

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

A regular meeting of the Buckhannon City Council was held on Thursday, July 16, 2020 at 7:00pm in City Hall. The following were in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Bucklew	Present – by phone
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present – by phone
Council Member	David Thomas	Present – by phone
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
BPD	Chief Matthew Gregory	Present – by phone
Director of Public Works	Jerry Arnold	Present
Grants & Information Coordinator	Callie Cronin Sams	Present – by phone
The Record Delta Newspaper	Kari Conaway	Absent
Channel 3	Dustin Haney	Present
Channel 3	Rodney Irvin	Present
Channel 3	Dennis Cortes	Present
The Intermountain Newspaper	Amanda Hayes	Present
MyBuckhannon.com	Katie Kuba	Absent

Guests: None

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, July 16, 2020***

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Channel 3 is Live Streaming our City Council Meetings here: <https://www.facebook.com/ch3buckhannon/>

Please send public comments to [buckhannon@buckhannonwv.org](mailto:buckhannon@buckhannonwv.org) via email or drop them in the mail, or dropbox behind City Hall.

**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 Jim Gifford-WV Classic Wheels Car Club

**C. Department & Board Reports**

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney- Tom O'Neill

**D. Correspondence & Information**

- D.1 Letters WVDHSEM RE: Invoice #7 & Change of Scope #1 Budget Revision-Emergency Power Generator FEMA
- D.2 Purchase Agreement for Sutphen Fire Apparatus
- D.3 Historic Landmarks Commission regular scheduled meeting on 07/20/2020 has been canceled
- D.4 Suddenlink Contact Info: 4939 Teays Valley Rd Scott Depot WV 25560 304-760-2023

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular Meeting 07/02/2020
- 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 Discussion/Possible Action Revisit Blast from the Past Car Show Event 07/25/2020
- F.2 Approval to Submit AML Pilot 2020 Application
- F.3 Grant Approval WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre
- F.4 Approval Resolution No. 2020-08 Budget Revision General Fund #2

## **G. Comments and Announcements**

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 David Thomas
- G.5 Jack Reger
- G.6 Randall Sanders

## **H. Mayor's Comments and Announcements**

## **I. Executive Session –Personnel Matters Per WV Code § 6-9A-4**

## **J. Adjournment**

**Posted 07/13/2020**

**Next Regular Scheduled City Council Meeting Thursday, August 6, 2020**

## **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**

The Mayor called the meeting to order and ask for a Moment of Silence, which was followed by the Pledge to the Flag of the United States of America led by Council Member Jack Reger. Mayor Skinner welcomed everyone and reminded the viewers that they can submit questions, via email, at [buckhannon@buckhannonwv.org](mailto:buckhannon@buckhannonwv.org).

## **B. Recognized Guests -**

**B.1 Jim Gifford-WV Classic Wheels Car Club** – The Mayor reported that he has had discussions with Mr. Gifford regarding the previously scheduled WV Classic Wheels Car Club Show for July 25, 2020. While the club was still planning to hold the event, the Mayor pointed out that due to the recent restrictions implemented by the Governor, it would be best to postpone the event until October. Mr. Gifford indicated that he would hold discussions with his membership but agreed to the postponement. No further action will be needed for Strategic Issues for Discussion F.1. Discussion/Possible Action Revisit Blast from the Past Car Show Event 07/25/2020. City Recorder Sanders recommended that the City, through the Consolidated Public Works Board, revisit the application process for events and the events currently booked that may need postponed. It was agreed that this would be added to the agenda for the next Consolidated Public Works Board meeting.

**Other Guests** - Dennis Cortes was recognized, and he discussed his military history and the appreciation that he has regarding the challenges that law enforcement personnel can face, He pledged that when he saw Police Officers fulfilling their duties, while he would not interfere or try to assist, he will keep an eye out for their safety i.e., “watch their six” (meaning watch their back). He invited others to do the same.

## **C. Department & Board Reports**

**C.1 Information Coordinator/Grant Researcher- Callie Cronin-Sams** - Callie has been monitoring the email and reported that no questions for Council had come in as of now. Callie then provided the following report:

### **PR, Website, & Social Media:**

Callie asked for residents to please take both the Street Name Contest Survey and the Riverwalk Survey. We had 50 recommendations come in for the Street Name Contest (for the new street next to CVS). She thanked Josh Trent (WVWC intern) for working on these for us. Both surveys can be found on our website and social media.

Callie is also currently working on a draft of an infographic related to City/Utility Boards funding, separation of funds

**Facebook:** We shared several photos of the volunteers from the recent COVID-19 testing event and we received a lot of views of the Mayor's photo from the July 5<sup>th</sup> Fireworks Celebration. Here is a complete list of Facebook postings:

Published	Post	Type	Targeting	Reach
07/15/2020 7:03 PM	 CITY OF BUCKHANNON - Street Closure: N. Spring St. from E. Main			374
07/15/2020 10:14 AM	 The Buckhannon Fire Department is making our community safer with			289
07/14/2020 4:30 AM	 The most recent update from the Upshur-Buckhannon Health			469
07/13/2020 3:43 PM	 Advisory: Temporary Street Closures for street sul repairs on Highland			555
07/13/2020 11:01 AM	 Thank you to all the volunteers and Army National Guard service			414
07/10/2020 1:35 PM	 Today and tomorrow! Please go get tested!			1.6K
07/10/2020 8:31 AM	 Please take advantage of this opportunity for free COVID-19 testing			288
07/08/2020 8:05 AM	 Upshur COVID-19 Case Update from the Upshur-Buckhannon Health			362
07/07/2020 4:27 PM	 CITY OF BUCKHANNON - Closure of College Ave. Between E. Main &			443
07/07/2020 10:36 AM	 Please follow the local, state, and national guidance to wear a face			520
07/06/2020 12:01 PM	 Please go get tested this Friday or Saturday! Free Covid-19 testing will			600
07/06/2020 11:24 AM	 Happy Fourth of July from the City of #Buckhannon and Mayor Robbie			489

**Web News Posts, July 2, 2020 – July 18, 2020**

Title
Street Closure: N. Spring St. from E. Main St. to Huffman Lane starting July 20
Colonial Theatre Renovation Receives another \$10,000 from WV Dept. of Arts, Culture & History — Draft
Street Closures: Highland Drive & Henry Street
Closure of College Ave. Between E. Main & Lumber St.; Expected to Re-Open by Thursday
Governor Justice Announces Executive Order Requiring Face Coverings in Public Indoor Spaces
Free COVID-19 Testing Available at B-UHS & Rock Cave this Friday & Saturday

Callie continues to post to [buckhannonwv.org/COVID-19](https://buckhannonwv.org/COVID-19) -- COVID-19 related news & information

**Grants:**

The WV CARES Act Application for May was submitted this week; The CARES Act funding for March/April was approved for \$212,986.11; The PATH (5K Routes) project is underway again following a COVID-19 schedule setback; The Buckhannon Volunteer Center had a fundraiser with Stone Tower Brews handled by our BVC Coordinator, Gabriella Sayger. On another note, Gabriella is leaving us as she will be attending law school in the fall. Callie extends our thanks and best wishes to Gabby! Callie has concluded the REAP Recycling Truck Final Report; she is researching grant opportunities for the Charles W. Gibson Library and is still working on the AML Pilot Application, with a submittal deadline of July 31, 2020.

