

**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, May 28, 2020 at 4:00 p.m. with the following in attendance:

Mayor	David McCauley	Present
City Recorder	Randy Sanders	Present – by phone
Board Member	Pamela Bucklew	Present – by phone
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present – by phone
Board Member	Nancy Shobe	Present
Director of Finance/Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present – by phone
Street Superintendent	Bradley Hawkins	Present
Grants & Information Coordinator	Callie Cronin Sams	Present – by phone
City Attorney	Tom O’Neill	Absent
Inter Mountain	Amanda Hayes	Present – by phone

**Meeting Agenda Posted 05/22/2020**

*City of Buckhannon Consolidated Public Works Board  
Meeting Agenda for Thursday, May 28, 2020 - 4:00 p.m. in Council Chambers*

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**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor’s Greetings
- A.4 COVID -19

**B Recognized Guest**

- B.1 None

**C. Department Report**

- C1 Bradley Hawkins

**D. Financial Report-Amberle Jenkins**

- D.1 April 2020

**E. Correspondence and Information**

- E.1 Mayor’s Statements-COVID-19 Virus
  - March 13, 2020 Corona COVID-19 Virus
  - March 19, 2020 Pandemic, COVID-19 Virus
  - March 24, 2020 State Stay at Home Order
  - March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy
  - April 2, 2020 Pandemic, COVID-19 Virus -Additional Measures & Mayor’s Opening Statement
  - April 16, 2020 Pandemic, COVID-19 Virus -Additional Measures
  - May 7, 2020 Pandemic, COVID-19 Virus- “Come Back”
  - May 21, 2002 Pandemic. COVID-19 Virus- “Reopen”
- E.2 Bid Opening Results & Notice Gateway West Phase II Street Light Pole Assemblies & Globes
- E.3 WV Strawberry Festival - Postponed all 2020 Festival Activities & Events due to COVID-19
- E.4 Mayor’s Proclamations & Remarks-National Youth Art Month, Earth Day & Arbor Day
- E.5 Compliments & Thanks to the Street Department
- E.6 Thank you Letter to Lowe’s RE: Generosity & Support of our Municipal Operations
- E.7 Addressing & Mapping- 937 Brushy Fork Road & 1013 Brushy Fork Road
- E.8 Letter of Request to Walmart & Others RE: Drive-in & Park July 5th Independence Day  
Fireworks Display Celebration
- E.9 Name the New Street Contest-Beside CVS on W Main Street
- E.10 15 Madison Street Property
  - Mayor’s Talking Points Citizens Bank Property on Madison Street 03/19/2020
  - Mayor’s Statement RE: Purchase of Citizens Bank Property & Acceptance of Gift for SYCC 03/05/2020
  - Deed 15 Madison Street Property Purchase Book 567 Page 454
  - Citizens Bank of WV Naming Rights Agreement

**F. Consent Agenda**

- F.1 Approval of Minutes- Regular Meeting 02/27/2020
- F.2 Event Request- Riverfest on 08/22/2020

G. Strategic Issues for Discussion and/or Vote

- G.1 Brick Pavers at Jawbone Park
- G.2 Revisit Removal of City Trees at 52 Thurman Ave Leanne Groah
- G.3 Revision to the Uniform Warning Citation
- G.4 Request No Parking Signage at Triangle Park on Sedgwick Street by Library
- G.5 Request UCDA Innovation Center-Two Handicap Parking Spaces Corner Main/Spring Sts
- G.6 Draft Budget 2020-2021
- G.7 Discussion Community Meeting RE: Development of newly acquired Madison St Property

H. Board Members Comments and Announcements

I. Adjournment

Posted 05/22/2020                      Next Meeting Date: June 25, 2020

A. Call to Order: Mayor McCauley called the meeting to order followed by a moment of silence. This was followed by the pledge to the Flag of the United States of America led by Nancy Shobe.

B. Recognized Guests - None

C. Department Report

C.1 Street Departments Supervisor – Bradley Hawkins – Mr. Hawkins provided a report on the following:

- The crews have finished the Madison Street and Meade Street sidewalks.
- The Department purchased a 2005 Freightliner 60-foot bucket truck for \$13,000.00 so that we can cut more of the trees ourselves instead of contracting the work out. We are now able to get to them faster and will save money over time.
- We worked on Theatre on bad weather days.
- We are working on the new street by CVS.
- The contractor is black topping South Spring Street and Beech Street
- We are scheduled to start Gateway West project on June 1, 2020

D. Financial Report-Amberle Jenkins

D.1 April 2020 - Amby presented the April 2020 report with detailed explanations.

