

**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, July 26, 2018 at 4:00 p.m. with the following in attendance:

Mayor	David McCauley	Present
Recorder	Colin Reger	Present
Board Member	Pamela Cuppari	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Public Works	Jerry Arnold	Present
Director of Finance/Admin/Ass't Recorder	Amberle Jenkins	Present
City Engineer	Jay Hollen	Absent
Street Superintendent	Bradley Hawkins	Present

Also in attendance: Lisa Critchfield & Robert O'Brien.

**Meeting Agenda Posted 07/23/18**

***City of Buckhannon Consolidated Public Works Board  
4:00 p.m. in Council Chambers  
Meeting Agenda for Thursday, July 26, 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
- B. Recognized Guest
  - B.1 Lisa Critchfield -Buckhannon Dog Park
  - B.2 Robert O'Brien-Property Concern
- C. Department Report
  - C.1 Bradley Hawkins
- D. Financial Report-Amberle Jenkins
  - D.1 June 2018
- E. Correspondence and Information
  - E.1 Reschedule CPWB meeting of October 25 to Tuesday, October 23 to accommodate WVML Meeting
  - E.2 Street Paving-Invitation to Bid Letter & Specifications
  - E.3 Letter of Request to DOH RE: Blast From the Past Car Show & BUHS Homecoming Parade
  - E.4 DOH Permit Approval RE: Blast From the Past Car Show & BUHS Homecoming Parade
  - E.5 DOH Permit Approval RE: Banner Across Main Street- Library
  - E.6 Letter- from Robert O'Brien
- F. Consent Agenda
  - F.1 Approval of Minutes- Regular Meeting 6/28/2018
  - F.2 Event Request-ART26201-2<sup>nd</sup> Annual Trader's Alley Block Party on 08/18/18
  - F.3 Event Request-2<sup>nd</sup> Annual Upshur County Recreation Complex 5K on 09/29/18
  - F.4 Event Request-3<sup>rd</sup> Annual Truck Fest & Children's Festival on 09/14/18 & 09/15/18
  - F.5 Event Request- 2<sup>nd</sup> Annual Fall Fest 09/26/18 to 09/29/18
  - F.6 Event Request-Friday Evening Cruise In during Festival Fridays at PSC
- G. Strategic Issues for discussion and vote
  - G.1 Request Cemetery Buy Back-Old Heavner Block 8 Lot 8 Spaces 1&3
  - G.2 Request Traffic Pattern WVWC Student Move-in Day
  - G.3 Update on Paws in the Park Dog Days Pet Parade on 09/29/18

H. Board Members Comments and Announcements

POSTED 07/23/18

NEXT MEETING DATE AUGUST 23, 2018

**Call to Order:** Mayor McCauley called the meeting to order, led by the pledge to US flag and moment of silence

**Recognized Guest**

**B.1 Lisa Critchfield -Buckhannon Dog Park** – Ms. Critchfield presented updates on the Buckhannon Dog Park. New dog tunnel has been received. There has been some vandalism, but it has been cleaned up.

**B.2 Robert O'Brien-Property Concern-** Mr. O'Brien said that he has mowed the lot across the street for a year, and the neighbor across the street mowed the other portion. A month ago, a person drove onto Mr. O'Brien's property and rutted out his yard. He has called the police and submitted photos and would like the Board to help with the repair of his property.

Also, Mr. O'Brien has placed a cord, and a plastic piece of fence to distinguish his property line, but those items were removed and thrown into his yard. He called the Police on both occasions, but the Police were not able to identify who the suspect was.

Mayor McCauley recommended that the City Attorney submit a letter to the neighbor.

**Department Report- Bradley Hawkins:**

- Been difficult to get concrete lately but searching for solutions to self-supply. Have continued working on sidewalks and curbs, but various issues have hindered some progress.
- LWCF Grant - Improvements for North Buckhannon Park. Discussed offsetting the cost of additional water used by a splash pad.

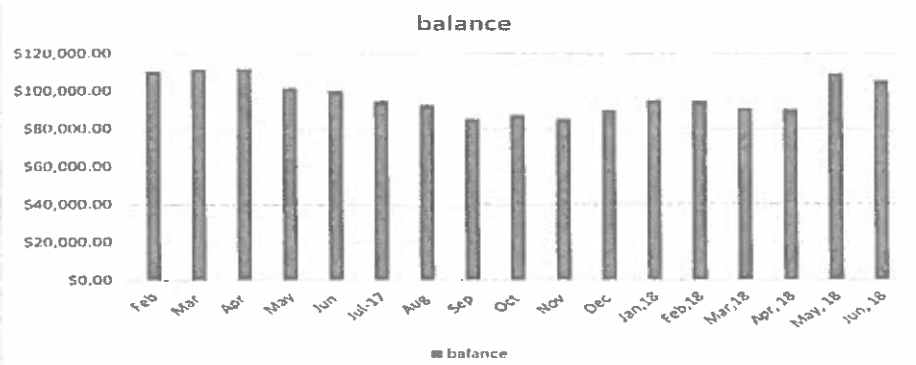
**Financial Report-Amberle Jenkins- June 2018-**Amby presented financials to the Board:

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

Balance June 30, 2018

Money market & checking **\$ 105,467.41**

Cemetery CD and savings **\$ 227,505.95**



6-30-2018 11:02 AM

**CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2018**

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
093-140-000-01 DONATION BEAUTIFICATION U	0	10.00	55.00	0.00 (	55.00)	0.00
093-140-000-02 DONATION DOG PARK UTL BIL	0	15.00	85.00	0.00 (	85.00)	0.00
093-142-000-00 PARKING METERS LOT 1	0	0.00	7.95	0.00 (	7.95)	0.00
093-142-000-01 PARK PER LOT 1	0	0.00	10.00	0.00 (	10.00)	0.00
093-142-000-02 LOT 1 STICKERS	2,000	0.00	50.00	0.00	1,950.00	2.50
093-143-000-00 PARKING METERS LOT 2	0	0.00	2,000.00	0.00 (	2,000.00)	0.00
093-143-000-01 PARK PER LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-143-000-02 STICKERS LOT 2	100	0.00	0.00	0.00	100.00	0.00
093-144-000-00 PARKING METERS LOT 3	0	0.00	44.50	0.00 (	44.50)	0.00
093-144-000-01 PARK PER LOT 3	0	0.00	265.00	0.00 (	265.00)	0.00
093-144-000-02 STICKERS LOT 3	0	75.00	1,312.50	0.00 (	1,312.50)	0.00
093-145-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-145-000-01 PARK PER LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-145-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-146-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-146-000-01 PARK PER ON STREET	5,000	210.00	6,301.18	0.00 (	1,303.18)	126.06
093-147-000-00 OPENING & CLOSING GRAVES	45,000	3,150.00	41,950.00	0.00	3,050.00	93.22
093-147-000-01 SALE OF LOTS	10,000	3,250.00	21,100.00	0.00 (	13,100.00)	213.00
093-147-000-03 PLACEMENT OF MARKERS	1,500	0.00	2,100.00	0.00 (	600.00)	140.00
093-149-000-01 PARK PER LOT 6	0	0.00	0.00	0.00	0.00	0.00
093-149-000-02 STICKERS LOT 6	1,500	0.00	189.50	0.00	1,110.50	25.97
<b>TOTAL OTHER FEES</b>	<b>65,100</b>	<b>6,710.00</b>	<b>75,672.63</b>	<b>0.00 (</b>	<b>10,572.63)</b>	<b>116.24</b>
<b>GRANTS</b>						
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	7,708.78	41,981.45	0.00	1,098.55	97.56
093-368-000-00 RENTAL OF PAVILION	5,000	955.00	6,970.00	0.00 (	1,970.00)	139.40
<b>TOTAL GRANTS</b>	<b>50,000</b>	<b>10,663.98</b>	<b>50,871.45</b>	<b>0.00 (</b>	<b>871.45)</b>	<b>101.74</b>
<b>OTHER REVENUE</b>						
093-180-000-00 INTEREST	0	0.00	267.05	0.00 (	267.05)	0.00
093-399-000-00 MISCELLANEOUS	0	0.00	1,050.77	0.00 (	1,050.77)	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	25,000	0.00	25,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	300.00	5,656.51	0.00 (	5,656.51)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>25,000</b>	<b>300.00</b>	<b>31,974.33</b>	<b>0.00 (</b>	<b>6,974.33)</b>	<b>127.90</b>
<b>TOTAL REVENUE</b>	<b>140,100</b>	<b>17,673.98</b>	<b>158,518.41</b>	<b>0.00 (</b>	<b>18,418.41)</b>	<b>113.15</b>

6/30/2018 11:02 AM

CITY OF BUCKHAMTON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2018

093-CONCOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
*****						
<b>NON-OPERATING EXPENSES</b>						
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
<b>BOARD</b>						
*****						
<b>SALARIES &amp; BENEFITS</b>						
093-700-101-00 BOARD SALARIES	16,200	1,350.00	16,200.00	0.00	0.00	100.00
093-700-103-00 SALARIES	40,000	3,971.61	20,686.99	0.00	19,313.01	51.72
093-700-103-01 FLOWER SALARIES	45,000	9,230.90	41,385.24	0.00	3,614.76	91.97
093-700-104-00 FICA TAX	7,800	1,113.26	5,980.00	0.00	1,812.00	76.77
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	4,100	166.65	1,424.12	0.00	2,675.88	34.73
093-700-106-01 CONSOLIDATED RETFLOWER	0	366.19	2,793.00	0.00	2,793.00	0.00
TOTAL SALARIES & BENEFITS	113,100	16,198.61	88,478.23	0.00	24,621.77	78.23
<b>CONTRACTUAL SERVICES</b>						
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	185.73	7,568.09	0.00	1,931.91	79.66
TOTAL CONTRACTUAL SERVICES	9,500	185.73	7,568.09	0.00	1,931.91	79.66
<b>COMMODITIES</b>						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	15,000	113.00	6,840.62	0.00	8,159.38	45.60
093-700-342-00 MAT & SUPP - PARKING	5,000	488.86	4,166.48	0.00	833.52	83.33
093-700-343-00 MAT&SUPP-PARKS	15,000	2,754.40	13,950.29	0.00	1,049.71	93.00
093-700-344-00 AUTO SUPPLIES	2,500	11.06	4,740.81	0.00	2,240.83	189.63
093-700-345-00 TREE MAINTENANCE	10,000	575.00	7,495.00	0.00	2,505.00	74.95
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	986.95	4,057.31	0.00	4,057.31	0.00
TOTAL COMMODITIES	47,500	4,930.07	41,250.53	0.00	6,249.47	86.84
<b>CAPITAL OUTLAY</b>						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	16,000	26.67	14,476.95	0.00	1,523.05	90.48
093-700-465-00 CONTRACT MOWING CEMETERY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	16,000	26.67	14,476.95	0.00	1,523.05	90.48
<b>CONTRIBUTIONS</b>						
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 BUCKHAMTON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
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093 CONCOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>NON-OPERATING EXPENSES</b>						
093-700-999-00 MISCELLANEOUS	0	72.00	1,077.77	0.00	1,077.77	0.00
TOTAL NON-OPERATING EXPENSES	0	72.00	1,077.77	0.00	1,077.77	0.00
TOTAL BOARD	186,100	21,413.08	152,851.57	0.00	33,248.43	82.13
TOTAL EXPENDITURES	186,100	21,413.08	152,851.57	0.00	33,248.43	82.13
REVENUE OVER/(UNDER) EXPENDITURES	{ 46,000}	{ 3,739.10}	5,666.04	0.00	{ 51,666.04}	12.32