**LED Sign Posting:**



The Mayor used the Chair's prerogative to move Strategic Issue item F.2 Approval to Submit AML Pilot 2020 Application to the Table.

**F.2 Approval to Submit AML Pilot 2020 Application** - Callie provided a report on both the critique of the previously submitted application and the work she is doing on the new application. Here is a summary:

**AML Pilot 2020: Buckhannon Riverwalk Trail and Trailhead Recreation Center Expansion**

*The proposed extensions of the Riverwalk Trail system with a crushed stone trail for non-motorized use, will connect the City of Buckhannon to nearby attractions, including the new mountain bike park, in Upshur County via the Buckhannon Riverwalk Trail and Trailhead Recreation Center Expansion.*

*The project will provide for the construction of the Stockert Recreation Center expansion and walking and biking trail extensions, attracting tourists to the region and meeting community demand for improved access to recreational opportunities. In doing so, the project will meet community development, environmental, and economic planning goals identified by the City's comprehensive plan, as well as regional economic and transportation plans put forth by the Region VII Economic Development Council and the West Virginia Department of Transportation.*

*We have proposed a budget of \$4.2 million dollars to achieve the trail infrastructure development, including property and right-of-way acquisition and the construction of a central trailhead recreation facility. Included in the total budget, the City of Buckhannon has over \$400,000 in capital funds for the Stockert Youth & Community Center trailhead recreation facility expansion and through City resources and partnering property owners will contribute additional in-kind property, equipment, and labor for the trail extensions. The total cash and in-kind contribution equals \$859,998, or 20% of the total project.*

*The City is requesting \$3.4 million dollars in AML Pilot funding, representing 80% of the total project, to extend the Riverwalk Trail System and build the Stockert Trailhead Recreation Center. In fiscal year 2021, the Appalachian Regional Commission designated Upshur County as "at risk" for the second year in row, reflecting the tenuous position of the local economy. The new infrastructure will mitigate against the economic downturn, bringing financial benefits through tourism and quality of life improvement for new and existing residents and businesses.*

*The federal guidance provided by the Office of Surface Mining and Reclamation sets forth examples of acceptable projects and identifies both trail systems connected to AML eligible sites and community centers on or near an AML site as appropriate projects for funding. The City of Buckhannon, celebrated for its creative rebirth and vibrant downtown, is home to Stockert Youth and Community Center (SYCC), which is within 1500 feet of AML Site WV000868. The Stockert Trailhead Recreation Center facility expansion will allow for a central trailhead with indoor trail amenities, such as athletic courts, locker rooms, showers, climbing wall, and an indoor track for walking, cycling, and running activities during inclement weather.*

*From Stockert Youth & Community Center, the Riverwalk Trail system extends to the east and south via East Main Street and the existing Riverwalk Park trail. From the current terminus on Marion Street, the proposed new trail proceeds upstream alongside the river passing the middle school then crossing the second AML site, WV002275, at the Upshur County youth baseball, Tennerton elementary*

*school, and county library trailhead, the county high school and recreation & mountain bike park trailhead, and finally terminating at the Hampton Trailhead, where a public river access and small park already exists. The mountain bike park at the Upshur County Recreational Park has over 6 miles of single-track trails with varying levels of difficulty, and this trail extension will connect Buckhannon residents and tourists to that growing attraction via bike.*

*Traveling northward from the central trailhead at Stockert Youth & Community Center, the existing Trail System extends to North Buckhannon via ADA-compliant sidewalks and currently terminates at North Buckhannon Riverfront Park. From the current terminus at North Buckhannon Riverfront Park in Buckhannon, the trail extension will proceed downstream and northward and through the Heavner Cemetery, Larry Brown Flagpole Hill historic site, Flags of the Fallen Veterans Memorial, Pringle Tree Park, and terminating at AML Site WV001612 and the northern trailhead, adjacent to a public river access point on the River Road off of County Route 13 Hall Road.*

*In addition to the benefits to local residents, the trail will attract outdoor recreation tourism, especially from the mountain biking and kayaking sectors. The City will partner with local mountain biking groups, tourism organizations, and businesses to leverage existing assets and fulfill tourism and community development goals and objectives relative to this project.*

**Motion to approve the submission of the AML Pilot 2020 Application was made by Rylands/Bucklew. Motion carried unanimously.**

**C.2 Public Works Director- Jerry Arnold** – Mr. Arnold provided Council with the following report:

**Buckhannon City Council  
Public Works Director Report  
July 16, 2020**

**Director:**

- I, along with Mayor Skinner, Jay Hollen, Brad Hawkins, and concerned residents, met with representatives from the St. Joseph's Hospital, at the site of the hospital emergency access road. The hospital agreed to purchase materials and the City will provide the labor to develop a single lane stone base access road to the hospital from Lincoln Heights. The access will be gated and locked only being used if Amalia Drive is blocked.
- I am working on the bid package for the concrete mixer and silo.
- I attended the Charles W. Gibson Library Board meeting to discuss the recent facility assessment performed by Jay Hollen, Vincent Smith, Brad Hawkins, and Travis Carpenter that outlined several maintenance issues and upgrades needed. We will be assisting the board with organizing the project and preparing construction documents.

**Street:**

- The crew has completed about 800 feet of the Gateway West Project. This is about 30% of the project.
- The crew continues to trim trees.
- We painted the parking stalls on Main Street and will be curb painting the next couple weeks starting downtown and around the college.

