8%	36566
		4407479

- **City Attorney – Tom O’Neill –**
- Working on a number of matters for the Police Department, Water Department, etc.
- Will ask for an executive session at a later date to discuss some issues.
- Has prepared some information on WV legislative issues that may affect the City; will discuss that at a later date, when we know whether these will impact us.

- **Fire Chief – J.B. Kimble-**
- Working on response to cardiac issues and making AEDs accessible to the public; more discussion under Strategic Issues (below)
- Discussion on issues related to accreditation; Callie Sams is looking for a grant to support expenses for a required Fire Safety Community Risk Assessment.

- **Grants & Information Coordinator – Callie Sams-  
3\_1\_2018**

**City Council Meeting – Information Coordinator & Grant Researcher Report – Callie Cronin Sams**

**Information Coordination**

ENGAGE Conference workshop on 2/17 was well-received, interest in internship and volunteering opportunities.

**Website & Social Media:**

Riverwalk/Dog Park Photos

**Press Releases:**

Celebrate the first day of spring and World Storytelling Day with French Creek Freddie and friends at Jawbone Park

**WVWC Intern:**

- Historical Tour –working with Historical Society Americorps, Laiken Boyd
- SYC Website

**Grants:**

ARC POWER Workshop, Glade Springs

WV Conservation District Grant for FEMA lot wildflowers & compost, conservation education

Fire Safety Community Risk Assessment

On the horizon: WV Try This mini-grants; REAP grants

**Upcoming Events:**

Riverwalk Planning Meeting March 2<sup>nd</sup>

Meeting with Region VII Tuesday, March 6<sup>th</sup>

March 16<sup>th</sup> Appalachian Forest Heritage Area Annual Meeting, March 16<sup>th</sup>

March 20<sup>th</sup>, First Day of Spring Celebration

March 22<sup>nd</sup>, Chamber of Commerce Annual Dinner

**Correspondence and Information:**

1. **Response letter from Thrasher re: Upshur County IDEA Center – design review**

February 15, 2018

Jerry Arnold  
Director of Public Works  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

RE: UPSHUR COUNTY INNOVATION AND KNOWLEDGE BUSINESS CENTER CITY REVIEW

Dear Mr. Arnold,

Please find below, the response to the comments generated February 2, 2018 from your review of the Upshur Innovation Center prepared by The Thrasher Group.

**CIVIL DESIGN:**

1. COMMENT: Plans shall indicate the size and location of a trash dumpster. The dumpster shall be located inside an enclosure and positioned on the property to allow adequate access by the City's garbage trucks. (See attached documentation of enclosures and garbage truck dimensions.)  
RESPONSE: *Revised drawings have a dumpster pad located in the southwest corner of the property. Dumpster pad will be a 12-FT x 14-FT for a 6 CY dumpster. (See sheet C1.03 for location and dimensions and sheet C5.06 for detail)*
2. COMMENT: The landscape buffer along the West side of Spring Street is to be replaced with concrete sidewalk paving. No landscaping shall be located in the Public Way.  
RESPONSE: *Please see revised drawing sheet number C1.03, which illustrates that there is no landscape buffer along the West side of Spring Street.*
3. COMMENT: Plans shall indicate all landscape design details, including trees and shrubs, as required by City Code.  
RESPONSE: *Please see additional sheet LP1.01 for the finalized landscape plan.*
4. COMMENT: Plans shall include details for all storm water discharge points at the Public Way.  
RESPONSE: *Please see sheet C4.03 for stormwater plan and refer to sheets C5.04 Curb Cut Detail & C5.05 Roof Drain Outlet Through Side Detail for stormwater details of discharge point at "Public Way"*
5. COMMENT: Plans shall include an ADA parking stall and loading zone.  
RESPONSE: *Please see revised sheet C1.03 for the revised parking lot plan showing an ADA parking stall, loading zone and ADA ramps to access the building.*
6. COMMENT: Sanitary piping shall connect to the existing tap, not to the manhole.  
RESPONSE: *Contractor shall coordinate with the City of Buckhannon for tap location of existing sanitary sewer line. (See sheets C4.01 & C4.02 for sanitary sewer)*
7. COMMENT: A fire service gate valve and a 2" domestic service meter and vault (3 1"x40"), will be installed by the City immediately inside your property line, along the edge of Spring Street. Plans shall specify the size of fire service tap needed, and the location of backflow prevention devices for each service.  
RESPONSE: *See sheet C4.01 for vault location, post indicator valve, and water lines to the building. See sheet C5.03 for revised detail for water service entering the building.*
8. COMMENT: Limits of the construction area within the Public Way of Main Street, for the duration of the project, shall maintain a 4'-0" wide (minimum) unobstructed pedestrian way on the existing sidewalk. The Public Way on the Western side of Spring Street may be closed for the duration of the project, however a 24'-0" wide roadway must be maintained on Spring Street to allow for two-way vehicular traffic. Adequate structural protection of the Public Way shall be provided for the duration of the project, and shall be reviewed by the City prior to commencement of the work. Temporary hourly closings of Spring Street for material deliveries and essential construction operations will be permitted on a case-by-case basis.  
RESPONSE: *See sheet C1.04 for revised sidewalk closure on East Main St. and for road closure on South Spring Street.*

**ARCHITECTURAL DESIGN:**

1. COMMENT: The front stair shall discharge to the exterior of the building.  
RESPONSE: *Please see revised drawing A1.01 which addresses the discharge of the interior exit stairwell. Per IBC Section 1028.1, Exception 1 (NFPA101 Section 7.7.2-Exception 1); All conditions of Exception 1 are met. Additionally, the area of the egress path on the level of discharge will be separated from adjacent areas by a 1 hour fire rated separation.*
2. COMMENT: The West facade and all its openings therein, shall be 1 - hour fire rated.  
RESPONSE: *Per IBC Table 705.8 the allowable area for openings that are unprotected, in a sprinklered building, with a fire separation distance of 5' to less than*

10' is 25%. As designed the percentage of the actual openings are: Floor 1 = 4.5%, Floor 2 = 9.5%, Floor 3 = 9.5%, all of which are less than the 25% per floor. Therefore all openings may be unprotected.