CONSOLIDATED PUBLIC WORKS BOARD CITY OF BUCKHANNON  
BALANCE SHEET

Balance April 30, 2020

Money market & checking	\$ 122,813.44
Cemetery CD and savings	\$ 230,348.64

05-28-2020 06:52 AM		disbursements 02-01-20 TO 04-30-20			
FUND: CONSOL PUBLIC WORKS					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	NAT & SUPP - CEMETER	PCRD-TRASH CEMETERY	10.00

\$1,726.50 Luv 4 Animals - Whisker Wonderland Event  
\$ 4,112.00 Ball Horticultural Company - Flower Plugs  
\$ 400.00 - David Babbitt - Refunded Cemetery Payment - No longer wanted space

05-28-2020 08:52 AM

disbursements 02-01-20 TO 04-30-20

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-341-00	MAT & SUPP - CEMETER	CEMETERYTRASH 420	34.13
		700-341-00	MAT & SUPP - CEMETER	600182500 3520	12.00
	NOB POWER	700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	0.00
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	0.00
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	0.00
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	0.00
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	0.00
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	0.00
		700-343-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	7.83
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	34.71
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.14
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	11.99
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	0.00
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	0.00
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	8.37
		700-343-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	8.07
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	36.06
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.14
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	11.99
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	136.21
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	7.41
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	5.25
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	8.65
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	20.82
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	7.80
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.25
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	8.14
		700-343-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	8.07
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	34.92
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.14
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	11.99
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	162.55
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	7.28
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	5.25
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	8.77
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	22.10
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.25
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	147.60
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	7.28
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	5.25
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	8.77
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	20.82
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.25
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25
	REFUND CEMETERY PAYMENTS	700-341-00	MAT & SUPP - CEMETER	DavidHabbitt2ndSecBLot76Ra	400.00
	ENVIRONMENTAL SYSTEMS RESEAR	700-341-00	MAT & SUPP - CEMETER	ARC GIS DESKTOP MAINTANCE	450.00
	HAWKINS: BRADLEY	700-341-00	MAT & SUPP - CEMETER	42 bales of Mulch Hay	168.00
	VALLEY STEEL SERVICE	700-343-01	DOG PARK EXP	steel	91.94
		700-343-01	DOG PARK EXP	5/16" CR BQ DOG PARK	36.84

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disbursements 02-01-20 TO 04-30-20

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	SOUTHERN STATES COOP INC	700-341-00	MAT & SUPP - CEMETER	Grass Seed	159.98
	PETTY'S REPAIR SERVICE	700-344-00	AUTO SUPPLIES	Belts and blades	216.80
		700-344-00	AUTO SUPPLIES	Belts and blades	117.00
		700-344-00	AUTO SUPPLIES	Drive belt	61.00
	BRICE STREET MUTUAL	700-226-00	INSURANCE & BONDS	WCB1005474 11-4-19 12-1-19	131.27
		700-226-00	INSURANCE & BONDS	WCB1005474 11-4-19 12-1-19	131.27
	WESTFIELD INSURANCE	700-226-00	INSURANCE & BONDS	POLICY 4-01-20 TO 4-01-202	971.93
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS	GOLVES	8.54
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTIN MIX, SOIL	101.32
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH	28.50
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH	28.50
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH	19.00
		700-464-00	HOTEL-MOTEL (FLOWERS		17.04
		700-464-00	HOTEL-MOTEL (FLOWERS		5.68
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH	28.50
	STATE EQUIPMENT INC.	700-344-00	AUTO SUPPLIES	Chains and bar for saw	72.85
	CRISS SALES & SERVICE	700-344-00	AUTO SUPPLIES	Gas can mixing oil	71.99
	WV MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	CONS 1ST QTR UNEMPLOYMENT	251.71
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	90.78
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	63.81
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	80.78
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	88.86
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	59.41
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	80.78
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	59.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	72.71
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	47.30
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	80.78
	REFUND PARKING TICKETS	700-342-00	MAT & SUPP - PARKING	REF CARRIE WALLACE PRK TK	10.00
		700-342-00	MAT & SUPP - PARKING	REF MEREDITH QUEEN PRK TK	10.00
		700-342-00	MAT & SUPP - PARKING	REF PHIL CUNNINGHAM PRKTK	10.00
		700-342-00	MAT & SUPP - PARKING	REF BETHANY POST PRK TK #6	10.00
		700-342-00	MAT & SUPP - PARKING	REF RICHARD BAISDEN TK7 31	10.00
		700-342-00	MAT & SUPP - PARKING	REF SHENNA GOLDEN PRK TK 3	10.00
		700-342-00	MAT & SUPP - PARKING	REF JAMILA RADABAUGH TK7 #	10.00
		700-342-00	MAT & SUPP - PARKING	REF MARLENE RADAN PRK TK 6	10.00
		700-342-00	MAT & SUPP - PARKING	REF JOSH ZICHEFOOSE PRK TK3	10.00
		700-342-00	MAT & SUPP - PARKING	REF TEAIRA TAYLOR PRK TK 6	10.00
	SYLVESTER W. LOWTHER	700-344-00	AUTO SUPPLIES	Fittings for Hyd. saw	185.00
	LUV 4 ANIMALS	700-341-00	MAT & SUPP - CEMETER	MISKER WONDERLAND EVENT	1,726.50
	SIGN GUY LLC	700-343-00	MAT&SUPP-PARKS	Park closed signs	252.90
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	89.58
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	180.87
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	82.37
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	198.61
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	160.40
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	88.10
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	20.95
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	42.30