**Sewer:**

- Crew 1: RT 33 West Northside Sewer Line Extension - The crew has laid 1025 feet of 10-inch SDR 35 pipe and has set 3 manholes.
- 33 West Extension South-JF Allen - JF Allen crew has completed sewer line and made tie-in to our system. They laid 3,233 feet of 10-inch SDR 35 and 400 feet of 4-inch C900. (13) manholes. They will do testing. (Air and Mandrel)
- Crew 2 - They have completed about 80% of the Zeno Street extension.
- Plant Crew – This crew has been hauling sludge.
- Maintenance Crew – The crew has been repairing street cuts.
- Jared Hollen has GPS located 1150 manholes within 1-inch accuracy. He has added pictures for GPS shots. He corrected sanitary sewer base map. He is preparing to locate storm sewer drop inlets.

**Water:**

## COST SAVINGS

Decreased Cost of Services Provided	\$ 216,000.00	\$ 231,120.00	\$ 247,298.40	\$ 264,609.28	\$ 283,131.93	\$ 1,242,159.61
Savings from Business Process Improvements	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00
Productivity Gains	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 180,000.00
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL COST SAVINGS</b>	<b>\$ 282,000.00</b>	<b>\$ 277,120.00</b>	<b>\$ 283,298.40</b>	<b>\$ 310,609.28</b>	<b>\$ 329,131.93</b>	<b>\$ 1,472,159.61</b>
<b>COST AVOIDANCE</b>						
						\$ -
						\$ -
<b>TOTAL COST AVOIDANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER BENEFITS</b>						
Providing concrete to other departments	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 20,000.00
Reduced liability for open utility cut/repair time						\$ -
<b>TOTAL OTHER BENEFITS</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 20,000.00</b>
<b>TOTAL BENEFITS</b>	<b>\$ 287,000.00</b>	<b>\$ 282,120.00</b>	<b>\$ 288,298.40</b>	<b>\$ 315,609.28</b>	<b>\$ 334,131.93</b>	<b>\$ 1,492,159.61</b>

## SIMPLE COST BENEFIT ANALYSIS TEMPLATE

QUANTITATIVE ANALYSIS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
<b>BENEFITS</b>						
COST SAVINGS	\$ 282,000.00	\$ 277,120.00	\$ 283,298.40	\$ 310,609.28	\$ 329,131.93	\$ 1,472,159.61
COST AVOIDANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00
<b>TOTAL BENEFITS</b>	<b>\$ 287,000.00</b>	<b>\$ 282,120.00</b>	<b>\$ 288,298.40</b>	<b>\$ 315,609.28</b>	<b>\$ 334,131.93</b>	<b>\$ 1,492,159.61</b>
<b>COSTS</b>						
NON-RECURRING	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 180,000.00
RECURRING	\$ 121,396.50	\$ 125,038.40	\$ 128,789.56	\$ 132,653.24	\$ 136,632.15	\$ 644,509.85
<b>TOTAL COSTS</b>	<b>\$ 157,396.50</b>	<b>\$ 161,038.40</b>	<b>\$ 164,789.56</b>	<b>\$ 168,653.24</b>	<b>\$ 172,632.15</b>	<b>\$ 824,509.85</b>
<b>NET BENEFIT OR COST</b>	<b>\$ 109,603.50</b>	<b>\$ 121,081.60</b>	<b>\$ 133,508.84</b>	<b>\$ 146,956.04</b>	<b>\$ 161,499.78</b>	<b>\$ 667,649.76</b>

### C.3 Finance Director- Amberle Jenkins – Amby provided the following report:

#### June 30, 2020 balances

#### Enterprise account balances:

Waste	MM/checking	\$585,644	CD's \$58,298
Water	MM/checking	\$171,050	CD's \$965,476
Sanitary	MM/checking	\$702,326	CD's \$253,190

Amby further reported:

Employees were able to meet with insurance agents to ask any questions regarding their health insurance. Several employees took that opportunity.

The Police Civil Service Committee reviewed newly submitted application to determine if the applicants could proceed to the testing phase. All 19 applicants will be notified of test dates, times, and guidelines.

The Fire Civil Service Commission will meet next Tuesday to consider replenishing the fire eligibility list.

The audit for FY 6-30-19 is in the draft stages. I will ask the auditors to attend the next Council meeting via GoToMeeting for the exit conference.

Resident-Kay Sienkiewicz wanted to thank Pam Bucklew, Officer Angel McCauley and Sgt Tom Posey for helping her and possibly saving her life during a medical issue.

Sales tax that will be received for taxes collected April 1 to June 30 will be \$451,640.

Bills to be approved include these larger ones: \$7,109.32 to Mountain State Electrical Company for the Street Light Panel at City Hall; \$1,706.65 to Central Supply for concrete used for the Gateway West project; \$3,900.00 to Rec Desk for one-year subscription for SYCC; and, \$22,951.70 to Bywater Insurance for Claims Run through 06.24.2020.

**Motion to accept the Financial Report for June 2020 was made by Albaugh/Bucklew. Motion carried.**

The Mayor used the Chair's Prerogative to move Strategic Issues F.3 Grant Approval WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre and F.4 Approval Resolution No. 2020-08 Budget Revision General Fund #2 to the table.

**F.3 Grant Approval WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre - Amby Jenkins explained that the WV Department of Arts, Culture, & History recommended the Accessibility Grant for Colonial Theatre. It is a \$10,000 matching grant. We need to provide the Mayor the authority to sign the grant application.**

**Motion to grant the Mayor the authority to sign the WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre was made by Sanders/Albaugh. Motion carried unanimously.**



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

July 7, 2020

Mayor David McCauley  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

Dear Mayor McCauley:

The West Virginia Department of Arts, Culture, and History and the West Virginia Commission on the Arts are pleased to inform you that your application to the FY21 Cultural Facilities Fast Track grant program has been approved. The City of Buckhannon was awarded \$10,000.00 through grant AH21-8382 for the purpose of assisting with a FY21 Cultural Facilities Fast track project.

Enclosed is an agreement (contract) stipulating the terms and conditions of the grant, invoice, and an audit certification form required by the WV State Auditor's office.

To receive this grant money, you must follow program-specific instructions enclosed in this packet. Please contact Jenna Green, Cultural Facilities and Accessibility Coordinator with questions at [jenna.green@wv.gov](mailto:jenna.green@wv.gov).

These grants are made possible through funding provided by the West Virginia Legislature.

If, for any reason, you should decide NOT to accept this grant, please notify us immediately so we can make these funds available to others.

We wish you every success with your project, and if we can be of further assistance, please let us know.