3. COMMENT: Working clearance between the electrical service and the property line appears to not be adequate, depending on the actual dimensions of the service entrance equipment. Please submit accurate information for determining this clearance, and relocate service entrance if necessary.  
RESPONSE: Electrical Service equipment has been relocated to the south side of the building. See Revised Sheet E2.01.
4. COMMENT: Fire Department (Siamese) connection of the automatic sprinkler system shall be located on the Spring Street facade of the building.  
RESPONSE: Fire Department Siamese connection for the automatic sprinkler has been relocated to the Spring Street facade. Please see revised sheet P1.01 for revised location of the Siamese connection.
5. COMMENT: A second exit from the 1st floor electrical room is required.  
RESPONSE: NEC Paragraph 110.26.C.2 requires a second exit if equipment in room is rated 1200 Amp or larger and over 6 ft wide. Panels in the electrical room are 800 Amp or smaller.
6. COMMENT: Guards, or a permanent fall arrest restraint anchorage connector system, are required at the roof perimeter.  
RESPONSE: Please see revised sheet A1.07 for fall arrest restraint layout and revised Sheet S104 and S.505 for detailing.
7. COMMENT: Emergency lighting on the 1<sup>st</sup> Floor is not complete.  
RESPONSE: Please see revised Sheet E2.01 for additional emergency lighting.
8. COMMENT: All handrails in stairs need to have extensions and returns.  
RESPONSE: Please see Revised Sheet A4.01 which indicates all stair handrails to have 12 inch minimum extensions and to be returned.
9. COMMENT: Many specification sections in the Project Manual are incomplete (unedited) and shall be resubmitted.  
RESPONSE: Please see revised Project Manual which has been completed.
10. COMMENT: Please submit plans and specifications for the automatic fire suppression system.  
RESPONSE: Please see outlined design standards submitted on Sheet P3.02. Final design and layout will be submitted by the sprinkler contractor prior to beginning construction.
11. COMMENT: Please submit plans and specifications for the fire alarm system.  
RESPONSE: Please see outlined design standards submitted on Sheet E3.01 & E3.02. Final design and layout of the fire alarm system will be submitted by the fire alarm contractor prior to the beginning of construction.
12. COMMENT: Please submit plans and specifications for the elevator assembly.  
RESPONSE: Please see attached specification for the elevator assembly.

Sincerely  
THE THRASHER GROUP, INC.




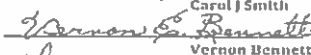
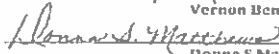
Ashley L. Lyons  
Project Manager

## 2. Ballot Position Drawing

Ballot Position Drawing  
2-20-2018  
CITY OF BUCKLIANON

NAME OF OFFICE	PARTY AFFIL. DIST.	CANDIDATE NAME (as on ballot)	BALLOT POSITION
RECORDER VOTE FOR ONE		Colin Reger 55 Boggess St	2
		Eric Waggoner 12 Latham St	1
CITY COUNCIL MEMBER VOTE FOR NO MORE THAN TWO		Mary L. Albaugh 47 Boggess St	5
		Mike Hodnar 41 N Florida St	4
		Brent Byre 8 Franklin Pl	2
		Robert L Osburn 1 Terrace Dr	3
		J. David Thomas 29 Arnold Ave	1

Approved by Upshear County Ballot Commissioners this 20th day of February, 2018.

  
Carol J Smith  
  
Vernon Bennett  
  
Donna S Matthews



### 3. Public Employees Retirement System (PERS) contribution rate change



EXECUTIVE DIRECTOR  
Jeffrey E. Fleck

#### Consolidated Public Retirement Board

4121 MacCurtick Ave., SE  
Charleston, West Virginia 25304 1836  
Telephone: 304-358-3372 or 800-834-4406  
Fax: 304-857-1523  
Email: [cprib@wv.gov](mailto:cprib@wv.gov)  
[www.wvretirement.com](http://www.wvretirement.com)



BOARD CHAIRMAN  
David L. Wyatt

July 1, 2018  
10.0%

February 21, 2018

X23700  
CITY OF BUCKHANNON  
AMBERLE JENKINS  
70 EAST MAIN STREET  
BUCKHANNON, WV 26201

RE: Public Employees Retirement System (PERS) Contribution Rate Change

Dear Participating Employer of the Public Employees Retirement System (PERS):

This correspondence is to confirm the Board of Trustees of the WV Consolidated Public Retirement Board (Board) reviewed and accepted the 2017 PERS actuarial valuation results at the January 24, 2018 Board meeting and voted to decrease the PERS Tier I employer contribution rate from 11.0% to 10.0% effective July 1, 2018 and the PERS Tier II employer contribution rate from 11.0% to 10.0% effective July 1, 2018.

Pursuant to the provisions of WV Code §5-10-31, it is the responsibility of the Board to determine the amount of employer contributions to be paid into the PERS Employers Accumulation Fund. The employer contribution rate is based upon the annual actuarial valuation of the assets and liabilities and is subject to be reset annually. As you may recall from past correspondence and publications, the Board has adopted asset smoothing as the actuarial asset valuation method for PERS. The asset smoothing method allows the annual investment gains and losses for PERS to be spread over a period of four years.

The employer contribution rate changes are necessary to provide for the continued actuarial soundness of PERS, ensuring funding for the normal cost of expected benefits and unfunded liabilities throughout the amortization period established for the plan. Specifically, the valuation results for Fiscal Year 2017 revealed that expected contributions and investment returns will be sufficient to cover the expected annual cost and related liabilities of PERS. All future employer contribution rates are subject to the annual actuarial valuation results.