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	19.27
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	46.45
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	37.52
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	20.60
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-BATHTISSE PREP	167.44
	GARY EVANS	700-343-00	MAT&SUPP-PARKS	REF HSRP PAV #2 RENTAL FEE	35.00
	CAROL GOODEN	700-343-00	MAT&SUPP-PARKS	REF HSRP PAV #2 RENTAL FEE	35.00
	KATIE DAVIS	700-464-00	HOTEL-MOTEL (FLOWERS	REIMB SAFE BOOTS, JACKET, SH	218.62
	BALL HORTICULTURAL COMPANY	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-FLOWER PLUGS	4,112.00
	NATIONAL RECREATION & PARK A	700-343-00	MAT&SUPP-PARKS	PCRD-PLAYGRND INSP CLASS	390.00
		700-343-00	MAT&SUPP-PARKS	PCRD-MEMBERSHIP DUES	450.00
	HUMBERT INTERNATIONAL	700-464-00	HOTEL-MOTEL (FLOWERS	D GREEN	644.88
		700-464-00	HOTEL-MOTEL (FLOWERS	D GREEN	726.08
		700-464-00	HOTEL-MOTEL (FLOWERS	D GREEN	220.56
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INSURANCE PREM 4120-4121	535.20
	**PAYROLL EXPENSES			2/01/2020 - 4/30/2020	12,683.22
				TOTAL:	28,799.03

**E. Correspondence and Information** - The Mayor reviewed the following Correspondence and Information with the Board. No discussion was necessary.

- **March 13, 2020 Corona COVID-19 Virus**

March 13, 2020

I remind all citizens of the basics concerning this matter as offered by our County Health Department- (read memo).

Our City is a provider of essential services- the core of our efforts is all about emergency services & utilities. We will not in any way nor at any time compromise our delivery of any of those services. City Hall will remain open next week barring any contrary directive from Governor Justice. We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. On the gamut of under-reacting versus overreacting, it is best to possibly be overreacting. Anyone having an emergency should contact 911 as you normally would. The best source of information about the virus remains the Centers for Disease Control website.

- **March 19, 2020 Pandemic, COVID-19 Virus**

March 19, 2020

While there are centuries of quality service to our City represented in this room this evening, I can assure you that none of us ever signed on to tackle a world pandemic. It simply wasn't on anyone's checklist. I wish none of us ever had to learn new virus phraseology such as "social distancing," "self-quarantine," "global pandemic," "Covid-19," "shelter-in-place," "flattening the curve," or the one I detest the most- "the new normal." We are all working under declared state & federal emergencies.

