

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

A special meeting of the Buckhannon City Planning Commission was held in Council Chambers at City Hall, 70 East Main on Monday, October 19, 2020 at 7:00 pm with the following in attendance:

Susan Aloï	President (Chair)	Present - by phone
Richard Clemens	Vice-President (Vice-Chair)	Present - by phone
Randy Sanders	City Recorder	Present - by phone
CJ Rylands	Member/Council Rep	Present - by phone
Vincent Smith	Member/Building Code Enforcement	Present
Curtis Wilkerson	Member	Present - by phone
Dean Everett	Member	Absent
Sean Harris	Member	Present - by phone
Mike Sharpolisky	Member	Present
Kelley Tierney	Member	Absent
Callie Cronin Sams	Grants & Information Coordinator	Present - by phone

Guests: Amby Jenkins, Director of Finance & Administration

Meeting Agenda & Notice:

*City of Buckhannon Planning Commission -
Meeting Agenda for Monday, October 19, 2020 at 7:00pm at City Hall in Council Chambers*

- 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 Director of Finance & Administration Amby Jenkins
- C. Consent Agenda
 - C.1 Approval of Minutes - Regular Meeting 07/20/2020
- D. Correspondence & Information
 - D.1 2021 Meeting Schedule
 - D.2 Sanitary Department's Planning Goals related to the Comprehensive Plan
- E. Strategic Issues for Discussion and/or Vote
 - E.1 Department's Planning Goals related to the Comprehensive Plan
 - E.2 Request Date to Address City Council RE: Role of Commission, Overview & Solicit Input on how to use the Comprehensive Plan
- F. Comments and Announcements
- G. Adjournment

Posted 09/23/2020 Next Meeting Date is January 19, 2021

September 11, 2020

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

Dear Sirs:

Please publish the attached notice as a Class II legal advertisement on the following dates:

Thursday, September 24, 2020
Thursday, October 1, 2020

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 contact my office at City Hall: (304-472-1651) or <amby.jenkins@buckhannonwv.org> Thank you for your assistance in this matter. This letter and attached legal advertisements have been sent to you by US Mail and by email.

Thank you,
Amberle Jenkins
Director of Finance & Administration

A regular meeting of the **Buckhannon City Planning Commission** will be held on **October 19, 2020 at 7:00 p.m.** The meeting will be held in the City Council Chambers at City Hall, 70 East Main Street, Buckhannon WV. This is an open meeting (per WV code § 6-9A-3) and all interested parties are welcome to attend.

A. Call to Order - The meeting was called to order by the Chair, President of the Planning Commission, Susan Aloï.

A.1 Moment of Silence - The Chair ask for all to join in a Moment of Silence

A.2 Pledge to the Flag of the United States of America - The Pledge was led by Vincent Smith.

President Aloï asked the new members to introduce themselves and we heard from both Sean Harris and Mike Sharpolisky.

B. Recognized Guest

B.1 Director of Finance & Administration Amby Jenkins - President Aloï provided an overview of the Commission's role and then recognized Amby Jenkins who provided the Board with the following report:

Being the hub, City Hall functions touch on numerous aspects of the entire city operations. I have focused more on budgeting that affects goals and specifically goals in this past year.

City Hall administratively manages: Financial functions - Budgets, Payroll, Meetings, Minutes - (All departments Water, Sewer, Waste, Consolidated Public Works, Council-Street, Fire, Police, SYCC) Utility functions of billing, payments, termination and start of services.

Draft goals from the Comprehensive Plan were distributed to office employees when first approved. I will distribute again as reminder. Feel that employees - even though they do not make policy should be aware of goals. Puts employee on same page of the general direction of city.

Budgeting is a large part of meeting goals that have been set by City Council. Government Services- With implementation of sales tax this year, already a few goals are being addressed.

Police Department is nearly accredited: This has taken several months to attain. Accreditation is not cheap. This requires not only a frame of mind and policy, but costs to acquire equipment, software, and people. This year a K9 unit has been added.

Fire Department is a bit behind, as more historical data is needed. However, we are updating equipment, such as the new fire truck that has been purchased, at roughly \$550,000, that will be delivered in 2021. Our current pumper truck is a 2009.

City Council give monetary support to the following organizations in fiscal year 2020-21: We always try to budget for these annually.