Please take note that the employer contribution rate of 10.0% will become effective on any Pay Period End Date beginning on or after July 1, 2018 for both Tier I and Tier II members and should be used in your budgetary considerations for Fiscal Year 2019.

If you should have any questions or need any additional information, please do not hesitate to contact our Employer Reporting staff at (304) 558-1395.

Sincerely,

Jeffrey E. Fleck  
Executive Director

### 4. SuddenLink/Altice USA – Restoration of Starz/Encore programming altice

February 16, 2018

RE: Restoration of Starz/Encore Programming

Dear Mayor:

Altice USA, Inc. (“Altice” or “the Company”) hereby notifies you that Altice and Starz have reached a multiyear agreement to resume carriage to Suddenlink residential and business customers of the full suite of Starz/Encore programming.<sup>145</sup> The Channels are scheduled to be restored to their prior channel positions by month’s end.

No existing channels – including those added to the Suddenlink lineup on January 1<sup>146</sup> – are being removed or repositioned to accommodate the Channels, nor will any Suddenlink customer’s rate increase as a result of the restoration.<sup>147</sup> Customers with broadband access can also continue to access the programming directly from Starz via the Starz App.

Customers are being notified through multiple means including email, TV spots, bill message and at [www.suddenlink.com/starz](http://www.suddenlink.com/starz). In addition, customers can find current programming line-ups on our website at <https://suddenlink.com/tylineup>.

Should you have any questions, please do not hesitate to contact me at 304-460-0744 or by email at [peter.brown@alticusa.com](mailto:peter.brown@alticusa.com).

Sincerely,

<sup>145</sup> Starz, Starz, Starz Kids & Family, Starz Edge, Starz in Black, Starz West, Starz Comedy, Starz Cinema, Starz Encore, Starz Encore Suspense, Starz Encore Westerns, Starz Encore Classic, Starz Encore Black, Starz Encore Family, Starz Encore West, Starz Encore Espanol, Starz Encore Action (the “Channels”).

<sup>146</sup> Altice added Sony Hallmark Drama, HDNet Movies, Flx and the Cowboy Channel to the Suddenlink lineup on January 1 at no incremental charge to customers.

<sup>147</sup> Suddenlink customers who previously purchased Starz a la carte as of 12/31/17 will receive the same a la carte offering at no charge through 3/31/18. During the month of April, any customer who wishes to cancel the Starz a la carte service may do so and receive a full refund of their monthly Starz a la carte charge. In addition, Starz a la carte customers will receive access to Starz’ SVDD content at no charge (previously \$4.95/mo.).

Altice USA  
1111 Stewart Avenue  
Bethpage, NY 11714  
516-803-2300  
[alticusa.com](http://alticusa.com)

## 5. Press Release – French Creek Freddie & Friends at Jawbone Park

### Celebrate the first day of spring and World Storytelling Day with French Creek Freddie and friends at Jawbone Park

March 1, 2018

BUCKHANNON, WV:

French Creek Freddie will be the guest of honor at the First Day of Spring Celebration planned for 4:30 p.m. Tuesday, March 20, 2018 at Jawbone Park. Festivities will include Story Time presented by Buckhannon Community Theater, Plant a Seed with the Buckhannon Community Garden, French Creek Freddie statue dedication, a performance from band Enny Corner, and appearances by French Creek Freddie, West Virginia Wildlife Center Director Tyler Evans, Southern Upshur Business Association, and Mayor Dave McCauley. The event will celebrate the first official day of spring and community unity among Buckhannon and the communities in southern Upshur County. The celebration kicks off the season at Jawbone Park in anticipation of the Strawberry Festival, Festival Fridays, Farmers Markets, and more. A donation from the mayor has funded the French Creek Freddie statue and band performance.

In addition to the first day of spring, March 20 marks the annual celebration of World Storytelling Day. Buckhannon Community Theatre members will present a reading of the children's book "Groundhog Gets a Say" and volunteers from the Buckhannon Community Garden will read "Groundhog's Garden". Children will also have the chance to plant vegetable seeds to take home to their garden or patio container. Both books are available at Charles W. Gibson Library, and will be ready for the public to checkout following the event.

The band, Enny Corner, includes musicians hailing from Roane and Calhoun counties. Judy Channell of the West Virginia Wildlife Center states, "Enny Corner first performed at the Wildlife Center's Groundhog Day Celebration in 2014. Harry Bell, lead singer, was inspired to write the original 'Are You Ready for French Creek Freddie' which they have performed each year during the festivities held at the Wildlife Center." Besides Freddie's tribute, the band also performs a mix of originals and covers of classic rock and folk songs.

The West Virginia Wildlife Center attracts many visitors to Upshur County and is a favorite place to visit for local residents. Laura Bennett, Executive Director of the [Upshur County Convention & Visitors Bureau](#), states, "(The Wildlife Center) has an incredible impact to our local tourism industry, and is a unique facility to the entire State." Many children in Upshur and other West Virginia counties experience the Wildlife Center during field trips where they learn about native species such as black bear, bobcats and golden eagles. In addition, the Wildlife Center hosts events that celebrate living history with traditional cooking, camping and lifestyle demonstrations.

See more of what the [West Virginia Wildlife Center](#) has to offer by visiting the West Virginia Division of Natural Resources [website](#), and be sure to click on the "Events" tab. To follow [City of Buckhannon](#) news and announcements, visit the [website](#) or [Facebook page](#).

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For questions, contact Callie Cronin Sams, [callie.esams@buckhannonwv.org](mailto:callie.esams@buckhannonwv.org).