Sincerely,

Larson Schrader  
Director of Arts

- (i) That arts program(s) must be executed within the dates projected on grant application.
- (j) That notification will be made to the Director of the Arts Section of any change in the project or budget described in the grant application. These changes must be approved in writing from the Director of the Arts Section prior to the change being made.
- (k) That it agrees to publicize the project and credit will be given in any publicity, printed material, programs or press releases as follows: "This program is being presented with financial assistance from the West Virginia Department of Arts, Culture, and History and the National Endowment for the Arts, with approval from the WV Commission on the Arts."
- (l) That it hereby agrees to comply with regulatory guidelines which prohibit any unlawful discrimination and that it will comply with standard policies and regulations which insure that all persons have easy access to the services and program(s) supported with these funds. The regulations governing these responsibilities are: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, and shall insert a similar provision in all subcontract for activities covered by the contract. (Information about these regulations may be obtained by contacting the Department of Arts, Culture, and History.)
3. It is the understanding of all parties to this contract that the Department of Arts, Culture, and History, by entering into this contract, does not pledge or promise to pledge the assets of the State of West Virginia, nor does it promise to pay any part of the contract sum provided for in this agreement from monies of the Treasury of the State of West Virginia except such monies as shall be appropriated by the West Virginia Legislature specifically for this purpose and except such monies as shall be granted and paid to the State for this project by the National Endowment for the Arts, and such monies as shall be paid to the State by foundations, individuals, or by any other source.
4. WHEREAS Under penalty of law for false swearing (WV Code §61-5-3), applicant certifies that by signing this grant agreement, all relevant parties have filed all reports for state grants received as required under WV Code §14-4-14 (5064)

IN WITNESS WHEREOF, City of Buckhannon and the Department of Arts, Culture, and History have caused this instrument to be executed by their duly authorized representatives.

The Department of Arts, Culture, and History

ORGANIZATION: CITY OF BUCKHANNON

Randall Reid Smith, Curator

STATE OF WEST VIRGINIA	
COUNTY OF _____	TO-WIT
I, _____, a Notary Public in and for said County and State,	
do certify that _____, whose name is signed to the writing hereto	
annexed, bearing the date the _____ day of _____, 20____, has this day	
acknowledged the same before me in my said County, to be his act and deed.	
Given under my hand this _____ day of _____, 20____.	
My commission expires _____.	
Notary Public	

## CONTRACT for Arts Grant Funding

This Agreement made this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between City of Buckhannon and the STATE OF WEST VIRGINIA, on behalf of the Department of Arts, Culture, and History.

WITNESSETH THAT, WHEREAS, the State of West Virginia has received funds for the purpose of assisting organizations and individuals in conducting activities for the development of the arts in West Virginia, and

WHEREAS, the Department of Arts, Culture, and History of the State of West Virginia is expressly authorized by Article I, Chapter 29 of the Code of West Virginia, 1931, as amended, to participate in the Federal grant program of the National Endowment Foundation on the Arts and Humanities Act of 1965, and to make grants to organizations and individuals whose objects and purposes are the encouragement and development of the arts, and

WHEREAS, City of Buckhannon made application to the Arts Section, and

WHEREAS, the WV Commission on the Arts, on July 7, 2020, approved Grant AH21-8382 in the amount of \$10,000.00 to City of Buckhannon for the purpose of assisting with a FY21 Cultural Facilities project.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The Department of Arts, Culture, and History hereby agrees to pay City of Buckhannon the sum of Ten Thousand and 00/100 toward the total cost of 20,000 for said project

(a) To be eligible for payment of the grant, City of Buckhannon shall submit an invoice describing the project and showing the total amount of the grant

2. City of Buckhannon agrees to carry out said Arts program(s) as described in application AH21-8382 as follows:

- (a) That it will furnish its share of the total cost of the program.
- (b) That it will disburse such funds only for an authorized purpose in connection with said Arts program.
- (c) That it will maintain accurate records for a period of at least four (4) years in accordance with generally accepted accounting principles and procedures, so as to reflect all receipts and allowable expenditures in connection with said Arts program.
- (d) That it will furnish to the Department of Arts, Culture, and History a completed final report no later than thirty (30) days from the completion of the project.
- (e) That it will refund to the Department of Arts, Culture, and History of the State of West Virginia any expenditure determined to be made for an ineligible purpose.
- (f) That unspent grant funds shall be returned within thirty (30) days after the final report is filed.

(g) That all such receipts and disbursements shall be subject to audit at the expense of City of Buckhannon and such receipts shall be subject to audit by the proper State and Federal authority.

(h) That (1) it will conform to labor standards established by the U.S. Department of Labor if professional performers and related or supporting professional personnel are employed on projects or productions which are financed in whole or in part by grant without subsequent deduction or rebate on any account, and (2) no part of any project or production which is financed in whole or in part under Section 5 of the National Endowment Foundation on the Arts and the Humanities Act of 1965 will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project of production, including particularly, no work which is prohibited for safety or sanitary reasons by any of the contracts with labor organizations.



F.4 Approval Resolution No. 2020-08 Budget Revision General Fund #2 - Amby presented an explanation of the necessary revisions for the General Fund as shown in the Revenues/Expenses spreadsheet provided to Council.

Motion to approve Resolution No. 2020-08 Budget Revision General Fund #2 was made by Albaugh/Thomas. Roll Call vote was required and conducted by City Recorder Sanders:

Albaugh – Yes  
Bucklew – Yes  
Reger – Yes  
Rylands – Yes  
Thomas – Yes  
Sanders – Yes  
Skinner – Yes

Motion carried unanimously.