- *Public Transportation- Country Roads Transit \$10,000*
- *Upshur - Buckhannon Health Department \$5,000*
- *Airport Authority - \$15,000*
- *Economic Development - UCDA \$30,000*
- *Upshur County CVB - receives 70% of Hotel Motel fees collected - about \$85,000 this year.*

Though I did not see it mentioned in the plan 30% goes toward the horticulture (flower) program. We received many positive comments from visitors regarding this.

Covid measures has expanded how the city communicates public meetings. Making it a little better to attend a meeting virtually. I expect this will continue even when safety measures are not as necessary.

Sidewalks & Streets - *We have had a couple large sidewalk projects. The sidewalk from Main to the*

College and now on West Main to Corridor H. Both tie into the theme of downtown Buckhannon with similar lighting. We have plans to work on N. Kanawha, S Kanawha sidewalks and street. Sidewalks eventually along Clarksburg Rd toward Lowes and Morton Avenue from North Buckhannon to Rt 20. More funding was added to residential participation sidewalks, whereby the owner contributes toward materials and street crews contribute the labor.

A self-batching concrete truck was just purchased to help curtail the cost of concrete mixing and make concrete more readily available for projects. The truck and equipment cost \$179,000 but expected savings and benefit of over \$100,000 per year.

Callie Sams continues to apply for grants to extend trails.

Housing – Funds are budgeted to continue to work on properties that may need attention such as cleaning assistance and razing buildings. Last year we identified properties sold at tax sale that had existing issues. For the first time the city bid on a couple properties that had city liens on them. It is a long process but eventually the city will have control and can raze the worst structures and resell the properties to fund more projects. We have also identified and sent assessment fee letters to property owners of about 50 vacant buildings. The graduated fee is to encourage owners to do something with them. Housing Ordinances are posted on our website for public information.

Infrastructure – Stormwater has an actual budget this year. Council budgeted \$150,000 of the sales tax money to go toward this infrastructure in fy 2020-21. Council will budget at least \$100,000 annually. The Sanitary Department was tasked with the job of managing this program. Sewer lines in the North Spring Street area has long been a problem and identified in the 2025 plan. All the utilities must work in collaboration to accomplish this task. Mr. Arnold hopes to start this project within 12 months.

Mayor McCauley managed to get the PSD's to send us minutes of their meetings. These minutes are furnished to the proper Board for review and information.

Education - The Board of Education and Upshur County contribute a total of \$45,000 toward Stockert Youth Center annually. The center currently provides space for the PALS (Personalized Alternative Learning School), it also houses the FRN (Family Resources Network).

We just completed an internet project that was funded by Volunteer WV grant funds. The high-speed internet is utilized by the Charles Gibson Library and the Stockert Youth Center as hot spots for the virtually learning platform used by Upshur County students. The SYCC after school program is available for youth outside the building or inside by appointment. Staff are available that can assist with connection and study assistance.

We are into our third phase of the **Colonial Theatre**. Not only will this be an added cultural experience for the community and visitors; the youth have already benefited from this such as the two art exhibits that have been displayed in the gallery even though we are in a pandemic.

We try to continue to work with WVWC using students when possible. This summer a WV Wesleyan student interned to help with surveys (trail use, street name, pandemic performance). SYCC uses students as tutors and assistance to programs when they are available.

Challenges - Government Services: As noted in the 2025 plan to consolidate equipment purchases. It is difficult to go about this as budgets are separate with different pools of funding and restrictions. Example: City has implemented a program to regularly replace everyday use equipment, rather than wait for it to be scrapped. The County turned all the fire equipment it was responsible for over to the Buckhannon Volunteer fire department in 2020. City and County leaders have different philosophies on some matters. However, I have found in the administrative area, staff at the County extremely helpful in sharing information on their website regarding county records, cooperation with elections, and mapping.

Housing - Identifying rental properties in the city. Working with landlords to develop a way to list these. A Landlord's Association would be the best way to do this. It would be a great challenge for our office in that this would be a constantly changing list.

Infrastructure - The City operates the Water, Sewer, Waste utilities. With a utility it is inevitable that a rate increase will take. Often residents associate this with the City as one, when these enterprise funds must support themselves.

General - In general we sometimes struggle with enough staff. Covid pandemic makes nothing simple or easy.

A Q & A took place with Amby and the Board members. The Board was appreciative for the presentation provided by Amby.

C. Consent Agenda

C.1 Approval of Minutes - Regular Meeting 07/20/2020

Motion to approve the Regular Meeting Minutes of 07/20/2020 was made by Rylands /Clemens. Motion Carried.