## FRENCH CREEK FREDDIE

ON FEBRUARY 2, 1976, A LEGEND WAS BORN AS FRENCH CREEK FREDDIE, THE GROUNDHOG DENIZEN OF THE WEST VIRGINIA WILDLIFE CENTER, BECAME WEST VIRGINIA'S OFFICIAL PROGNOSTICATOR OF SPRING. FOR 30 YEARS NOW AT PRECISELY 10:00 A.M. ON EACH FEBRUARY 2, FREDDIE HAS AMUSED RESIDENTS THROUGHOUT OUR REGION AS WE ALL HOPE THAT OUR GROUNDHOG WON'T SEE HIS SHADOW THIS BEING THE BARRINGER OF AN EARLY SPRING.



THE LEGEND OF THE GROUNDHOG PREDICTING SPRING'S ARRIVAL IS THE US' OLD STAPLE. EARLY ON, SOME HAS EXISTED SINCE AT LEAST FEBRUARY 2, 1849 AS EVIDENCED BY THE DIARY ENTRY OF JAMES L. MOHRIS OF MORRANTOWN, PENNSYLVANIA IN PENNSYLVANIA DUTCH COUNTRY. ALL ACCORDING TO THE BOOK "GROUNDHOG DAY" PUBLISHED IN 2001 BY IRON MOLDER (1921-2015), THE ANNUAL CELEBRATION IN PUNXSATAWENTY, PENNSYLVANIA INVOLVING THE MORE CELEBRATED BUT LESS ACCURATE GROUNDHOG "PUNXSATAWENTY PHIL" HAS BEEN GOING ON SINCE 1887 AT GORRER'S KNOB. MEMORIALIZED IN THE 1993 MOVIE STARRING BILL MURRAY, APTLY TITLED "GROUNDHOG DAY."

THE NAME "FRENCH CREEK FREDDIE" IS CREDITED TO FORMER WILDLIFE CENTER SUPERINTENDENT, BILL VANNOY. FREDDIE HAS BEEN MEMORIALIZED IN THE SONG BEARING HIS NAME, CREATED & PERFORMED LIVE AT THE WILDLIFE CENTER DURING THE PAST SEVERAL GROUNDHOG DAYS BY THE PARKERSBURG BAND "ENNY CORNER."



WILDLIFE FREDDIE IS A FRENCH CREEKER & WILDLIFE OUR FRIENDS IN SOUTHERN UPSHUR COUNTY & PARTICULARLY IN ROCK CAVE ANNUALLY CELEBRATE THEIR GROUNDHOG FESTIVAL WEEKLY.

MEMBERS OF BUCKHANNON RECOGNIZE FREDDIE AS ONE OF OUR BEST COMMUNITY'S MOST CELEBRATED RESIDENTS & HONOR HIM WHILE PAYING TRIBUTE TO OUR SOUTHERN DENIZEN FRIENDS BY PLACEMENT OF THIS STATUE IN SPECIAL RECOGNITION OF FRENCH CREEK FREDDIE, RIGHT HERE IN OUR BUCKHANNON-UPSHUR'S FAVORITE DOWNTOWN VENUE, I.E., JAWBONE PARK.

DEDICATED BY THE CITY OF BUCKHANNON ON THE REAL FIRST DAY OF SPRING

**MARCH 20, 2018**

## 6. Job Posting – Water Plant Operator

**Job Posting Water Plant Operator**  
City of Buckhannon  
Water Department

**Position:** Water Treatment Plant Operator

**Location:** Buckhannon, WV

**Duration:** Full-time

**Pay:** Commensurate to experience and qualifications; Benefits package.

**Position Summary:**

The Operator will perform a variety of tasks in the operation and maintenance of a water treatment plant and work a rotating shift schedule which includes nights, weekends and holidays.

**Tasks to be performed (but not limited to)**

- Operation of plant which involves starting and stopping of pumps, quality control/compliance testing, data interpretation, make process control adjustments, diagnose operating problems and perform the necessary corrective action, observation of SCADA system, troubleshoot and repair plant equipment as necessary.
- Prepare required reports and maintain complete record keeping procedures.
- Perform work not directly related to plant operations such as cleaning and housekeeping, lawn and site maintenance, etc.
- Assist Distribution Crew as needed.

**Qualifications**

- High School diploma or GED
- Valid West Virginia drivers license
- Must possess at least a Class II Water Treatment license issued in the State of West Virginia with the ability to achieve the Class III certification in 3-6 months or a Class III Water Treatment certification issued in the state of West Virginia
- Educational background in biology, chemistry, mathematics or environmental science is recommended but not required.
- Possess basic knowledge in the principles of water treatment operations and maintenance.
- Possess knowledge of computer software including Microsoft Word, excel and data management systems.
- Must be able to lift 50 pounds above shoulder level.
- Must be willing function in a Team oriented workplace.
- Must pass a background check and drug test.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation

Applications can be obtained at Buckhannon City Hall, 70 E. Main Street, Buckhannon, WV 26201 or by calling 304-472-1651 between the hours of 8:30am-4:30pm Monday-Friday

Applications will be accepted until March 8, 2018.