RESOLUTION 2020-08

At a regular session of the municipal council, held July 2, 2020 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (GENERAL FUND) of the City of Buckhannon. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number #2, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Mary Albaugh, and duly seconded by J. David Thomas the vote thereon was as follows:

MARY ALBAUGH	<u>Mary Albaugh</u>	Yes	or	No
FAMELA BUCKLEW	<u>Famela Bucklew</u>	Yes	or	No
JACK REGER	<u>Jack Reger</u>	Yes	or	No
C. J. RYLANDS	<u>C. J. Rylands</u>	Yes	or	No
J. DAVID THOMAS	<u>J. David Thomas</u>	Yes	or	No
RANDALL SANDERS	<u>Randall Sanders</u>	Yes	or	No
ROBERT N. SKINNER III	<u>Robert N. Skinner III</u>	Yes	or	No

WHEREUPON, RECORDER-RANDALL SANDERS, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the RECORDER is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

CGS/08 (Rev. 2020)

City of Buckhannon  
200 West Main Street  
Buckhannon, WV 26031  
Phone: 822-2415 ext. 5114  
Fax: 304-340-5090  
Email: lga@wvscac.gov

Person to Contact Regarding Request:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 114-26a)

CITY OF BUCKHANNON  
GOVERNMENT ENTITY

70 E. Main St.  
STREET OR PO BOX

Subdivision: 19201  
CITY ZIP CODE

City of Buckhannon  
GOVERNMENT TYPE

Page: 1 of 1

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
366	State Government Grants	199,774	77,000		276,774
340	Parks & Recreation	4,800	5,000		9,800
390	Miscellaneous Revenues	12,950	22,865		35,815
	IANA				
	IANA				
	IANA				
NET INCREASE(DECREASE) Revenues (ALL PAGES)			104,865		

Explanation for Account # 378, Municipal Specific:  
Explanation for Account # 388, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 9-1-20)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
410	City Council	51,840	104,865		156,705
	IANA				
	IANA				
	IANA				
	IANA				
	IANA				
	IANA				
	IANA				
	IANA				
	IANA				
NET INCREASE(DECREASE) Expenditures			104,865		

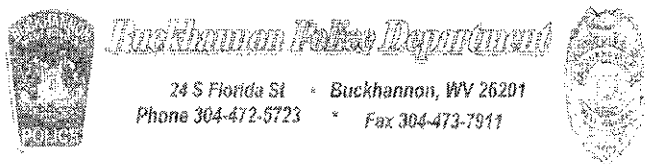
APPROVED BY THE STATE AUDITOR

By: \_\_\_\_\_  
Deputy State Auditor, Local Government Services Division Date

7/16/20  
APPROVED BY CITY  
DATE

BUDGET REVISION #2 General Fund 7/16/20					
account number	Description	Original Budget	adjustment	Revised Budget	
Revenues					
001-366-000-14	CULTURE ARTS GRNT(THEATRE)	0	67000	67000	Grant extension from prev fy
001-366-000-16	CULTURE ARTS GRNT(ADA THEATRE)	0	10000	10000	Grant awarded july 2020
001-340-000-00	THEATRE REVS/DONATIONS	4600	5000	9600	ARTS26201 fund tile raiser
001-399-000-00	Miscellaneous	10950	22865	33815	Expecting more revenues
			104865		
Expenses					
001-410-450-01	THEATRE BUILDING	0	10000	10000	Nothing budgeted 20-21. Was waiting on grant status. This for misc expense not covered by grant
001-410-450-02	THEATRE CAPITAL	0	74865	74865	Grant was 50/50 match of \$677 grant. City already expensed \$59135 in prev fy.
001-410-450-03	THEATRE ADA GRANT EXP	0	20000	20000	50/50 match Grant\$10TCity\$10
			104865		

C.4 Police Chief- Matthew Gregory – Chief Gregory welcomed Mayor Skinner and the new and returning council members and looks forward to working with everyone. He then reviewed his July 16, 2020 report with Council.



City Council Report

7/16/20

POLICE ACTIVITIES

1. Besides normal day to day calls and activities, the Buckhannon Police Department is currently managing four major projects, which include the following:
- CALEA – The mock assessment of our files is now complete and work continues on correcting / polishing the various policies and proofs as per the mock recommendations.
  - Cruisers – Three replacement cruisers have been acquired and have each received their respective paint jobs. We are working with the vendor who installs radios/emergency equipment on a rotation to bring them into service by some time this fall. These cruisers are replacing the three 2012 models, which are being traded back to Enterprise for credit.
  - In-Car / Body Camera project – We are working with our vendor as well as Amby Jenkins and Tom O'Neill to finalize the necessary paperwork to begin this project. This program will install in-car cameras in each of the eleven cruisers in our fleet as well as upgrade our existing body cameras to wireless technology. Additionally, this program will upgrade our video storage capabilities. We anticipate this project to last throughout the fall with completion in approximately 4-5 months.
  - K-9 – The necessary paperwork for this program has been completed and forwarded to the vendor, Shallow Creek Kennels, Inc. Sgt. Courtney will travel to that location on August 17 to select the K-9 with training beginning in late September and lasting six weeks.
2. Testing for the patrol officer vacancy in the police department will begin on Wednesday, July 29 at B-UHS at 6:00 p.m. This first testing phase will be the physical agility test. We had 19 applicants to this position, with five additional candidates remaining on the list from previous testing cycles. Those that pass the physical agility test will move on to the written test on Wednesday, August 19.
3. The police department and the drug task force continue to investigate drug activity in our community, with many of these investigations proving to be quite complex. Those with information regarding drug activity can call the Comm Center or Buckhannon Police Department or leave a tip at 304-473-1001 or buckhannonpolice.com

MONTH: June

YEAR: 2020

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

By Officers:

TOTAL ISSUED:

Citations Issued:

Misdemeanor Arrests:

Felony Arrests:

Calls Answered:

Complaint Reports:

Accidents Investigated:

Community Policing Hours:

Patrol Mileage:

4

1

5

15

12

9

498

40

13

16

7,231

MONTHLY ACTIVITY REPORT  
June 2020

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	6	46	126	87	55	67			43	37	31		498
Community Policing					2	2			9	3			16
Road Patrol		45	86	77	69	108			71	56	94		528
Training Hours	2	5	71		2	6					6		96
Criminal Inv.	10	32	12	32	47	65	178		14	49	20		449
Court Hours	2	2					18				8		30
Report Writing	19	66	5	27	10	5			40	25	22		222
Other Hours	134	4		40	11	4			39	7	24		263
Miles													7,231
Accidents - Prep.		3	2		1				2	2	2		12
Injury			1										1
Fatality													
Parking Tickets			1										1
Criminal Reports	1	3	3	9	1	1			13	6	3		40
Reports Cleared	0	1	1	5	1	0			1	4	1		14
Clearance Rate	0%	33%	33%	55%	100%	0%			7%	66%	33%		95%