D. Correspondence & Information

D.1 2021 Meeting Schedule – The 2021 Buckhannon City Planning Commission meeting schedule was reviewed, and members were encouraged to note these dates on their calendars.

**PLANNING COMMISSION 2021 MEETING SCHEDULE
3rd MONDAY OF EACH QUARTER AT 7:00 P.M. AT CITY HALL COUNCIL CHAMBERS**

- TUESDAY, JANUARY 19, 2021 (DUE TO HOLIDAY)
- MONDAY, APRIL 19, 2021
- MONDAY, JULY 19, 2021
- MONDAY, OCTOBER 18, 2021

D.2 Sanitary Department's Planning Goals related to the Comprehensive Plan – President Aloï provided a review of the following Sanitary Department's Planning Goals related to the following Comprehensive Plan.

Sewer Department including Sanitary and Stormwater as of 8/11/2020

A. MISSION STATEMENT

1. Service to Customers

The first element of the Sewer Department Mission Statement is "Provide quality service to sewer customers and the community in general". This means that the Sewer Department strives to collect, transport, treat, and discharge wastewater with high standards of performance and cost effectiveness. It also means supporting community goals by protecting water quality and supporting development projects requiring sewer service.

2. Regulatory Obligations

The second element of the Sewer Department Mission Statement is "Satisfy regulatory requirements". It is an obligation of the Sewer Department to satisfy the requirements of the several different agencies which regulate aspects of its functions. A balance must, however, be maintained between the regulatory oversight and proper stewardship of the available community resources.

3. Stormwater

With the addition of stormwater management to the Sewer Department responsibilities a third element of "Provide effective storm water control and management within the corporation boundaries" has been included. The Sewer Department plans and undertakes projects to route stormwater away from residences and businesses for purposes of property damage mitigation and protection of water quality. Its dual functions (wastewater and stormwater management) are separately funded, and those funds are applied to their intended purposes for accountability to the community.

B. PERFORMANCE

1. 2015 Goals

The 2015 goals were either very broad "Continue to provide essential city services and meet or exceed regulatory standards" or were limited to a single project for Spring Street. Department priorities included a mix of major and minor items without organizing them into category of needs.

2. Accomplishments

The Sewer Department was successful meeting the 2015 Goals and in satisfying its Mission Statement. Several sewer upgrade and extension projects were undertaken to improve or provide service and to reduce extraneous flow. A 2015 plan specifically identified project to upgrade facilities on Spring Street is currently being developed. Several plant improvement projects were undertaken including

upgrades to the grit removal system and the disinfection equipment. These projects leave the plant in excellent condition and effective operation regularly satisfies treatment performance requirements and regulatory inspections. Long overdue rate increases were instituted which provide necessary resources for plant upgrade and service improvement projects, long-deferred heavy equipment and vehicle renewal, statutory reserve funding, and personnel pay increases, without unduly burdening the community; City sewer rates remain in the lower half of statewide sewer utilities.

An administrative change was made to switch the Sewer Departments role in storm water, from a contractor for the City on specific projects, to one of overall responsibility for storm water management. The five-year planning period has been full of active engagement and accomplishment.

C. GOALS

1. General

The Sewer Department currently has a very effective organization with a history of achievement. Consequently, many of the goals are oriented toward maintaining this capacity. Changes in personnel and structure can make this challenging.

2. Maintain Staff

Currently, organizational structure provides for a line crew, plant operating crew, and maintenance crew. Several key staff members are considering retirement during the next few years and there are always unplanned losses. This is a particular concern relative to the plant operator position, which could take several years to identify and train a replacement.

3. Maintain Equipment Fleet

During the past few years, major steps have been taken to upgrade the equipment fleet with new replacements and additions, but this is a continuous process and must always be addressed to maintain an effective operation.

4. Maintain Aggressive Line Construction Program

Sewer upgrades and extensions have been a regular part of the Department operation. Although tremendous improvement has been achieved, it is also a never-ending process with a need to replace old failing sewers and provide extensions for new service.

5. Maintain Aggressive Plant Maintenance Program

The condition and performance of the treatment plant facilities is very good as a result of an aggressive preventative maintenance program and a series of projects to upgrade and improve unit processes. Again, this is a process, and both the maintenance and upgrade projects must continue in order to maintain the performance of the treatment plant.

6. Maintain Plant operating Performance

The key to successful plant performance is for the plant facilities and equipment to operate properly, but it is also critically important to have trained, certified, and dedicated personnel to manage the operation.