**Consent Agenda:**

**1. Approval of Minutes – Regular meeting 02/15/18 and Special meetings 02/19/18 and 02/27/18**

**2. Approval of Building and Wiring Permits**

Permit Number	Submitted By and Location	Contractor	Description of Work to be Performed	Building Value	Electrical Code	Total Electrical Fees Paid	Total Building Fees Paid	Zoning	Asbestos	Flood Zone	Elev. Certificate	Non Conversion Use
73898	Tyler Barger 26 E Victoria St	Twisted Wire Ed Ware	Electrical Upgrade	\$1,532.00	B2	\$100.00						
73899	Gary Fitzgerald 6 Fitchie St	Robert Homer Mt Slate Contracting	Electrical Connect/New Circuit	\$5,754.00	B2	\$100.00						
73900	A G Trusler 83 W Main St		Repair Porch Ceiling	\$900.00			\$10.00					
74001	Robert Casio 224 Pocahontas St	Richard Small	25'x25' Blacktop Parking Pad	\$6,500.00			\$71.50	X				
74002	Shelby Kirwin 63 S Florida St	Self	Window Replacement Bathroom Remodel	\$2,500.00			\$27.50					
74003	Chns Baxa 37 Thurman Ave	Self	8'x10' Storage Building	\$800.00			\$10.00	X		X		
74004	Eugene Suder 181 Randolph St	Self	Replacement 14'x60' Trailer, Steps & 8'x14' Porch w/ Awning	\$8,000.00			\$76.00	X				
74005	Gerald Steed 12 Meade St	Jimbo's Hands on Construction	Handicap Ramp Razing Shed Repair Concrete Pad	\$4,000.00			\$44.00					
74006	Stone Tower Brews 5 E Main St	The Sign Guy	Replacement Signage 42"x32" Extending from Bld 19'x29" Flat against Bld	\$900.00			\$15.00	X				
<b>TOTAL</b>				<b>\$30,886.00</b>		<b>\$200.00</b>	<b>\$254.00</b>					

**3. Approval of Payment of the Bills**

03-01-2018 10:02 AM

DISBURSEMENTS 02-16-18 TO 02-28-18

PAGE: 1

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
MAYOR'S OFFICE	BUCKHAMTON CHAMBER OF COMMER	409-341-00	MAYOR'S SUPPLIES & M	DINNER SILVER SPONSOR	150.00	
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	83.13	
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	68.19	
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	15.95	
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	304-704-8355	21.49	
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	304-472-1651-101515-4	61.26	
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	21.02	
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	1,105.68	
				TOTAL:	1,526.72	
	COUNCIL	NON POWER	410-450-01	THEATRE BUILDING	110122154542 48 E. MAIN ST	13.13
			410-459-00	COUNCIL CAPITAL OUTL	110123905108 25 N LOCUST S	11.35
		WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	22.00
		THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	FEB 2018 ATTORNEY FEES	1,041.67
		INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50	
**PAYROLL EXPENSES				2/16/2018 - 2/28/2018	1,000.00	
				TOTAL:	2,164.65	
RECORDER		INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	9.30
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	2.18	
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	150.00	
				TOTAL:	161.48	
	TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	24.07
INTERNAL REVENUE SERVICE		413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	13.56	
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	3.17	
**PAYROLL EXPENSES				2/16/2018 - 2/28/2018	216.78	
				TOTAL:	259.58	
COURT	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75	
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06	
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	625.00	
				TOTAL:	672.81	
CITY ATTORNEY	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	9.04	
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	2.11	

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	145.75
				TOTAL:	156.90
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	148.08
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	83.46
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHED	19.52
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	1,346.15
				TOTAL:	1,597.21
CITY HALL	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	123.02
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	68.43
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHED	16.00
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	1,118.40
				TOTAL:	1,325.85
POLICE	IPHA	700-341-00	POLICE DEPT. MAT & S	POLICE TEST & STUDY GUIDE	374.50
	JENKINS FORD INC	700-343-00	POLICE DEPT. AUTO SU	REPLACE WINDOW REGULATOR	228.61
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,634.55
		700-106-25	POLICE RET PRD	WV RETIREMENT CONTRIBUTION	216.72
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPPRS CONTRIBUTI	118.95
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,156.17
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHED	270.39
	REFUND CITATIONS	700-341-00	POLICE DEPT. MAT & S	REF DALTON CURRY CIT OVRRP	10.00
		700-341-00	POLICE DEPT. MAT & S	REF BRANDON DAPP CIT OVRRP	75.00
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-473-7911-073014-4 POL	0.00
		700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4	76.10
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	18,993.16
				TOTAL:	23,154.35
FIRE	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	2ND QTR 2018 VFD INSTALLME	2,371.88
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	794.47
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPPRS CONTRIBUTI	426.03
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	751.25
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHED	175.70
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	304-472-2868-101915-4	78.20
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	12,126.90
				TOTAL:	16,704.43
STREET	HONT LEVINE INC.	750-341-00	STREET DEPT. MAT & S	EXPANDED STEEL	256.00
	CHH INDUSTRIAL CAPITAL AMERI	750-459-00	STREET DEPT. CAPITAL	STREET EXCAVATOR PYMT FINA	54.05
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,359.44
	PROGRESSIVE BANK	750-459-00	STREET DEPT. CAPITAL	MARCH 2018 STREET SWEEPER	1,854.06
		750-459-00	STREET DEPT. CAPITAL	MAR 2018 STREET SKID STEER	664.11
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	769.18
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHED	179.89
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	304-472-5755-101615-4	78.10
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	12,495.49
				TOTAL:	17,701.42
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110080985624 RT. 20 BKN C	64.10
		752-213-00	TRAFFIC SIGNALS POWE	110081822063 W. MAIN ST	5.21
		752-213-00	TRAFFIC SIGNALS POWE	110080235830 REGER ST RT 2	52.67
		752-213-00	TRAFFIC SIGNALS POWE	110080820243 MAIN ST	38.86
				TOTAL:	160.84

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STOCKERT YOUTH CENTER	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	341.66
	WHITNEY STROOP	907-341-00	MATERIALS & SUPPLIES	REFUND ROOM RENTAL DEPOSIT	20.00
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	17.14
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	146.62
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	381.13
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	89.14
	FRONTIER	907-211-00	TELEPHONES	304-473-0145-042701-4	177.14
	**PAYROLL EXPENSES			2/16/2018 - 2/28/2018	6,153.28
				TOTAL:	7,326.03
SAFETY COMPLEX POLICE	CHASE	976-461-00	SAFETY COMPLEX POLIC	MARCH 2018 SAFETY COMPLEX	13,288.08
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	MONTHLY PEST INSPECTION	40.00
				TOTAL:	13,248.08

Motion Skinner/Albaugh to approve the consent agenda as submitted. Motion passed unanimously.