MISDEMEANOR ARRESTS - June 2020

	TOTAL
CAPIAS ARREST	1
POSSESSION OF CONTROLL. SUB.	1
SHOPLIFTING	5
TOTAL MISDEMEANORS	12

FELONY ARRESTS - June 2020

	TOTAL
BREAKING AND ENTERING	2
CONSPIRACY	2
TOTAL FELONIES	9

**TRAFFIC CITATIONS - June 2020**

	Gregory	Loudin	Posey	Stewart	Courtney	Hissam	O'Connor	McCauley	Kraemer	Cope	Collins	TOTAL
APPROACHING EMER VEHICLE									1			1
CELL PHONE												1
DRIVING REVOK/SUSP			1			1						2
EXPIRED MV/TOKEN									1			1
NO INSURANCE CARRIED									1			1
NO OPERATORS												2
SPEEDING						3	1	2		1		7
<b>TOTAL TRAFFIC CITATIONS</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>15</b>

### June 2020 Accidents

Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name
1	6/2/2020 0:00	# 535	Tuesday	S. KANAWHA ST	WALNUT ST		Single Vehicle Crash	C. COPE
2	6/2/2020 0:00	1500	Tuesday	RT. 33	WBUC ROAD	JUST BEFORE BFS A	Single Vehicle Crash	LT. DOUGLAS N. LOUDIN
3	6/5/2020 0:00	1631	Friday	NORTH LOCUST	NA		Rear End	MCCAULEY
4	6/9/2020 0:00	1752	Tuesday	LEGGIT RD	NORTH RIDGE DRIVE		Single Vehicle Crash	THOMAS POSEY
5	6/9/2020 0:00	2050	Tuesday	CHILDERS RUN CROSSING	RT. 33		Rear End	SGT. W.J. COURTNEY
6	6/13/2020 0:00	630	Saturday	RT. 33			Single Vehicle Crash	C. COPE
7	6/6/2020 0:00	1500	Saturday	NORTH LOCUST	BUCKHANNON CROSSROADS		Rear End	D. S. KRAEMER
8	6/21/2020 0:00	1300	Sunday	SOUTH KANAWHA	POCAHONTAS		Angle (Front to Side) Same	MCCAULEY
9	6/23/2020 0:00	1036	Tuesday	MONONGALIA STREET	SOUTH KANAWHA STREET/POCAHONTAS STREET		Angle - Direction Not Specifi	LT. DOUGLAS N. LOUDIN
10	6/25/2020 0:00	802	Thursday	RT. 33	INDUSTRIAL PARK ROAD		Rear End	LT. DOUGLAS N. LOUDIN
11	6/24/2020 0:00	1525	Wednesday	SOUTH KANAWHA STREET	FRIENDLY WAY		Single Vehicle Crash	D. S. KRAEMER
12	6/30/2020 0:00	* 1605	Tuesday	BUCKHANNON CROSS ROADS	N LOCUST	NEAR 1ST SHEET E	Right Angle	THOMAS POSEY
13	6/30/2020 0:00	1756	Tuesday	S KANAWHA ST	W LINCOLN ST		Rear End	THOMAS POSEY
		# = Injury						
		# = Alcohol / Drug Related						
		~ = Fatality						

Council Member Thomas brought forth some concerns he has received from a couple of residents regarding incidents taking place in the parks. Chief Gregory had not heard of these incidents but encouraged anyone experiencing these problems to file a report with the BPD.

**C.5 City Attorney- Tom O'Neill** – Mr. O'Neill discussed the City's Social Media accounts and the interplay with the First Amendment and that comments posted cannot be deleted or edited and persons cannot be blocked.

**D. Correspondence & Information** – The Mayor reviewed the following with Council:

**D.1 Letters WVDHSEM RE: Invoice #7 & Change of Scope #1 Budget Revision-Emergency Power Generator FEMA-City Engineer Jay Hollen**

July 5, 2020

Mr. Dale Hatfield – Hazard Mitigation Project Officer  
West Virginia Division of Homeland Security &  
Emergency Management  
1703 Coonskin Drive  
Charleston, West Virginia 25311

Re: City of Buckhannon  
DHS / FEMA Region III Hazard Mitigation Project  
Installation and Securing of Emergency Power Generation  
and Manual Transfer Switches  
Hazard Mitigation Program FEMA-DR-4273-WV-0035  
Invoice No. 7

Dear Mr. Hatfield,

As part of the requirements of the DHS / FEMA Region III Hazard Mitigation Project grant, the City of Buckhannon (City) is submitting Invoice No. 7 in the amount of \$1,676.31 associated with the above-referenced project for engineering, design and project management services completed from June 1, 2020 through June 30, 2020.

The Project Management services that were performed include the updating of the Work Completed to Date spreadsheet and the preparing & submitting of Grant 2 (-0035) Invoice No. 6. The total costs associated with the Project Management services for this invoicing period is \$194.29. Engineering services including detailed design of generator lift stations, site plans, development of project specifications and preliminary work on the Bid Package. The total costs associated with engineering and design for this invoicing period is \$1,482.02.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhamnornwv.org](mailto:jay.hollen@buckhamnornwv.org).

Sincerely,

James S. Hollen, III, PE  
City Engineer

July 9, 2020

Mr. Dale Hatfield – Hazard Mitigation Project Officer  
West Virginia Division of Homeland Security &  
Emergency Management  
1703 Coonskin Drive  
Charleston, West Virginia 25311

Re: City of Buckhannon  
DHS / FEMA Region III Hazard Mitigation Project  
Installation and Securing of Emergency Power Generation  
Hazard Mitigation Program FEMA-DR-4273-WV-0035  
Change of Scope Request No. 1 – Budget Revision

Dear Mr. Hatfield,

Per recent telephone and email discussions pertaining to the above-referenced Hazard Mitigation Program Project (Project), I am submitting *Change of Scope Request No. 1 – Budget Revision* on behalf of the City of Buckhannon (City) to you for your review and consideration.

While preparing the Construction Specifications and other Contract-related documents that will be used for the Project, I noticed that eleven (11) of the manual transfer switches to be installed at various pump station locations were all sized at either 60 amps (60A) or 100A each. Knowing that the 11 pump stations were not all of the same size (horsepower, amperage, electrical requirements, etc.), additional research & investigation was conducted at all seventeen (17) locations identified in the Project and it was discovered that five (5) automatic transfer switches, 11 manual transfer switches and the electrical service entrance at the Water Treatment Plant were incorrectly sized. The following is a brief summary of the results of the additional research & investigation at the sites where either the transfer switches or the electrical service entrance were incorrectly sized:

July 1, 2020

Mr. Dale Hatfield – Hazard Mitigation Project Officer  
West Virginia Division of Homeland Security &  
Emergency Management  
1703 Coonskin Drive  
Charleston, West Virginia 25311

Re: City of Buckhannon  
DHS / FEMA Region III Hazard Mitigation Project  
Installation and Securing of Emergency Power Generation  
Hazard Mitigation Program FEMA-DR-4273-WV-0036  
Change of Scope Request Letter No. 1

Dear Mr. Hatfield,

Per email correspondence with you on November 5, 2019 pertaining to the above-referenced Hazard Mitigation Program Project, I am submitting *Change of Scope Request Letter No. 1* to you based upon the results of the November 4, 2019 property survey for the parcel of property (Lot 10) located on Ohio Street in Buckhannon, West Virginia for your review and consideration.