07-26-2018 03:04 PM

DISBURSEMENTS 6-1-18 to 6-30-18

FUND: CONCOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHAMTON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	MISC WASTE CEMETERY	23.84
	NON POWER	700-341-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	6.82
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	115.45
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	80.26
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	13.00
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 PAIRS &	80.29
		700-343-00	MAT&SUPP-PARKS	110088918045 61 CLEVELAND	12.63
		700-343-00	MAT&SUPP-PARKS	110088918086 PARK STREET	25.73
		700-343-00	MAT&SUPP-PARKS	110087901590 FLAG POLE	14.18
	PETTY'S REPAIR SERVICE	700-343-00	MAT & SUPP - CEMETER	Bolt and Washer	4.30
		700-343-00	MAT&SUPP-PARKS	Parts for Symp.	661.75
	J F ALLEN CO	700-343-00	MAT&SUPP-PARKS	3/4 CR Limestone	1,232.64
	HTR TREE SERVICE	700-345-00	TREE MAINTENANCE	Cut Maple Tree	575.00
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS)	IRONITE	17.09
		700-343-00	MAT&SUPP-PARKS	Chain and Links	164.78
		700-464-00	HOTEL/MOTEL (FLOWERS)	COUPLING ADP BALL VLV	9.58
		700-343-00	MAT&SUPP-PARKS	Weed eater string	105.08
	STATE EQUIPMENT INC.	700-344-00	AUTO SUPPLIES	Wheel Kit for Hower	11.06
	TD SYSTEMS CANADA INC	700-342-00	MAT & SUPP - PARKING	JUNE 2018 KIOSK PER	25.00
	WHAHS	700-343-00	MAT&SUPP-PARKS	Trash can Liners	452.00
	CRISS SALES & SERVICE	700-341-00	MAT & SUPP - CEMETER	Mixing oil for Weede	60.00
	WV MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	2ND Q 2018 UNEMPLOY CPWB	185.73
	WV PUBLIC EMPLOYEES RETIREM	700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	123.72
		700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	135.54
		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	22.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	106.94

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	48.88
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	48.38
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	47.39
	SIGN GUY LLC	700-342-00	MAT & SUPP - PARKING	Parking Signage	166.95
		700-341-00	MAT & SUPP - CEMETER	Larry brown VFH Signs	25.66
	ST JOSEPH HOSPITAL OF BUCKHA	700-343-00	MAT&SUPP-PARKS	LAB TEST EMMA JEAN SMITH	50.00
	WALMART STORES INC -BUCKHANN	700-343-00	MAT&SUPP-PARKS	SCRUB BRUSH CLX FOAM	23.49
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	242.39
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	318.52
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	341.34
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	56.68
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	74.50
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	79.83
	AMAZON.COM	700-346-00	COMMUNITY ENHANCE DO	PCRD-REPLACE FLG&LIGHTS	207.19
		700-346-00	COMMUNITY ENHANCE DO	PCRD-FLAGS,POLES;LIGHT	515.08
	**PAYROLL EXPENSES	700-346-00	COMMUNITY ENHANCE DO	PCRD-RPLCR LIGHTS&FLAGS	263.88
				6/01/2018 - 6/30/2018	14,552.51
				TOTAL:	21,341.08

**Motion Cuppari/Waldo to approve June 2018 Financials – Motion Carried Unanimously.**

### Correspondence and Information:

**E.1 Reschedule CPWB meeting of October 25 to Tuesday, October 23 to accommodate WVML Meeting**

**E.2 Street Paving-Invitation to Bid Letter & Specifications**

July 12, 2018

Record Delta Newspaper  
P.O. Box 550  
Buckhannon, WV 26201

Dear Sirs:

Please publish the following notice; accepting sealed bids, as a Class II legal advertisements on the following dates:

**Monday, July 16, 2018**

**Monday, July 23, 2018**

Following the publication of the attached legal advertisement, please forward your Publisher's Certificate and Affidavit along with your Publisher's statement to my office at City Hall.

Should you have any questions regarding this notice, please immediately contact my office at City Hall: (304-472-1651). Thank you for your assistance in this matter. This letter and attached legal advertisements have been faxed to your office and sent by US Postal Service.

Thank you,  
Amberle Jenkins  
Director of Finance & Administration

Enclosure:

The City of Buckhannon will be accepting bids to pave the following streets in Buckhannon: Camden Avenue (from Monongalia St to Moore Ave), Meadow Street, Lower Rohr Avenue, and Shawnee Drive (from Scott St to corporate limits). This is a total of 81,340 sq. ft. of HMA re-surfacing.

Bids will be received until Wednesday, August 1, 2018 by 2:00 pm, at which time the bids will be opened.

A complete bid packet may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201 from 8:30 am to 4:30 pm, Monday –Friday.

Please direct all questions to the Jerry Arnold, Director of Public Works, at (304) 472-4443, ext. 1000

The City of Buckhannon has the right to reject any and all bids.

CITY OF BUCKHANNON  
WEST VIRGINIA 26201

70 E. MAIN STREET  
BUCKHANNON, WV 26201

TELEPHONE  
(304) 472-1651  
DD # (304) 472-9550  
FAX # (304) 472-4620

July 11, 2018

Re: City of Buckhannon  
Street Department  
Street Paving 08/01/2018  
Invitation to Bid Letter

To all Bidders,

The City of Buckhannon (City) would like to invite your company to submit a bid for the paving of approximately 81,340 sq. ft. of street surface area. The City is requesting that your company prepare sealed bid(s) to provide all labor & materials required for the paving of Camden Ave (from Monongalia St to Moore Ave), Meadow St, Lower Rohr Ave, and Shawnee Dr (from Scott St to corporate limits) in accordance with the attached specifications. It is encouraged that all bidders make a site visit prior to bidding.

Bidders must adhere to the following requirements:

1. Follow all listed specifications and insure materials meet WVDOH Standards.
2. Provide all necessary documents (general liability insurance coverage, workers compensation coverage, and WV contractor's license).
3. Provide a bid bond in the amount of 10% of the total bid.
4. Bids must contain the attached Bid Cover Sheet, Bid Checklist, and be in a price per ton format.
5. Payment will be on a verified tonnage basis a certified scale ticket must be attached.
6. Insure that all work will be completed October 1, 2018.
7. All questions or comments will be addressed to Jerry Arnold, the Director of Public Works, at 304-472-1651 ext. 1000 or Brad Hawkins, Street Department Supervisor, at 304-642-1651.

All bids for the above referenced equipment must be clearly marked on the outside of a sealed envelope as "Sealed Bid for Paving".

Bids may be hand delivered to: Buckhannon City Hall at 70 East Main St. Buckhannon, WV or mailed to:

Attention: Jerry Arnold  
City of Buckhannon  
70 E. Main St.  
Buckhannon, WV 26201

All sealed bids must be received by 2:00 PM EST on August 1, 2018, at which time they will be publicly opened and read aloud.

The City of Buckhannon reserves the right to reject any and all bids.