#### Strategic Issues for Discussion and/or Vote:

1. Approval, sponsorship table at the 2018 Chamber of Commerce Annual Dinner- Motion Rylands/Thomas to approve the \$300 silver sponsorship at the Chamber of Commerce Annual Dinner; motion passed unanimously.
2. Approval, Resolution 2018-04 Budget Revision - Fire Department turnout gear - City Contingency Fund allocation of \$14,000.



### **3. Becoming a HEARTSafe Community Discussion/Possible Vote – Motion Skinner/Cuppari for Buckhannon to become a HEARTSafe Community; motion passed unanimously.**

HEARTSafe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the “chain of survival” as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest (SCA) from becoming irreversible death.

In the basic HEARTSafe model, a region (generally a US state, but county-based and international programs also exist) establishes a set of minimum criteria its communities must meet in order to achieve HEARTSafe status. These should be goals that support the chain of survival, such as widespread CPR instruction, public access defibrillators, and aggressive resuscitation protocols for first responders and area hospitals. Individual communities in each region which meet the established criteria—such as cities, towns, counties, even neighborhoods or campuses—can apply to their home office and become designated as a HEARTSafe Community. Street signs proclaiming this status are usually posted at the edge of town. If a community does not meet minimum criteria, it can take steps to work toward compliance and eventually earn accreditation.

The first HEARTSafe program began in Massachusetts in 2002. Programs now exist in all or parts of Arizona, California, Colorado, Connecticut, Kansas, Kentucky, Maine, Michigan, Minnesota, Nevada, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont, and Virginia, as well as numerous US college campuses; they have also spread internationally to Ireland, New Zealand, and Taiwan, and are under development in Missouri and Tennessee. Typically, programs are managed at the state level through the Department of Public Health or a similar service, and individual communities in each state obtain designation through that central office. Under these various umbrellas, well over 600 local HEARTSafe communities now exist, providing a safety net for over 8,000,000 residents.

HEARTSafe is an open-source “collection of good ideas,” and is freely available for any regional agency interested in creating a program. There is no central authority that collects a fee or authorizes its use. It is a grass-roots concept that is spread by word-of-mouth, and support is primarily through peers.

#### **Fast Facts on Cardiac Arrest From the American Heart Association**

The American Heart Association urges the public to be prepared for cardiac emergencies:

- Know the warning signs of cardiac arrest. During cardiac arrest a victim loses consciousness, stops normal breathing and loses pulse and blood pressure. They may suddenly collapse.
- Call 9-1-1 immediately to access the emergency medical system if you see any cardiac arrest warning signs.
- Give cardiopulmonary resuscitation (CPR) to help keep the cardiac arrest victim alive until emergency help arrives.
- If you don't know CPR or haven't been trained, call 9-1-1 and push hard and fast on the center of the chest until help arrives.

##### **What is cardiac arrest?**

Cardiac arrest is the sudden, abrupt loss of heart function. It's not the same as a heart attack. Sudden cardiac arrest occurs when electrical impulses in the heart become rapid or chaotic, which causes the heart to suddenly stop beating. A heart attack occurs when the blood supply to part of the heart muscle is blocked. A heart attack may cause cardiac arrest.

Sudden death (also called sudden cardiac death) occurs within minutes after symptoms appear.

##### **What causes cardiac arrest?**

The most common reason for patients to die suddenly from cardiac arrest is heart disease.

Other factors besides heart disease and heart attack can cause cardiac arrest. They include respiratory arrest, electrocution, drowning, choking and trauma.

Cardiac arrest can also occur without any known cause.

##### **Can cardiac arrest be reversed?**

Brain death and permanent death start to occur in just 4 to 6 minutes after cardiac arrest.

Cardiac arrest can be reversed if it's treated within a few minutes with an electric shock to the heart to restore a normal heartbeat. This process is called defibrillation.

A victim's chances of survival are reduced by 7 to 10 percent with every minute that passes without CPR and defibrillation. Few attempts at resuscitation succeed after 10 minutes.

##### **How many people survive cardiac arrest?**

Each year, EMS treats nearly 300,000 people who suffer cardiac arrest outside the hospital. More than 92 percent of cardiac arrest victims don't survive to be discharged from the hospital. In cities where defibrillation is provided within 5 to 7 minutes, the survival rate is as high as 30–45 percent.

**What can be done to increase the survival rate?**

Early CPR and rapid defibrillation combined with early advanced care can result in high long-term survival rates for witnessed cardiac arrest.

If bystander CPR was initiated more consistently, if AEDs were more widely available, and if every community could achieve a 20 percent cardiac arrest survival rate, an estimated 40,000 more lives could be saved each year.

**4. Fire Prevention & Safety grant program – risk assessment Discussion/Possible Vote – Motion Thomas/Albaugh to approve the grant proposal; motion passed.**

The NFPA Urban Fire and Life Safety Task Force Community Risk Reduction: Doing More with More

Fire service leaders face a number of challenges getting the job done — protecting and serving the public, keeping up staff morale, maintaining safety standards for the department and community, facing budget cutbacks — all as resources become more limited. At times the job can seem daunting. However, there is a tool available to help fire service leaders keep pace with a constantly changing social, environmental, economic, and political climate: Community Risk Reduction. It's the all-hazards solution to the all-hazards response that the modern fire service needs. Many fire service organizations are hesitant to adopt a Community Risk Reduction approach because of the changes required within an organization. Fire service leaders need to keep in mind that Community Risk Reduction will make any fire service organization more efficient and effective in saving lives and property. Community Risk Reduction Community Risk Reduction is defined in NFPA 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications, as "programs, actions, and services used by a community, which prevent or mitigate the loss of life, property, and resources associated with life safety, fire, and other disasters within a community." The "More" of Community Risk Reduction Adoption of Community Risk Reduction allows a fire department to:

- Fully integrate all fire protection strategies
- Involve the community in problem solving and strategic implementation
- Prevent line-of-duty deaths and injuries
- Ensure the survival of the organization

Fire service leaders must:

- Incorporate Community Risk Reduction into the department's strategic plan.
- Form partnerships with agencies across the municipality that can play important roles in the success of the Community Risk Reduction plan.
- Enlist the services of public policy experts and advocates to assist with legislation geared toward risk reduction.
- Meet periodically with fire and life safety educators, officers, and managers in the department to track measurable benchmarks as established in the Community Risk Reduction plan.