**Lot 10 on Ohio Street Parcel Information:**

- District: Buckhannon Corporation
- Map: 13
- Parcel: 98
- Deed Book: 408
- Page: 803
- Additional Parcel Information:
  - Lot 10
  - Block 8
  - Ohio Street
  - Acreage = +/- 0.153 Acres

Due to the results of the property survey of Lot 10 (detailed information is provided on the following two pages), the need for an alternate construction site for the 150kW Backup Emergency Power Generator (generator) to power the Raw Water Intake Building, and all of the equipment contained within the building, is required.

The property survey for Lot 10 was completed on November 4, 2019 and upon review of the collected data and survey results, the result was that the November 4, 2019 property survey information is different from previously-gathered property information that was used for the initial June 12, 2017 *City of Buckhannon's Emergency Power Generation Application No. 1*. Due to these discrepancies, the City of Buckhannon (City) is requesting changes

**D.2 Purchase Agreement for Sutphen Fire Apparatus-\$542,454.00-Indexed City Agreements A304**

**D.3 Historic Landmarks Commission regular scheduled meeting on 07/20/2020 has been Canceled**

**D.4 Suddenlink Contact Info: 4939 Teays Valley Rd Scott Depot WV 25560 304-760-2023**

**E. Consent Agenda – The Mayor reviewed the following with Council:**

**E.1 Approval of Minutes-Regular Meeting 07/02/2020**

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



07-16-2020 10:12 AM

disbursements 07-01-20 TO 07-15-20

PAGE: 2

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CITY HALL	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF JULY 2020 HEALTH INS	64.40
		440-105-00	CITY HALL JANITOR IN	GF JULY RETIRE SUBSIDY	160.60
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	265240-314199 1 S-FLORIDA	46.83
	MOUNTAIN STATE ELECTRICAL CO	440-216-00	CITY HALL MAINTENANCE	CITY HALL ST LIGHT PANEL	7,109.72
	KOLLAR GENERAL CORPORATION	440-341-00	CITY HALL SUPPLIES	SUPPLIES CITY HALL	36.94
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	70.49
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHED	17.16
	**PAYROLL EXPENSES			7/02/2020 - 7/15/2020	1,128.40
				TOTAL:	8,713.44
POLICE	LYNN'S OIL COMPANY	700-343-00	POLICE DEPT. AUTO SUP	POLICE JUN 2020 FUEL BILL	1,377.01
		700-105-00	POLICE DEPT. GROUP I	GF JULY 2020 HEALTH INS	4,778.40
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF JULY RETIRE SUBSIDY	1,440.00
		700-341-00	POLICE DEPT. MAT & S	POLICE COPIER LEASE 820	141.00
	TOSHIBA FINANCIAL SERVICES	700-343-00	POLICE DEPT. AUTO SU	GEARTR TELEMETRIC 2011 CRWN	12.40
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	228253 2017 INTERCEPTOR PY	591.00
		700-459-00	POLICE DEPT. NEW EQU	228253 2017 INTERCEPTOR PY	611.10
		700-459-00	POLICE DEPT. NEW EQU	228254 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	228272 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	228222 2018 INTERCEPTOR PY	687.34
		700-343-00	POLICE DEPT. AUTO SU	230640 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	230640 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	230640 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	230640 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	230640 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	230642 MAINT OLDER CRUISER	6.00
	SPRINT	700-211-00	POLICE DEPT. TELEPHO	POLICE GEOTAR JULY 2020	435.41
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,277.59
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHED	298.80
	MATTHEW BENDER & CO., INC	700-341-00	POLICE DEPT. MAT & S	WV CODE 2020 SUPP PKG INDS	266.81
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-973014-4 POL FAX	71.77
	**PAYROLL EXPENSES			7/02/2020 - 7/15/2020	21,073.72
				TOTAL:	34,403.18
FIRE	LYNN'S OIL COMPANY	700-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT JUN FUEL BILL	464.09
		700-105-00	FIRE DEPT. GROUP INS	GF JULY 2020 HEALTH INS	2,053.40
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	FIRE DEPT. GROUP INS	GF JULY RETIRE SUBSIDY	1,120.60
		700-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	991.36
	INTERNAL REVENUE SERVICE	700-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHED	231.84
	**PAYROLL EXPENSES			7/02/2020 - 7/15/2020	16,044.38
				TOTAL:	22,710.49
STREET	SON POWER	750-213-00	STREET DEPT. UTILITI	110121000105 25 S LOCUST S	10.11
		750-343-00	STREET DEPT. AUTO SU	STREET JUN 2020 FUEL BILL	1,364.01
	WV PAGING	750-213-00	STREET DEPT. UTILITI	STREET DEPT PAGER5 720	23.00
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF JULY 2020 HEALTH INS	3,075.20
		750-105-00	STREET DEPT. GROUP I	GF JULY RETIRE SUBSIDY	1,280.40
	MOUNTAINEER GAS COMPANY	750-213-00	STREET DEPT. UTILITI	241416-304655 17 1/2 FACTO	48.93
		750-213-00	STREET DEPT. UTILITI	269254-314209 4 FACTORY ST	48.93
		750-213-00	STREET DEPT. UTILITI	269255-492264 6 FACTORY ST	48.93
	J F ALLER CO	750-458-00	STREET DEPT PROJECTS	55.32 tons #1 Stone	319.03
		750-458-00	STREET DEPT PROJECTS	55.32 tons #1 Stone	319.73
		750-458-00	STREET DEPT PROJECTS	55.32 tons #1 Stone	319.35