Sincerely,

  
Jerry Arnold  
City of Buckhannon  
Director of Public Works

Attachments:  
Paving Bid Cover Sheet  
Paving Bid Checklist  
Paving Bid Specifications

Cc: David W. McCaulley, Mayor  
Buckhannon City Council  
Amberle Jenkins, Director of Finance and Administration  
Teresa Summers  
Brad Hawkins

City of Buckhannon  
Street Department  
Paving Bid 08/01/2018 Specifications

The City of Buckhannon will be accepting sealed bids for paving the following streets in Buckhannon: Camden Ave (from Monongalia St to Moore Ave), Meadow St, Lower Rohr Ave, and Shawnee Dr (from Scott St to corporate limits). Bids will be received until Wednesday, August 1, 2018, at 2:00 pm, at which time the bids will be opened. All bids must be clearly marked "Sealed Bid for Paving" and be hand delivered or mailed to:

City of Buckhannon  
"Sealed Paving Bid Enclosed"  
70 East Main Street  
Buckhannon, WV 26201

The specifications listed will be the minimum accepted standard for each component. All bids must meet or exceed these specifications. Prior to bidding, it is encouraged that all perspective bidders complete a site visit at each of the project streets. To schedule a site visit contact Brad Hawkins, Street Department Supervisor, at (304) 642-1651. A bid bond of 10% of the total bid will be required. The winning bidder must also provide a performance bond in the total amount of the contract. All bidders must submit a copy of a valid West Virginia Contractor's License, proof of West Virginia Workers Compensation Coverage, and Contractor's General Liability Insurance (CGL).

After the bid is awarded to the successful bidder, all work must be completed by October 1, 2018.

General Specifications

Contractor's General Liability Insurance: The Contractor shall maintain commercial general liability (CGL) coverage with limits not less than:

General Aggregate	\$2,000,000.00
Products Completed Operations Aggregate	\$2,000,000.00
Personal & Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Fire Damage	\$50,000.00
Medical Expense Limit	\$5,000.00

All HMA must be no greater than 9.5 mm aggregate size, considered as a wearing course.  
All work must be in accordance with the West Virginia Division of Highways Standards.

**SURFACE COURSE** – The surface / wearing course shall be installed uniformly, to all finished lines and grades, smooth, durable, skid-resistant, impervious thus protecting lower layers, and stable.  
The compacted wearing course thickness will be an average of 2"

**TACKING OR PRIMING** – Emulsified asphalt will be applied to all horizontal and vertical surfaces of either an existing pavement for overlay or between lifts of asphalt/concrete in repair areas this will ensure proper bonding of the asphalt surfaces.

**COLD-MILLING AND/OR GRINDING** – shall be used to ensure that the asphalt edges at concrete abutments such as approaches, sidewalks, curbing, and drainage basins have smooth transitions.  
All materials removed will be property of the City of Buckhannon and transported to the City of Buckhannon Solid Waste Complex located at 444 Mudlick Rd. Buckhannon, WV 26201.

**STREET ELEVATION** – A crown not less than 2% and not to exceed 4% or existing will be maintained to insure proper drainage into the gutters. All intersection crossovers will be elevated in such a way to direct drainage into the storm sewer catch basins if applicable.

**TRAFFIC CONTROL** – Traffic control shall be maintained at all times allowing residential access whenever possible. All workers must wear high visibility NEMA class 2 vests or equivalent at all times. Portions of the project will be on WVDOH right of way you will be required to comply with WVDOH Traffic Control Standards when in these areas.

**EXISTING SURFACES** – All existing surfaces to receive HMA must be clean prior to installation. All loose debris, vegetation, and excessive oil spots must be removed to allow proper bonding.

**Payment** – Payment will be on a verified tonnage basis. All invoices must contain scale tickets showing the tonnage of HMA applied. All invoices must be approved by the City of Buckhannon Street Commissioner. Payment will be made on a 30-day net after receipt of approved verified invoice.

**Project One:**

**Camden Avenue (from Monongalia St to Moore Ave) (Approximately 18,000 Sq. Ft. surface area)**

This project will consist of removing all vegetation from the curb line and loose debris from the existing surface. A tack coat will be installed as per the WVDOH Standards. An overlay of 2" of HMA wearing will be installed. All transitions will be smooth except to be elevated as to direct water to appropriate drainage basins.

**Project Two:**

**Meadow Street (Approximately 21,700 Sq. Ft. surface area)**

This project will consist of removing all vegetation from the curb line and loose debris from the existing surface. A tack coat will be installed as per the WVDOH Standards. An overlay of 2" of HMA wearing will be installed. All transitions will be smooth except to be elevated as to direct water to appropriate drainage basins.

**Project Three:**

**Lower Rohr Avenue (Approximately 23,400 Sq. Ft. surface area)**

This project will consist of removing all vegetation from the curb line and loose debris from the existing surface. A tack coat will be installed as per the WVDOH Standards. An overlay of 2" of HMA wearing will be installed. All transitions will be smooth except to be elevated as to direct water to appropriate drainage basins.

**Project Four:**

**Shawnee Drive (from Scott St to corporate limits) (Approximately 18,240 Sq. Ft. surface area)**

This project will consist of removing all vegetation from the curb line and loose debris from the existing surface. A tack coat will be installed as per the WVDOH Standards. An overlay of 2" of HMA wearing will be installed. All transitions will be smooth except to be elevated as to direct water to appropriate drainage basins.

If you have question or comments please direct them to Jerry Arnold, Director of Public Works, at (304) 472-1651, ext. 1000 or by email at [jarnold\\_buckhannon@gmail.com](mailto:jarnold_buckhannon@gmail.com) or Brad Hawkins, Street Dept. Supervisor at (304) 642-1601.