The community-based approach increases public safety because of the collective work with the community to understand, assess, and provide inclusive solutions to community safety issues.

**5. Bicycle Lane on Brushy Fork Road-Discussion**

Dr. Joseph Reed sent letters to City Council and County Commission regarding a walking/biking lane on Brushy Fork Road. Jerry Arnold explained the utility rights-of-way on that road. The DOH is planning to relocate all utility lines and is restrictive regarding use of those lanes. He suggested going behind the theatre, for a bike/walk lane, but indicated the challenge with the wetlands beside the theatre. This does not mean adding a biking/walking lane is out of the question; however, it is likely more complex and time consuming than just adding a walking/biking lane to Brushy Fork.

WV Dept. of Highways, attention Thomas J. Smith PE

Feb. 23, 2018

Upshur County Commission

City of Buckhannon

To all:

Brushy Fork has an existing trailer park with a large number of units.

A new facility has been built on Brushy fork Road to accommodate Pipeline workers with, I understand. 150 locations. What will become of this after the pipeline is done in 3 years, I do not know.

At present, there are a number of residents, primarily from the existing trailer park, who are walking or bicycling in to town.



Plans are progressing for road modification between Corridor H and the Upshur County Airport road; this is the most dangerous part of the Brushy Fork Road for pedestrians and bicyclers because of relative blind spots. This road, I believe, is an official west to south bypass around Buckhannon.

I would suggest exploring the possibility of establishing a bicycle lane on that road project, or establish a walk/bicycle path along the city's utility right of way to the Event Center on Brushy Fork.

Sincerely and respectfully,

Joseph B. Reed, MD

PS. I was not sure who to direct this to in the Dept of Highways-Mr. Smith was the only e-Mail address I could find.

P.S. NO. 2 Feb. 28, 2018

In my judgment, there are two particularly dangerous areas for the bicyclers/pedestrians

1. At MPL opposite the Event Center
2. Top of the rise just west of Jenkins Ford/theater/Subaru

If the bike lane could be provided in those two areas even, that would be a help.

Note the posted speed is 45, I suspect 55 is not unusual.

6. **Draft Public Safety Training Room polic-Discussion** The Mayor explained that the room is increasingly used, so policy is needed to guide usage and rental fees for non-governmental agencies (e.g., birthday parties). J.B. Kimble explained that some of these requests would be more appropriate for Stockert Youth Center, but there are not currently any policy for the Training Room. Council member Mary Albaugh also suggested using the American Legion room. JB indicated that it was becoming challenging to schedule training, and there is a liability issue when firefighters have to leave the facilities. Rental fees could provide funding for maintenance and upkeep of the facilities. The Mayor agreed to meet with J B Kimble, Matt Gregory and City Attorney O'Neill to refine this draft and bring a revised version forward to Council.

#### Comments and Announcements:

- **Mary Albaugh** – Great meeting; she enjoyed it.
- **Pam Cuppari** - Asked whether it is mandatory that all residents take toters. Jerry Arnold explained that there are exceptions, and as the toters are delivered these decisions will be made. This is typically when residents have very small amounts of garbage.
- **CJ Rylands** – Nothing.
- **Robbie Skinner**- Thanks for sponsorship for the Chamber dinner. Is very pleased with the selection of JB Kimble as Fire Chief.
- **David Thomas**- Congratulations to JB Kimble. Looking forward to continued dialogue with Council regarding revenue challenges.
- **Susan Alois**- Congratulations to JB Kimble.

#### Mayor's Comments and Announcements:

- **Congratulations to J B Kimble**
- **Reminder of Mayor's Fitness Challenge**
- **"Pare" Lorentz dedication**

#### \*\* LEONARD MACTAGGART "PARE" LORENTZ\*\*

On December 11, 1905, in Clarksburg, West Virginia, was born one of the most acclaimed documentarians in American history. Pare Lorentz attended West Virginia Wesleyan College & resided here in Buckhannon during most of his childhood. He later also attended West Virginia University. During his amazing career comprising several decades, Mr. Lorentz went on to become the official documentary filmmaker for President Franklin Delano Roosevelt. Mr. Lorentz's parents, Pare Hanson Lorentz & Alma MacTaggard Ruttencutter Lorentz, moved to Buckhannon when Pare was very young. Pare Lorentz attended Buckhannon schools growing up, & at age 11 enrolled at West Virginia Wesleyan College to take violin lessons. Mr. Lorentz later enrolled as a fulltime student at Wesleyan, taking classes from 1921-23, but interestingly didn't graduate from Buckhannon High School until 1922. While at Wesleyan, he mostly registered for American government courses. Pare Lorentz's biography maintained at the Pare Lorentz Center states that his father was a printer & publisher of high school & college yearbooks while his mother was a professional singer. The Pare Lorentz Center's site offers this interesting passage about his early life. "There was always music in the Lorentz home, which led to his lifelong love & appreciation of music; young Leonard studied the violin for 10

years.... He played fiddle in an orchestra & was editor of "Moonshine" [WVU's humor magazine] & a member of an honorary journalistic fraternity "Sphinx."