07-16-2020 10:12 AM

disbursements 07-01-20 TO 07-15-20

PAGE: 3

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STREET	CENTRAL SUPPLY CO	750-458-00	CATERY WEST GRANT E	10 yds concrete	1,700.65
		750-459-00	STREET DEPT. CAPITAL	2200NS 2019 RAM 1500	635.79
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	2200NS 2019 RAM 1500	963.06
	COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	STREET DEPT JUL WILD STEER	664.11
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	971.73
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHED	227.25
	BYWATER DWT BENEFITS	750-105-00	STREET DEPT. GROUP I	CLAIMS RM 6-24-2020	22,951.70
	**PAYROLL EXPENSES			7/02/2020 - 7/15/2020	18,735.14
				TOTAL:	51,555.00
STREET LIGHTS	SON POWER	751-213-00	STREET LIGHTS	110 384 818 005 MAIN ST	5,277.03
				TOTAL:	5,277.03
TRAFFIC SIGNALS & SIGN	SON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 080 080 400 FT. 119	40.96
		752-213-00	TRAFFIC SIGNALS POWE	110080965624 FT. 20 500 C	58.12
		752-213-00	TRAFFIC SIGNALS POWE	110081621063 W. MAIN ST	5.21
		752-213-00	TRAFFIC SIGNALS POWE	11008040243 MAIN ST	36.41
		752-213-00	TRAFFIC SIGNALS POWE	110080768291 E. MAIN ST	24.95
				TOTAL:	165.65
STOCKERT YOUTH CENTER	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	197.91
		907-341-00	MATERIALS & SUPPLIES	SHOEBOX GUARD SER.DESK	175.09
	WARE'S GLASS AND BAKING, LLC	907-341-00	MATERIALS & SUPPLIES	SHOEBOX GUARD 14X24	125.00
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE	167.20
	CARTER, LARRY	907-363-00	KARATE CLASS INSTRUCT	KARATE INSTRUCTOR 620	104.00
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF JULY 2020 HEALTH INS	815.00
		907-105-00	GROUP INSURANCE	GF JULY RETIRE SUBSIDY	320.00
	WV STATE FIRE MARSHALL	907-341-01	OPERATING EXPENSES	SYC INSPECTION INSURANCE	25.00
	WALMART STORES INC -BUCKHANN	907-260-00	CAMP BUCKANNER SUPPL	CAMP BUC SUPPLIES	110.40
		907-260-00	CAMP BUCKANNER SUPPL	CAMP BUC SUPPLIES	123.46
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	199.11
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	46.57
APRIL E SMALL	REDESK LLC	907-369-01	20MBA	FICA BOXING 820	196.00
		907-459-00	CAPITAL OUTLAY	1 YR SUBSCRIPTION	2,900.00
	**PAYROLL EXPENSES			7/02/2020 - 7/15/2020	3,211.46
				TOTAL:	9,895.95
CONVENTION CENTER	USDA, RURAL DEVELOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER JUL 2020	3,351.00
				TOTAL:	1,491.00

Motion to approve the Consent Agenda was made by Reger/Albaugh. Motion carried.

## F. Strategic Issues for Discussion and/or Vote

### F.1 Discussion/Possible Action Revisit Blast from the Past Car Show Event 07/25/2020 - This was discussed earlier in the meeting.

**F.2 Approval to Submit AML Pilot 2020 Application** – This was acted upon earlier in the meeting.

**F.3 Grant Approval WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre** - This was acted upon earlier in the meeting.

**F.4 Approval Resolution No. 2020-08 Budget Revision General Fund #2** - This was acted upon earlier in the meeting.

City Recorder Sanders ask Callie if their were any questions from the public and she reported that she had heard from city resident Dr. Timothy Reese concerning a question he had submitted earlier via email. City Recorder Sanders read Dr. Reese's Email:

*Date: Wed, Jul 15, 2020 at 4:01 PM*

*Subject: Risks Associated with the Fall 2020 Semester for WVWC: Questions for Council Meeting on 7/16/2020*

*Mr. Mayor, Council Persons, WVWC Administration*

*Questions for Council for the Meeting on 7/16/2020*

*With consideration to the predicted fall wave of a COVID-19 infection along with the current spike of the first wave the United States is currently experiencing and with the announcement that WVWC will be welcoming the fall attendance by students this year, are there any actions being discussed within the WVWC administration with our City Council regarding social distancing1 group sizes, dorm occupation procedures, and house/fraternity parties with regard to this population infusion by persons outside our city, county, state and country?*

*Have any guidelines or restrictions been discussed within City Council? There should be public statements made by the Council and Wesleyan with regard to any and all safety guidelines. After the Council meeting on 7/16/2020 there is only one more Council meeting before the students arrive for the fall semester.*

*And, will our law enforcement be given authority to take action if reckless behavior is observed?*

*Thank you,*

*Timothy S. Reese, O.D.*

City Attorney O'Neill confirmed that the City does not regulate activities or set practices for WVWC and he recommended any questions regarding these matters be addressed to the college. He also confirmed that the students will be treated no differently than any other members of our community.

The Mayor led a discussion regarding the work that many at WVWC has been preforming in planning the proper protocol regarding the return to campus for the students at WVWC. He did reference that in our packets was the WVWC Return to Campus Outline. Council Member Albaugh suggested that we add a link to his on our City website. It will not be an endorsement of any plans but for informational purposes only. <https://www.wvwc.edu/campus-life/campus-safety-security/return-to-campus-plan/>

#### **G. Comments and Announcements**

- **Council Member Albaugh** – Nothing further.
- **Council Member Bucklew** – She encouraged all to wear their masks.
- **Council Member Rylands** – Nothing further.
- **Council Member Thomas** – Nothing further.
- **Council Member Reger** – Nothing further.
- **City Recorder Sanders** – Mr. Sanders mentioned the great job that Dixie Green, the City's horticulturist, on the wonderful job that she is doing with the flower program. He also commended Jerry Arnold, Amby Jenkins, and all the Supervisors and employees for the outstanding job they continue to do.

**H. Mayor's Comments and Announcements** – The Mayor also thanked everyone within the City for the great work that they have been doing and then discussed the continuing issues with COVID-19. Citing the newly released case numbers, and recent actions taken by the West Virginia Governor, The Mayor implored our residents to continue following all the recommended guidelines including washing our hands frequently, social distancing and wearing masks to protect others. He then called for an Executive Session to discuss Personnel Matters and announced that no decisions would be made during the session.

**Motion to adjourn from the regular session at 8:25PM was made by Reger/Albaugh.  
Motion carried.**

**I. Executive Session –Personnel Matters Per WV Code § 6-9A-4**

**J. Adjournment**

**Motion to adjourn from the regular session at 9:20PM was made by Albaugh/Reger.  
Motion carried.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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