**City of Buckhannon**

**Paving Bid 08/01/2018**

**Bid Cover Sheet**

Company Name: _____				
Company Address: _____				
	Street	City	State	Zip
Telephone No: _____		Fax No: _____		
Contact Person: _____		Phone: _____		
Email: _____				

<b>Project 1:</b>	<b>Camden Ave</b>	<b>18000 sq. ft.</b>		
_____ Tons	Price per ton: _____		Total Price: _____	
<b>Project 2:</b>	<b>Meadow St.</b>	<b>21700 sq. ft.</b>		
_____ Tons	Price per ton: _____		Total Price: _____	
<b>Project 3:</b>	<b>Lower Rohr Ave</b>	<b>23400 sq.ft.</b>		
_____ Tons	Price per ton: _____		Total Price: _____	
<b>Project 3:</b>	<b>Shawnee Dr</b>	<b>18240 sq.ft.</b>		
_____ Tons	Price per ton: _____		Total Price: _____	
<b>Project Totals:</b>		<b>81320 sq.ft.</b>		
_____ Tons	Price per ton: _____		Total Price: _____	

**E.3 Letters of Request to DOH RE: Blast From the Past Car Show & BUHS Homecoming Parade:**

July 5, 2018

Mr. Gary Weaver, Permit Supervisor  
WV Department of Transportation  
Division of Highways, District  
255 Depot Street  
Weston, WV 26452-1228  
Fax # 304-269-0422

RE: City of Buckhannon upcoming parades & events-**Blast From the Past Car Show**

Dear Mr. Weaver:

As I know the DOT will appreciate, our City government is attempting to minimize closures of Main Street to enhance residents and visitors' ability to navigate our downtown while being sensitive to businesses situated along Main Street. Additionally, our municipal police and fire departments support our keeping Main Street open as much as possible for ultimate emergency response.

Clearly, there are times when the interest of safety will require consideration of Main Street closure. Buckhannon also loves its parades, and the routes that don't include Main Street are not ideal. The difference between most of these parades from some of the weekend events is the quantity of time for the event. Several of the parades will require perhaps an hour of closure versus a full day or days of closure.

**There is an upcoming event scheduled involving use of Main Street. The City of Buckhannon requests the closure of Main Street from Locust to Florida Streets for the annual Blast From the Past Car Show from 6 p.m. – 11 p.m. on July 27 & July 28, 2018.**

All traffic control and detours will be provided by the City of Buckhannon under the direction of the City of Buckhannon's Police Chief and Streets Commissioner.

Our City officials look forward to working with your office as we try to make events here as successful as possible while balancing the other needs of our community. If I or any other of our City officials may provide any further information about these matters, please contact me at City Hall at 472-1651.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council  
Members of the City's Consolidated Public Works Board  
Amby Jenkins, Director of Finance & Administration  
Jerry Arnold, Director of Public Works  
Laura Meadows, Upshur County CVB  
Matt Gregory, Police Chief  
J B Kimble, Fire Chief

July 5, 2018

Mr. Gary Weaver, Permit Supervisor  
WV Department of Transportation  
Division of Highways, District  
255 Depot Street  
Weston, WV 26452-1228  
Fax # 304-269-0422

RE: City of Buckhannon upcoming parades & events-**BUHS Homecoming Parade**

Dear Mr. Weaver:

As I know the DOT will appreciate, our City government is attempting to minimize closures of Main Street to enhance residents and visitors' ability to navigate our downtown while being sensitive to businesses situated along Main Street. Additionally, our municipal police and fire departments support our keeping Main Street open as much as possible for ultimate emergency response.

Clearly, there are times when the interest of safety will require consideration of Main Street closure. The West Virginia Strawberry Festival brings more than 100,000 people to our town. Buckhannon also loves its parades, and the routes that don't include Main Street are not ideal. The difference between most of these parades from some of the weekend events is the quantity of time for the event. Several of the parades will require perhaps an hour of closure versus a full day or days of closure.

**There is an upcoming event scheduled involving use of Main Street. The City of Buckhannon requests the closure of Main Street from Locust Street to Florida Street for the Buckhannon Upshur High School Homecoming Parade on September 19, 2018 from 5:15 p.m. -- 6:30 p.m.**

Our City officials look forward to working with your office as we try to make events here as successful as possible while balancing the other needs of our community. If I or any other of our City officials may provide any further information about these matters, please contact me at City Hall at 472-1651.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council  
Members of the City's Consolidated Public Works Board  
Amby Jenkins, Director of Finance & Administration  
Jerry Arnold, Director of Public Works  
Laura Meadows, Upshur County CVB  
Matt Gregory, Police Chief  
James B. Kimble, Fire Chief

**E.4 DOH Permit Approval RE: Blast From the Past Car Show & BUHS Homecoming Parade**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**  
Office of the District Engineer/Manager  
District Seven  
1900 Kanawha Blvd. E • Charleston, WV 25305 •  
July 10, 2018

Thomas J. Smith, P. E.  
Secretary of Transportation  
Commissioner of Highways

UPSHUR COUNTY CVB  
PO BOX 817  
BUCKHANNON, WV 26201

*Blast from the Past  
Street Closure*

Dear Applicant:

Your approved copy of Permit Number 07-2018-0375 for a MS - Miscellaneous permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

304-269-8948

At least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials:  
Attachments: No  
Enclosure: No

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**  
Office of the District Engineer/Manager  
District Seven  
1900 Kanawha Blvd. E • Charleston, WV 25305 •  
July 10, 2018

Thomas J. Smith, P. E.  
Secretary of Transportation  
Commissioner of Highways

UPSHUR COUNTY CVB  
PO BOX 817  
BUCKHANNON, WV 26201

*Homecoming Parade  
street closure*

Dear Applicant:

Your approved copy of Permit Number 07-2018-0374 for a MS - Miscellaneous permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

304-269-8948

At least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials:  
Attachments: No  
Enclosure: No



## E.5 DOH Permit Approval RE: Banner Across Main Street- Library

### WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

#### Division of Highways

Office of the District Engineer/Manager  
District Seven

1900 Kanawha Blvd. E • Charleston, WV 25305 •  
July 10, 2018

Thomas J. Smith, P. E.  
Secretary of Transportation  
Commissioner of Highways

UPSHUR COUNTY CVB  
PO BOX 817  
BUCKHANNON, WV 26201

*Library*

Dear Applicant:

Your approved copy of Permit Number 07-2018-0376 for a MS - Miscellaneous

permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

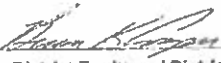
304-269-8948


at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

  
\_\_\_\_\_  
District Engineer / District Manager

  
\_\_\_\_\_  
Permit Supervisor

Initials:  
Attachments: No  
Enclosure: No

## E.6 Letter- from Robert O'Brien

To: Mayor McCauley

From: Robert O'Brien

Supplement Account

### A. Introduction

1. The main problem is the damage done on the lot next to the river and across the street from my house/yard.
2. I sent you an account and attended the City Council meeting on June 21; my problem was not a subject during that weekly meeting.
3. Mayor McCauley spoke with me at the end of the meeting and urged me to return with my problem at the next City Council meeting. I mentioned that I was scheduled to attend a gathering in Pittsburgh (Aphasia VA survivors and supporters)

### B. New Problem

1. I placed cement blocks to improve the concerned barrier; (see photo #1). Blocks with wood pieces connecting as a barrier. Done in the evening on Wednesday, June 27.
2. I checked the barrier before I left on Thursday morning about 8:00 A.M.
3. I returned in the evening on Friday about 8:30 P.M.
4. I noticed the concerned barrier had been damaged.; (see photo #2).
5. I phoned the 911 number and requested a city police officer.
6. After a delay, I received a phone call from a city police officer. He told me he was busy that evening and hoped to deal with my problem later.
7. I repaired the damage on the barrier and improved it by adding an aluminum ladder; (see photo #3).
8. Someone has taken the batch of yellow cord attached to metal property post and used the cord to attach it to the forsythia plant in my yard.
9. I phoned 911 and requested a city police officer deal with this; (see photo # 4, #5 and #6).
10. While the officer talked with me, my neighbor, Roger Lough, got in his car and drove away.

### C. Recent Response

1. Trespass signs have been added to the barrier cement blocks.
2. After the city police and I have been talking about the new problem and the identity of the problem producer after David Lipps did serious damage in the concerned lot, peace has returned. There has been no need for a police officer since the officer watched Roger Lough drive away. And Lough is back dealing with his yard (See photo #7 and #8).
3. Dealing with the damage caused by an unknown.

**Consent Agenda:**

**F.1 Approval of Minutes- Regular Meeting 6/28/2018**

**F.2 Event Request-ART26201-2nd Annual Trader's Alley Block Party on 08/18/18**

**City of Buckhannon  
Event Request Form**

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: Traders Alley Block Party Person in Charge of Event: Art 26201  
 Type of Event: Live Music, Food, drink, Art Activities Braven Van Nostrand  
 Date of Event: Aug 18 2018 Start Time: 8am End Time: Midnight  
 Name of Sponsoring Organization: Art 26201  
 Address: 296 Main St Buckhannon WV 26001  
 City State Zip  
 Signature of Person in Charge of Event: \_\_\_\_\_ Phone No: 64473 0555  
 Location of Event: Traders Alley If event is a 5K include City approved route number \_\_\_\_\_

- (If yes attach list) Circle
- Will any streets be closed? Traders Alley & on Main St to intersection of Main & Elm  Yes  No
  - Will there be vendors?  Yes  No
  - Will there be a first- aid station/ medical staff?  Yes  No
  - Is there a parking plan?  Yes  No
  - Will there be security?  Yes  No

Please list contact information for any additional key staff members: \_\_\_\_\_

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

Office Use  
 Date Received: 7/11/18 Date Presented to Board/Council: CPWB 7/11/18  
 Approved by: CPWB 7/26/18 Denied: \_\_\_\_\_ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes  No  WVDOH Permit No: \_\_\_\_\_  
 Will pre-event meeting be required? Yes  No

(circle attendees)  
 Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering  
 Administrator Mayor OEM Director Other: \_\_\_\_\_ REV 11-30-17

**F.3 Event Request-2nd Annual Upshur County Recreation Complex 5K on 09/29/18**

**City of Buckhannon  
Event Request Form**

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: 2nd Annual UCRC 5K Person in Charge of Event: Shawn Tucker  
 Type of Event: 5K Upshur County Recreation Complex 5K  
 Date of Event: September 29, 2018 Start Time: 7:00 a.m. End Time: 12:00 p.m.  
 Name of Sponsoring Organization: Upshur County Recreation Complex, Inc.  
 Address: PO Box 216, Buckhannon WV 26201  
 City State Zip  
 Signature of Person in Charge of Event: Shawn Tucker Phone No: 304-290-3992  
 Location of Event: Jawbone Park If event is a 5K include City approved route number 1

- (If yes attach list) Circle
- Will any streets be closed?  Yes  No
  - Will there be vendors?  Yes  No
  - Will there be a first- aid station/ medical staff?  Yes  No
  - Is there a parking plan?  Yes  No
  - Will there be security?  Yes  No

Please list contact information for any additional key staff members: Job DeGroff (304-322-1836)

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Office Use  
 Date Received: 7/21/18 Date Presented to Board/Council: CPWB  
 Approved by: Thalia CPWB Denied: \_\_\_\_\_ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes  No  WVDOH Permit No: \_\_\_\_\_  
 Will pre-event meeting be required? Yes  No

(circle attendees)  
 Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering  
 Administrator Mayor OEM Director Other: \_\_\_\_\_ REV 11-30-17

**F.4 Event Request-3rd Annual Truck Fest & Children's Festival on 09/14 & 09/15/18**

**City of Buckhannon  
Event Request Form**

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: 3rd Annual Truck Fest + Children's Festival Person In Charge of Event: COB  
 Type of Event: Truck Fest / SYCC Children's Festival  
 Date of Event: Sept 14<sup>th</sup> & 15<sup>th</sup> Start Time: Fri 5-8pm End Time: Sat 9-3pm  
 Name of Sponsoring Organization: COB + SYCC  
 Address: 70 E Main St City: Bkn State: WV Zip: 26001

Signature of Person in Charge of Event: \_\_\_\_\_ Phone No: \_\_\_\_\_

Location of Event: Jacob Bone Park Public Safety Complex SYCC If event is a SK include City approved route number \_\_\_\_\_  
 (If yes attach list) Circle

- 1. Will any streets be closed? Yes/No  No
- 2. Will there be vendors? Yes/No  No
- 3. Will there be a first-aid station/ medical staff? Yes/No  No
- 4. Is there a parking plan? Yes/No  No
- 5. Will there be security? Yes/No  No

Please list contact information for any additional key staff members: \_\_\_\_\_

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

Office Use  
 Date Received: 7/20/18 Date Presented to Board/Council: CPWB 7/26/18  
 Approved by: 7/26/18 CPWB Denied: \_\_\_\_\_ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes No WVDOH Permit No: \_\_\_\_\_

