

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

A special meeting of the Buckhannon City Council was held May 28, 2019 at 6:00 pm. The following were in attendance:

Mayor	David McCauley	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Bucklew	Present
Council Member	CJ Rylands	Present
Council Member	Robbie Skinner	Present
Council Member	David Thomas	Present

Meeting Agenda Posted 05/06/19

Special Session of City Council of Buckhannon -6:00 p.m. in Council Chambers: Meeting Agenda for Tuesday, May 28, 2019

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Executive Session Per WV Code § 6-9A-4 to Review Applications regarding Notice of Position of City Recorder
- C. Adjournment

POSTED 05-06-19

Call to Order: Mayor McCauley called the meeting to order, led by a moment of silence and pledge to the US Flag.

Mayor McCauley explained the purpose of the meeting to review applications regarding notice of position of City Recorder.

May 6, 2019

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

Dear Sirs:

Please publish the following notice; accepting application/qualification for City Recorder, as a Class II legal advertisements on the following dates:

Friday, May 10, 2019
Friday, May 17, 2019

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
Assistant Recorder

Enclosure:

**NOTICE OF OFFICE AND POSITION OF CITY RECORDER -
CITY OF BUCKHANNON, WEST VIRGINIA**

The City of Buckhannon will accept letters of interest that may include resumes, references, and recommendation letters from candidates interested in the office and position of City Recorder.

Pursuant to municipal charter or state statute, candidates must be: (1) residents of the State of West Virginia for at least one year, and of the City of Buckhannon for at least 60 days; (2) at least eighteen (18) years old; (3)

legally entitled to vote in the city election for member of the common council; (4) not delinquent for payment of any city tax; and (5) bondable in the amount of \$50,000.00.

The successful candidate shall serve as an appointed and voting member of Buckhannon's City Council through the date of certification of the May 2020 municipal election, and may file at the appropriate time for the unexpired portion, i.e., approximately two years, of the elected office and position of City Recorder which will be determined during the May 2020 City election. Ideally, the successful candidate will possess demonstrated leadership skills and be an effective oral and written communicator. Additionally, the successful applicant will possess qualities necessary in working positively with the public, other municipal officials, and other governmental officials and agencies throughout the community, State, and region.

Specific duties of the City Recorder include but are not limited to: (1) the keeping of all records and the taking and maintenance of all minutes respecting all proceedings and meetings of the City Council, the four Utility Boards of the City, and all other boards, commissions, and authorities established by the City of Buckhannon, specifically requiring the attendance of all such City meetings; (2) certain financial matters not undertaken by the City Treasurer as are set forth pursuant to Section 41 of the City's Charter or otherwise by state statute; (3) service as the Mayor of the City of Buckhannon in any event of the Mayor's absence, sickness, or vacancy in office of the Mayor for whatever reason; (4) the charge of all bond issues, assessments and printing; (5) purchasing agent for the City subject to the direction of the Council; (6) preparation, execution, and service of all notices required to be given to any person; (7) maintenance of all correspondence carried on by the City and any department or board thereof; (8) custodian of all of the City's books and records; (9) custodian and affixer of the City's corporate seal; (10) compliance with the West Virginia Freedom of Information Act; (11) primary conductor and overseer of City elections; (12) preparation and publication of the City's annual financial statement; and (13) such other duties as are currently or may hereafter be prescribed by municipal ordinance, state statute, or the directive of the City Council.

Candidates are subject to being thoroughly investigated, including the verification of references and the conducting of a national Criminal Identification Bureau (C.I.B.) screening.

The annual compensation for the office and position of City Recorder is \$9,000. The only fringe benefit available for this position is state retirement.

The City shall consider all application materials without regard to any applicant's race, national origin, ethnicity, gender, religion, age, handicap, familial status, sexual orientation, or any other protected class status in the appointment of the City Recorder.

Letters of interest and supporting materials shall be submitted by hand delivery to City Hall by Friday, May 24, 2019, or by mail, but postmarked by no later than Saturday, May 25, 2019, addressed to: Mayor of The City of Buckhannon, 70 East Main Street, Buckhannon, WV 26201. The City Council anticipates interviewing select applicants on Tuesday, June 4, 2019. It is anticipated that the appointment of the new City Recorder will occur at the outset of the regularly scheduled City Council meeting on Thursday, June 6, 2019, with duties to commence immediately thereafter. Any requests for further information about this position should be directed either to Mayor David McCauley or Assistant City Recorder and Director of Finance and Administration, Amberle Jenkins via the mail or by phone at Buckhannon City Hall at (304) 472-1651, during regular business hours. Dated May 9, 2019.

David W. McCauley, Mayor

Executive Session Per WV Code § 6-9A-4 to Review Applications regarding Notice of Position of City Recorder-

Motion Thomas/Rylands to adjourn into Executive Session to discuss the candidates that have submitted letters of interest for the position of City Recorder, at 6:03 pm. Motion carried.

Council reconvened at 6:11 pm.

Motion Albaugh/Rylands to interview two persons, Shauna Jones and Randall Sanders, on Tuesday, June 4, 2019 beginning at 6:00 pm for the purpose to select one to fill the position of City Recorder. Motion carried.

Motion Thomas/Rylands to adjourn at 6:14 pm. Motion carried.

Mayor David McCauley _____

Assistant Recorder Amberle Jenkins _____