7. Reduce Extraneous Flow Into Collection System

Control of extraneous flow is a major regulatory issue and has been a focus of the Sewer Department since the early 1990's. Excess extraneous flow results in overflows potentially contaminating waterways and detracts from customer service. Considerable progress has been made, but this is also an issue requiring a continuing effort.

8. Continue to establish a management plan for storm sewers and perform some storm sewer upgrades. Storm sewer responsibility was assigned to the Sewer Department in 2019 and although the Sewer Department has been actively engaged in building storm sewers for the City for many years, the management of stormwater in a systematic fashion was not a priority. Now, the Sewer Department is charged with establishing a comprehensive plan for management of City stormwater similar to its wastewater management plan, so that regular improvements to the stormwater system can be scheduled and completed.

D. PROJECTS

1. General Department Structure

There are well defined projects in every area of activity within the Sewer Department and there is a general understanding of priority. Work activity, however, is very fluid with new opportunities, developing problems, and general operating conditions affecting decisions on what to do next. The following lists identify work to be done.

a. Seek trainee for plant operator position.

b. Continue communication with Tennerton PSD on extraneous flow issues.

- c. Acquire skid steer loader and convert one line crew Kubota to a plant tractor.
- d. Acquire plate compactor for excavator
- e. Continue to replace trucks to keep truck fleet optimally functional

2. Sanitary sewers

- a. North Spring Street sewer upgrade
- b. Taylor Street sewer upgrade
- c. Upper Shawnee Drive sewer upgrade
- d. Camden Avenue sewer upgrade to reverse flow back to new Braxton Street pump station.
- e. Sewer upgrades to collector sewers on lower Camden Avenue, Randolph Street and Pocahontas Street.
- f. Sewer upgrade behind Florida Street between 3 rd Avenue and East Lincoln Street.
Reconnect customers off of old sewer.
- g. Collector sewer extensions on Rt 1 51 off 1 2" interceptor.
- h. Collector sewer extensions at Brushy Fork.

3. Sewage treatment and pump stations

- a. Complete U V disinfection upgrade
- b. Upgrade debris removal system
- c. Upgrade service water system
- d. Install center baffle in clarifier #2
- e. Upgrade Deanville pump station and force main
- f. Upgrade Island Avenue pump station and force main
- g. Acquire spare pumps for plant pump stations
- h. Acquire spare pumps for mid-size pump stations in collection system. Evaluate force main upgrade options from Elias & Vicksburg pump stations to the plant

Evaluate flow equalization basin storage at Elias and Vicksburg pump stations to help control sewer overflows.

4. Stormwater

- a. Complete Jawbone Run storm sewer between Kanawha Street and Locust Street. This will complete upgrade from the river to just below Maple Street.
- b. Complete Ritchie Street storm sewer upgrade between Barbour Street and Tucker Street. This will complete upgrade from the river to Kanawha Street.
- c. New storm sewer on North Spring Street.
- d. Upgrade storm sewer on Taylor Street from the river to Kanawha Street.
- e. Evaluate and undertake upgrades in the mid-Jawbone Run watershed area. Maple Street, Lincoln Street, Kepner St
- f. Maintenance repairs on a number of storm sewers.

A discussion took place with it being noted that, as a Commission, we do not approve the report, but we can make recommendations. It was the overall opinion of the Commission that while it is a great overview, there are many areas that will need additional attention.

Motion to acknowledge the good work in preparing the plan and that we endorse the general direction of the plan with a recommendation that they seek Council's endorsement and support; that they identify a timeline to address personnel issues; and that they prioritize a list of projects and determine the costs of the identified projects was made by Rylands/Clemens. Motion carried.

E. Strategic Issues for Discussion and/or Vote

E.1 Department's Planning Goals related to the Comprehensive Plan – The next meeting we will look at the Water Department plans. No action necessary.

E.2 Request Date to Address City Council RE: Role of Commission, Overview & Solicit Input on how to use the Comprehensive Plan – Discussion took place regarding the need to encourage the Mayor's involvement with the Comprehensive Plan as well as reminding the Council members of the Plan and the importance of implementing its goals. It was determined that The Chair will reach out to the Mayor and some members will ask the Mayor to quickly respond and add us to a future Council meeting.

F. Comments and Announcements

A few additional comments were provided regarding the importance of keeping the Mayor and Council's focus on implementing the 2025 Comprehensive Plan.

G. Adjournment

There being no further business to conduct the Chair, President Aloï, adjourned the meeting at 7:54 PM.

Commission President Susan Aloï

City Recorder Randall H. Sanders