Will pre-event meeting be required? Yes/No

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering  
 Administrator Mayor OEM Director Other: \_\_\_\_\_ REV 11-30-17

**F.5 Event Request- 2nd Annual Fall Fest 09/26/18 to 09/29/18**

**City of Buckhannon  
Event Request Form**

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: 2nd Annual Fall Fest Person In Charge of Event: COB Jerry Arnold  
 Type of Event: Cambill Amusements, Car/Tractor show, Colonial + SYCC Activities  
 Date of Event: Sept 26<sup>th</sup> - 29<sup>th</sup> Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Name of Sponsoring Organization: COB  
 Address: 70 E Main St City: Bkn State: WV Zip: 26001

Signature of Person in Charge of Event: \_\_\_\_\_ Phone No: \_\_\_\_\_

Location of Event: Jacob Bone Park Colonial Theatre SYCC If event is a SK include City approved route number \_\_\_\_\_  
 (If yes attach list) Circle

- 1. Will any streets be closed? Yes/No  No
- 2. Will there be vendors? Yes/No  No
- 3. Will there be a first-aid station/ medical staff? Yes/No  No
- 4. Is there a parking plan? Yes/No  No
- 5. Will there be security? Yes/No  No

Please list contact information for any additional key staff members: \_\_\_\_\_

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

Office Use  
 Date Received: 7/20/18 Date Presented to Board/Council: CPWB 7/26/18  
 Approved by: 7/26/18 CPWB Denied: \_\_\_\_\_ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes No WVDOH Permit No: \_\_\_\_\_

Will pre-event meeting be required? Yes/No

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering  
 Administrator Mayor OEM Director Other: \_\_\_\_\_ REV 11-30-17

**F.6 Event Request-Friday Evening Cruise In during Festival Fridays at PSC**

**City of Buckhannon  
Event Request Form**

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: Friday Evening Cruise In Person in Charge of Event: Greg Popovich  
 Type of Event: Classic Car Show  
 Date of Event: During Festival Fridays Start Time: 5:30 pm End Time: 8:30 pm  
 Name of Sponsoring Organization: Greg Popovich  
 Address: Meads St  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Signature of Person in Charge of Event: \_\_\_\_\_ Phone No: 693-2109  
 Location of Event: Public Safety Complex If event is a SK include City approved route number \_\_\_\_\_

(If yes attach list) Circle

1. Will any streets be closed? Yes/No
2. Will there be vendors? Yes/No
3. Will there be a first-aid station/ medical staff? Yes/No
4. Is there a parking plan? Yes/No
5. Will there be security? Yes/No

Please list contact information for any additional key staff members: \_\_\_\_\_

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

**Office Use**

Date Received: \_\_\_\_\_ Date Presented to Board/Council: Grant Walker  
 Approved by: Grant Walker Denied: \_\_\_\_\_ (attach reason for denial)  
 If closing Main Street a WVDOT Permit must be obtained.  
 WVDOT Permit Approved: Yes No WVDOT Permit No: \_\_\_\_\_  
 Will pre-event meeting be required? Yes/No  
 (circle attendees)  
 Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering  
 Administrator Mayor OEM Director Other: \_\_\_\_\_ REV 11-30-17

**Motion Shobe/Waldo to approve Consent Agenda items F.1 to F.6- Motion Carried Unanimously.**

**Strategic Issues for discussion and vote:**

**G.1 Request Cemetery Buy Back-Old Heavner Block 8 Lot 8 Spaces 1&3-** Amby explained that Joseph & Carolyn Gregori purchased spaces 1, 2, 3, & 4 in 1997, and used two spaces (2&4), but daughter would like to sell the remaining two spaces back to City.

**Motion Rylands/Cuppari to purchase back spaces 1& 3 Old Heavner Block 8 Lot 8 - Rylands/Cuppari - Motion carried unanimously.**

7/26/2018  
 Jeanne R. Gregori, Executor  
 3370 Brookpoint Lane  
 Cuyahoga Falls, OH 44223

City of Buckhannon CPW Board  
 70 East Main Street  
 Buckhannon, WV 26201

Spaces 3 & 1 of Lot No. 8 in Section Block 8 located in Old Heavner Cemetery, currently owned by my father, Joseph S. Gregori, MD and my mother, Carolyn Kiddy Waugh Gregori, we would like to sell the plots to the City of Buckhannon. Please advise.

Thank you.

*Carol S. Gregori, Executor*  
 Jeanne R. Gregori, Executor  
 330-858-9997

THIS DEED, made this 19th day of June, 1997 by and between the City of Buckhannon, a municipal corporation, Grantor and party of the first part, and Joseph S. Greenfield or Carolyn Vaughn Greenfield of 91 Oriole Drive, Youngstown, Ohio 44505, Grantee and parties, of the second part.

WITNESSETH: That for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable considerations, the receipt of which is hereby acknowledged, the said party of the first part does hereby grant, sell and convey unto the said Grantee the right to inter human remains in the cemetery owned by the party of the first part and known as

Old Heaver Cemetery

situate in Buckhannon District, Upshur County, West Virginia, upon the lot or lots hereinafter designated and described:

Spaces 1, 2, 3 & 4 of Lot No. 8, in Section Block B, of said Cemetery.

This conveyance and all rights acquired hereunder by the Grantee are expressly made subject to the rules and regulations of the City of Buckhannon now in existence or which may hereafter be adopted and enacted to the same extent as if said rules and regulations were herein set forth verbatim. The rules and regulations of the City of Buckhannon as are now in existence or as may hereafter be adopted shall be considered as covenants running with the interests herein granted and shall be binding upon the Grantee, their heirs or assigns.

This deed and conveyance are further made and accepted upon the express condition that the Grantee herein, their heirs and assigns, shall not have the right to sell the right to inter human remains on the lot or any of the grave spaces herein specified without first offering the same for sale to the City of Buckhannon at the price which the Grantee paid to the City of Buckhannon.

Purchase price \$208.00 for 4 grave space(s).

It is the intentions of the Grantor by this instrument to grant burial rights only and further to make said burial rights expressly subject to all rules and regulations of the City of Buckhannon as now adopted or as may hereafter be adopted by said City.