I am saddened by the difficult but very correct decisions to send our college students home for the rest of the semester, to close our public schools, & to cancel our Strawberry Festival. Our restaurants & pubs have gone silent except for take-out. Closures of our movie theatre, bowling alley, JesterLine, & virtually all things recreational- is terrible but necessary.



It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of those services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores. To that end- & consistent with what many of our sister cities have invoked, I am proposing our Council approve the following emergency measures until our state & federal authorities have determined that the threat has passed.

(1) All City facilities effective immediately, or at least following the conclusion of this evening's regular meeting, will be restricted to employees only. While our City facilities will continue to be staffed, & important work executed- the general public will not be permitted physical access to these facilities, with the exception of general deliveries to our facilities & further with exception to our solid waste transfer station that will continue to receive materials. City Hall, our public safety complex, our water & sewer plants, the streets' garage, Stockert Youth & Community Center, the Colonial Theatre, & the Charles W. Gibson Memorial Library will all be closed to the general public until further notice.

(2) Subject to supervisor approval, certain employees may be authorized to work from home, though given the nature of what we do as an organization, those are very few in number. For employees required to be at their work stations, we will seek to maintain six feet social distancing to minimize virus exposure.

(3) All city departments shall engage in reasonable & appropriate cleaning & disinfection exercises to minimize exposure to the virus.

(4) Municipal Court will be suspended until further notice, & I think it's fair to say we're looking at 30 days or longer before court will resume. Please call 304-472-1651 for assistance with any matters related to a citation or Buckhannon Municipal Court issue.

(5) While we are not closing parks or our river trail, park restrooms will be locked due to recurrent theft & vandalism. Park users should maintain the minimal six feet social distancing, & groups of 10 or more is strictly prohibited & will be monitored by our Police Department. We will suspend park pavilion rentals until this state of emergency has been lifted.

(6) Gatherings of 10 or more people should not occur anywhere within our corporate limits, & meetings of 10 or more City employees shall not occur.

(7) Please call 304-472-1651 for assistance with paying your water utility bills. The City offers an online bill pay, & pay by phone options. The City also has a payment drop box in the rear of City Hall.

(8) Our City will not terminate essential utility services of any customer during the pendency of this state of emergency, however, it is important to recognize that all customers shall ultimately be held fully accountable for the cost of utility services received.

(9) Our City will partner with downtown restaurants to establish curbside pickup through special parking space designations for takeout orders, all to minimize virus exposure while helping to keep our restaurants up & running until this health threat has passed.

(10) Our City strongly recommends self-quarantine measures by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract the virus.

I would be remiss if I failed to observe the stalwart service to this community of not only our excellent City staff, but the hospital & healthcare employees who are on the front line of battling this threat. Also, we appreciate the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue to be fed. At some point in the future, we'll celebrate Walmart Day, as the efforts of their store's employees have been monumental during this crisis.

We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **March 24, 2020 State Stay at Home Order**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– STATE STAY AT HOME ORDER COVID-19 VIRUS (Tuesday, March 24, 2020)

Good afternoon. I again want to reassure the citizens of our B-U community that our City continues to work closely with county & state health department officials regarding the threat posed by the corona virus. Everyone in our City organization seeks to minimize as much as possible the threat posed to our citizenry by Covid-19. In light of Governor Justice's "stay at home" order issued yesterday, but to be effectuated this evening at 8:00 p.m., our City will immediately implement several additional measures to further protect our staff & hence our citizenry. These measures are in addition to those previously announced on March 13 & 19.

First, I want everyone to know that ALL of our employees are essential to our municipal operations. We will not get caught up in the "essential" versus "non-essential" discussion as all activities of our City are deemed to be essential.

Second, in order to protect the health of our fulltime staff & their exposure to this virus, our City is immediately suspending all part-time, seasonal workers without pay until further notice. Our few permanent part-time staffers will be utilized as deemed reasonable & necessary by their respective supervisors. We plan to recall our seasonal employees once the virus threat has passed.

Third, our fulltime staffs will be segregated within each department into two crews, with work staggered one week-on, one week-off. Our supervisors believe this will minimize simultaneously exposing an entire department to covid-19 while maximizing our opportunity to be able to continue to staff all of our essential services. To be clear & as an example, water plant operators & other employees will be assigned to team A or B, & will work one week & then take a week off yielding to the other water plant team. This method will be applied at our sewer plant, waste garage, streets & parks department, & City Hall staffing. All fulltime employees shall be deemed to be “on call” at all times during these emergency measures, & they will continue to receive their regular pay & benefits.