Lorentz left WVU before graduation & applied his early writing experience for the newly-launched magazine "The New Yorker." Soon thereafter, Mr. Lorentz adopted his father's first name "Pare" for all future publications & projects. In 1925, still not 20 years old, Pare Lorentz was promoted as editor of The Edison Sales Builder. Within the year, he was hired by the popular humor magazine "Judge" and shortly thereafter was named as the magazine's motion picture critic. Soon he was writing film criticism for the New York Evening Journal newspaper & magazines including Vanity Fair, Town & Country, & McCall's. Lorentz strongly believed that movies held enormous potential for social justice & education. In 1930 he partnered with attorney Morris Ernst on the book "Censored: The Private Life of the Movies," assessing the importance of early film. In "Pare Lorentz & the Documentary Film," biographer Robert L. Snyder wrote, "Lorentz was 25 & had been a critic & student of film only two years; yet he clearly revealed a powerful insight into the potential of motion pictures, a potential he was among the first to fulfill in this country."

In 1931, Lorentz married actress Sally Bates, successfully conniving newspaper tycoon William Randolph Hearst to finance his European honeymoon under the pretext that he would interview director Rene Clair in France while also meeting Alfred Hitchcock in England. Rehired later by Hearst Newspapers, Lorentz was dispatched to Washington to write about spies who were rumored to be lurking in the Roosevelt Administration. Pare Lorentz was fascinated by the Roosevelt presidency from its inception. Lorentz authored "The Roosevelt Year" that was published in 1934. In 1935, Lorentz met with FDR's Agriculture Secretary, Henry A. Wallace, who introduced him to Rexford Guy Tugwell, Roosevelt's chief of the Resettlement Administration. Tugwell was enthused with Lorentz's film-making ideas, suggesting that they make 18 films. As the initial subject, Lorentz suggested the Dust Bowl. With a very meager \$6,000 budget, Lorentz's very first film, "The Plow That Broke The Plains," had him serving as both producer & director. The film premiered was on the second floor of the White House in early March of 1936 & this was the first time that Lorentz met the president. When the film finished, FDR was brimming with enthusiasm & praised Lorentz during a long talk with him. The film received excellent press but not wide distribution as many of the larger distributors labeled it as political propaganda.

Discouraged, Lorentz was on the cusp of quitting government filmmaking, however, later in 1936 undertook "The River," about the Mississippi River. President Roosevelt was greatly impressed, & Lorentz premiered the film in New Orleans & then traveled up & down the Mississippi to promote it. The enormously positive reviews led to national distribution & a highly successful premiere in Great Britain. "The River" was entered in the 1938 Venice Film Festival where it received first prize as best documentary becoming the first American film ever to be honored in this category. The success of "The River" led to the establishment of the United States Film Service. Lorentz's next major project "The Fight for Life," about infant & maternal mortality in the U.S. was released in 1940. Dr. Walter M. Simpson, chief pathologist of the Miami Valley Hospital for Research wrote to Lorentz, "Have heard only enthusiastic praise from every good obstetrician. Generally agreed that it will revolutionize obstetric practice, save thousands of lives & help correct social conditions that contribute to present high maternal & infant morbidity rates."

Lorentz supervised two other important documentaries, "The City" & "The Land," while also creating the radio drama "Ecce Homo!" about unemployment, all while working for the U.S. Film Service. Lorentz later served heroically during WWII filming more than 2,500 hours of bombing raids to create 200 briefing films for pilots assigned to fly unfamiliar routes. He was promoted to Lieutenant Colonel. After the war, Lorentz was commissioned by the War Department to create a film version of the Nuremberg Trials for which he spent years editing more than a million hours of harrowing footage of Nazi atrocities, propaganda footage, & footage of the trials themselves. It was one of the first films to extensively document the trials of Nazi leaders after the war. "Nuremberg: Its Lesson for Today," was shown for two years to packed houses in American occupied Germany & other European nations, but oddly & due to changing political tensions was not shown in the U.S. until 1979, despite Lorentz's vehement protests. Lorentz produced one final film, "Rural Co-op," in 1947 about farmers in Rockingham County, Virginia, before he retired from public life.

Records show that Lorentz had several other ideas for documentary films, but he was never able to obtain the necessary funding to make them. He remained politically active & in 1955 served as the Washington Post's special correspondent to the First United Nations Conference on the Peaceful Uses of the Atom. In 1960 he authored with environmentalist Rachel Carson, the Democratic National Committee's pollution platform. He also continued to work as a film consultant on various projects & taught at several universities & schools. Among his many special honors & awards was the Doctor of Letters bestowed upon him by West Virginia Wesleyan College in 1972, the Doctor of Humanities by West Virginia University in 1978, & the Lifetime Achievement Award presented posthumously by the West Virginia Division of Culture & History in 1990.

Pare Lorentz died in Armonk, New York, on March 4, 1992 at the age of 86. Mr. Lorentz & his first wife, Sally, had two children, Pare Lorentz, Jr., & Matilda Lorentz Grey. His first marriage ended in divorce & he married again in 1943 to Elizabeth Meyer who also had been an employee with the U.S. Film Service. Pare Lorentz visited what he regarded as his home of Buckhannon on many occasions. This placard is installed as a permanent tribute to one of the greatest filmmakers in U.S. history who grew up in Buckhannon & once traversed this very street & perhaps took in a film in our own Colonial Theatre. Our community will forever remember & cherish his many contributions to our American society.

DEDICATED BY THE CITY OF BUCKHANNON ON THE 26<sup>th</sup> ANNIVERSARY OF PARE LORENTZ'S DEATH  
MARCH 4, 2018

**There being no further business to be transacted, motion Rylands/Thomas to adjourn at 9:22pm. Motion passed.**

**Mayor David McCauley**

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**Recorder Susan Alois**

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