In the event that more than one party is herein named as Grantee and parties of the second part, then the term Grantee shall be construed to mean all of the parties of the second part.

DECLARATION OF CONSIDERATION

The undersigned Grantor does hereby declare that this conveyance is not subject to the West Virginia excise tax upon the privilege of transferring title to an interest in real estate as this is a conveyance made by a political subdivision of the State of West Virginia.

WITNESS the following signature:

THE CITY OF BUCKHANNON, a municipal corporation

BY:

*Elizabeth J. Poundstone*  
Mayor of the City of Buckhannon

STATE OF WEST VIRGINIA  
COUNTY OF UPSHUR, to-wit:

I, Amberle Jenkins, a Notary Public in and for said County and State, do hereby certify that Elizabeth J. Poundstone, who signed the foregoing deed, bearing date the 19<sup>th</sup> day of June, 1997, as Mayor of the City of Buckhannon, a municipal corporation, has this day, in my said County and State, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 19<sup>th</sup> day of June, 1997. My commission expires: the 20<sup>th</sup> day of June, 2001.



*Amberle Jenkins*  
Notary Public

Prepared by David McCauley, City Attorney,  
City of Buckhannon

## G.2 Request Traffic Pattern WVWC Student Move-in Day

Good morning,

RE: Request for altering traffic on August 18, 2018 for West Virginia Wesleyan College new student move-in Day.

On August 18<sup>th</sup> will be a big move in day for our new-students/freshmen that will be attending West Virginia Wesleyan College. I would like to make the following requests: (it will be the same as in past years).

- We would like to request that from the corner of college and Meade that we make Meade Street one way moving towards Camden.
- We also would like to have barriers at the corners of (Meade & College), (Barbour and Meade), (Fayette and Meade) and (Camden & Meade) to control traffic, as we will place our staff at each barrier to advise drivers for direction, safety, and hopefully prevent too much congestion. Please have the barriers in place from 7:00am – 12:30... as we should have most of our new students moved-in by 1:00pm.
- We will have two guides at the corner of Main St. and College to advise traffic for the best route to their destination.
- Once cars are unloaded we will be advising our parent guest to park behind Camden apartments for the day.

We will have approximately 150 Fraternity and Sororities members assisting our new students into the dorms all morning to help alleviate congestion. I will be leading the effort and directing traffic throughout the morning and can be contacted on my cell phone 304-642-2001 and the 911 center has my number due to my oversight of fraternity houses.

Thank you for helping us with the Freshmen/new student move-in on Saturday morning, August 18<sup>th</sup>. In appreciation from WV Wesleyan College and respectfully submitted,

John Bohman, 90  
Director of Greek Life  
West Virginia Wesleyan College  
59 College Avenue  
Buckhannon, WV 26201  
304/473-8073 Office  
304/642-2001 Cell  
bohman\_j@wwvc.edu

**Motion Waldo/Shobe to approve Traffic Pattern WVWC Student Move-in Day. Motion Carried Unanimously.**

### **G.3 Update on Paws in the Park Dog Days Pet Parade on 09/29/18:**

Fall Fest – Schedule

Morning – 1K Wagon Walk with Dog

Self-guided tour of the town – Businesses can put out dog bowl and do a special Blessing of the Paws and Pet Show

Yappy Hour at 88

The Board discussed parade route for Dog Parade.

Dog Parade-Start at Buckhannon Dog Park, Camden Ave, Cross RR Tracks, College to E Main St to end at the Jim Hinkle lot next to SYCC.

**Motion Shobe/Rylands to approve Parade Route. Motion Carried Unanimously,**

#### **Board Members Comments and Announcements:**

**Cuppari** – BCT Rock of Ages. Would like everyone to come see the show. \$10 admission.

**Rylands** – No Comments

**Shobe** – No Comments

**Waldo** – Fence replaced on Riverwalk tomorrow

**Reger** – No Comments

**Mayor McCauley** – Reminded the board that the State may require municipalities to pay retroactive fees for utilities that go through State right of ways.

#### **Great Feedback on the City's Floral Displays:**

Hello all,

Since not all of you have a Facebook account, I wanted to share how much positive feedback we've received about the City beautification/flowers/horticulture program and send a big thank you to Rob Barbor and the crews that work on the parks and flower beds. As I mentioned at the last Council meeting, I made a post on July 19 with several photos of the flowers downtown on Main Street and at Jawbone Park. So far, the post has reached 21,190 people and has been shared 150 times on other individual's or organization's pages. I plan to do a follow-up post with "Gardening tips from Rob" or something like that, since several people have asked for advice on how they could get their own flowers to do as well. Rob, I'd like to set up a time to get a photo of you with your crew in front of one of the floral displays, and get some advice that we could share on the web.

Here are some of the comments we've received about the flowers and how great they make everyone feel about Buckhannon (this is probably less than half of the comments received, and all were positive):

"Our town's flowers are beautiful. I see them out every morning watering the flowers"



"They are so pretty this year!"

"Agreed. Out of town friends always compliment how nice our downtown looks."

"They are beautiful! Thanks for making our town beautiful!"

"I brag about Buckhannon's flowers all the time."

"They do a great job taking care of their flowers! I always wondered who did that! The flowers are so beautiful! Thanks for the post!"

"How do you do this?????"

"This is a beautiful town"

"Awesome job by all, Your town looks beautiful! Hope one day to travel back soon for a visit."

"It is wonderful to see a town that it's residents work together to make Buckhannon a better place for everyone. The flowers are a beautiful bonus."

"What are you feeding the flowers there is no other town that can match the beauty of Buckhannons flowers good job"

"Beautiful! Park avenue has nothing on Buckhannon."

"The flowers are beautiful but that Dairy Queen looks AMAZINGLY DELICIOUS"

"Buckhannon has hired a person to do flowers all over town and they are beautiful !"

"Come do my yard"

"A picture postcard from Buckhannon, WV"

"Love it. Peaceful place and beautiful flowers."

"It amazes me how they keep them so perfect. I can't even take care of two baskets properly. Any ideas?"



**Motion Rylands/Waldo to adjourn at 4:58 PM. Motion Carried Unanimously.**

**Mayor David McCauley**

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**Recorder Colin Reger**

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