Fourth, our police & fire departments will continue to take measures to minimize mass contracting of the virus by their respective ranks.

Fifth, our Stockert Youth & Community Center will remain completely shut down until after May 1. Our SYCC staff will be reassigned to other administrative duties for our City in the interim.

Sixth, all recycling at Crossroads will be suspended until after May 1, effective immediately. Similarly, curbside recycling will be suspended until after May 1. Our transfer station at Mud Lick will remain open for accepting recyclables as well as regular services. The April “Make it Shine” activities will be postponed until after the virus threat has passed.

Seventh, all meetings for our Consolidated Public Works Board, Stockert Youth & Community Center Board, Planning Commission, Zoning Board of Appeals, Historic Landmark Commission, Animal Care & Control Commission, Police & Fire Service Commission Boards, & any & all other committees, boards, or commissions’ meetings EXCEPT for City Council, Waste Collection Board, Water Board, & Sanitary Board meetings, are cancelled until after May 1.

Eighth, as everyone may appreciate, this situation is very fluid, & changes daily. It is safe to assume that these measures will remain in effect until at least May 1, 2020, & will be reevaluated thereafter.

Ninth, our City strongly recommends self-quarantine measures & compliance with the State’s “stay at home” order by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract the virus.

Tenth, avoid going to the grocery store or for other purposes allowed within the State’s “stay at home” order, in groups. You minimize your exposure to the virus by exercising these permitted functions alone.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of those services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they’re not out & about tending to non-essential chores consistent with the State mandate.

Together, in the coming weeks our B-U community will emerge from this crisis. Anyone having an emergency should still contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy**

**CITY OF BUCKHANNON**

***COVID-19 Exposure Policy***

Potential exposures of City personnel involving a person with laboratory-confirmed COVID-19 or a Person Under Investigation (PUI) who is a person who is awaiting a diagnosis following administration of a COVID-19 test, must notify their respective department head, who will in turn notify the Director of Public Works or Director of Finance and Administration as soon as safely possible.

All City personnel should engage in social distancing practices and recommended personal hygiene practices at all times as directed in West Virginia Executive Order 9-20 and as directed by State and Federal health authorities.

Personnel potentially exposed to a PUI or to a person with laboratory-confirmed COVID-19 are not necessarily required to isolate and/or quarantine. **Figure 1** below will be used as a protocol for actions following exposure risks. Self-monitoring should be conducted, twice daily (at minimum) and is not required to be formally documented. However, the employee that is potentially exposed will be required to take their temperature before arriving to work and upon arriving to work and twice throughout the work day.

Any personnel who become symptomatic **shall not** report to work and shall isolate and quarantine. Personnel can be quarantined at home with family members occupying the same residence provided that members avoid close contact with family members and maintain a 6-foot distance, self-monitor for any of the COVID-19 symptoms, practice and maintain personal hygiene (e.g., constant handwashing), avoid public contact and cooperate with Local and State health departments. Symptoms and time of onset shall be reported to the personnel’s respective department head via phone or electronic communications. Symptoms include, but are not limited to, a Fever greater than 99F/37.3C, nasal secretions/excretions, sore throat, cough, shortness of breath.

Personnel shall remain away from work until the following conditions are met:

If Personnel tests positive for COVID-19:

- Fever less than 99F/37.3C without fever-reducing medications, AND

- Improvement of respiratory symptoms, AND
- Negative laboratory-confirmed COVID-19 results from at least two tests at least 24 hours apart

If Personnel is not tested for COVID-19:

- At least 72 hours since recovery (Fever less than 99F/37.3C without fever-reducing medications, AND improvement of respiratory symptoms)

Personnel must acquire approval to return to work from his/her respective department head, who will in turn consult with either the Public Works Director or the Director of Finance and Administration.

The HIPAA Privacy Rule protects the privacy of patients' health information (protected health information) but is balanced to ensure that appropriate uses and disclosures of the information still may be made when necessary to treat a patient, to protect the nation's public health, and for other critical purposes.

Some common examples:

1. A member of the employee's household has been exposed to someone who has tested positive, but the household member has not exhibited symptoms:
  - Employee should report to work as directed
2. A member of the employee's household has begun to show symptoms (fever, etc...), but has not been tested for COVID-19.
  - Employee should report to work as directed and regularly check their own temperature. If the employee begins to show symptoms, then stay home until tested or the symptoms are gone for at least 72 hours.
3. A member of the employee's household has tested positive for COVID-19:
  - Employee should refer to the chart on Figure 1 and take appropriate action
4. The employee encounters a member of the public who is showing symptoms:
  - Employee should report to work as directed and regularly check their own temperature. If the employee begins to show symptoms, then stay home until tested for the disease or until the symptoms are gone for at least 72 hours.

- **April 2, 2020 Pandemic, COVID-19 Virus -Additional Measures & Mayor's Opening Statement**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS  
April 2, 2020

Good evening. Just a few minutes ago, our City Council adjourned from an emergency meeting conducted immediately prior to this regularly scheduled Council meeting. A number of new measures have now been approved & will be effectuated immediately. This is the fourth time since March 13 that our Council has invoked measures designed to slow the spread of the covid-19 virus. Each time I have drafted more stringent restrictions, I pray they will be the last set. These newest measures will see signs installed, grocery stores changing their practices regarding their patrons, patrons having to change their shopping practices, & our parks will be closed to the public until further notice. Desperate times call for desperate measures. That old saying is attributed to Hippocrates, the ancient Greek physician who first wrote those words in his renowned Aphorisms. It's ironic that so many of our current physicians & other healthcare angels are our first line of defense against this killer virus. Hippocrates would be proud.

With the freedom & liberties we are so accustomed to enjoying in the United States, it is extra difficult for us to accept limitations being imposed that restrict them. However, that's precisely what we need to do, & we need to do it right now, not next week, & certainly not next month. We need to self-impose more restrictions now, to save lives later. It's not a question as to whether people will die from this virus, it's a question as to how many of us will die from this virus. If we flatten the curve, it's now projected that 240,000 Americans will succumb to covid-19.

Last week, everyone in our community received a post card from the White House & the Centers for Disease Control. It's captioned "President Trump's Coronavirus Guidelines for America." There are 11 directives on this post card. I want to read them to you. [read post card]

The inconveniences that we must all experience now- the forgone vacations, family reunions, church services, proms, play dates, birthday parties, anniversary remembrances, Easter egg hunts, the Strawberry Festival; the delayed celebrations & tributes of life- weddings, commencements, funerals; the fun stuff- little league baseball, spring high school & college sports, concerts & movies- they affect us all- but we all must cooperate to save each other. Please- I implore you all- do the right thing. Don't travel outside of our community. You risk bringing the disease to us all. Social distance yourselves from others. Do not leave your homes unnecessarily. Minimize your grocery & food runs. Shop alone & shop quickly. Get in & get out. You lessen the odds of exposure to this virus by shopping alone, & shopping quickly. And we do have the greatest empathy for those whose livelihoods are challenged, those who've been laid off, the small business owners who struggle mightily every day they are denied the reopening of their establishments.

Parents- pay heed, don't let your kids venture out. They could end up being the carriers who will expose this silent killer to others you love. This invisible demon knows no prejudice. It is an equal opportunity plague. None of us are impervious to this disease. We are all destructible. Please- be smarter beginning right now- stay alive.

Finally, there are more heroes & sheroes to tell you about. Earlier this week, Chad Corley & Lowes of Buckhannon delivered tons of snacks to our City's first responders at our public safety complex. The ladies of Ashland Sales & Service have made 1500 masks for our healthcare workers & first responders. Caressa Chapman & Fox's Pizza fed the mask makers free gratis. Sheetz is offering free kids' meals. Our school system's bus drivers continue to deliver meals to our B-U kids. Someday, we'll dedicate a bench to those who helped get us through this crisis. If you have someone to nominate as a hero or shero, contact Callie Cronin-Sams at City Hall, or email me. Remember we are all in THIS together, & I know as we get through the coming weeks, that we'll emerge strong as a community, while minimizing the impact upon the health of our residents who this Council is charged to protect.

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS  
April 2, 2020

Good evening. Again, our City officials want to reassure the citizens of our B-U community that our City is working closely with county & state health department officials, & our primary healthcare providers regarding the threat posed by the corona virus. I have spoken earlier this week with Skip Gjolberg, St. Joseph's Hospital CEO, & Rick Simon, Community Care's CEO. Testing for the virus is available at both facilities. We continue to have regular conversations with our school system & WVWC officials. Everyone in our City organization is committed to minimizing as much as possible the threat posed to our citizenry by Covid-19. The twice per week teleconferences with health department, healthcare providers, & county representatives continue, & City officials participate in those discussions. We continue to collaborate & interact as public officials as we collectively address this global health crisis.

I remind our residents that we are all working under declared state & federal emergencies. Our global, regional, & local situation with this virus is very fluid & issues with the pandemic change daily. We remain alert & responsive to federal & state directives & recommendations, processing & acting upon new information daily. We have had a positive test confirmed here in Upshur County. To that end, I am recommending the Council's adoption of additional & admittedly more stringent measures this evening that will be implemented immediately upon Council's approval. These measures are intended to further minimize the spread of the covid-19 virus. If followed, these measures will help prevent contraction & spread of this virus.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of these services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores. To that end- I am proposing our Council approve the following additional, emergency measures until our state & federal authorities have determined that this threat has passed. These measures are in addition to those approved by City Council on March 13, 19, & 24 & are intended to be consistent with our federal & state mandates & guidelines.

(1) In addition to the closure of all City facilities announced on March 19, City playgrounds & parks shall now be closed to the public immediately until further notice. Science indicates that the virus survives for as long as three days on steel & plastic surfaces, both of which materials primarily comprise our playground equipment. We simply cannot guarantee that our residents cannot be infected as a result of visiting our playgrounds. These steps are being taken for the safety of our residents. Similarly, picnic tables & benches permit the contagion's survival for several days. We will remove all picnic tables from Jawbone Park, although Jawbone Park & our River Trail are not included in the parks' closures. The "parks" that are now entirely closed to the public include: (a) City Park on Park Street; (b) North Buckhannon Riverfront Park; (c) Fred Brooke Park; (d) Harley Brown/Rotary Park; (e) Stockert Youth & Community Center playground; & (f) the Buckhannon Dog Park. Our City police department will enforce this mandate, & those refusing to comply will be subject to citation for trespass &/or obstruction of justice. As long as social distancing is maintained, meaning a minimum of six feet apart, residents will be permitted for now to use the River Walk Trail & Jawbone Park. If you're walking your dog, use the bags located there for pet waste disposal. If we continue to receive complaints of people violating the social distancing directive, we will have to close our River Trail, too. The parking lots of all of these parks are included in this closure directive. Anyone other than City or emergency vehicles parked in the parking lots at our parks will be deemed to be in violation of this directive & the law.

(2) Our City's Waste Collection Board is closely adhering to the West Virginia Public Service Commission's directive on waste, that is, garbage collection. To protect our waste crews, garbage must be placed in a toter or bin, & be bagged and tightly sealed. The virus that causes COVID-19 can linger on surfaces for up to 72 hours, thus any exposed, unbagged debris may be harboring the virus & potentially exposes our staff during collection. Garbage not meeting these criteria will not be picked up. This mandate is contained in the PSC's General Order #262.2 entered on March 27, 2020, & is available on the PSC website.

(3) All grocery & convenience stores located within the corporate limits of our City shall each post signage to be displayed by no later than Monday, April 6 at their primary entrance points for patrons urging patrons to shop alone, while seeking to discourage as much as possible entry to their establishments by those under 16 years of age. This signage should also present a good opportunity to yet again remind store patrons that the elderly & those who have challenged immunity systems are the most vulnerable if they contract this virus. This signage shall direct social distancing of at least six feet between patrons while within the store. Those stores uncertain about verbiage for signage requirements may contact the City's information coordinator, Callie Cronin-Sams at City Hall at (304) 472-1651 for assistance.

(4) All persons whomsoever within the corporate limits of Buckhannon shall practice appropriate social distancing of six feet one from another when in any public place. Those intentionally violating the social distancing requirement shall be



subject to citation by the Buckhannon Police Department. This includes but is not limited to all public sidewalks, the River Walk Trail, Jawbone Park, & while retrieving pick-up orders in any restaurant. This measure is intended to minimize exposure, transmission, & contraction of the covid-19 virus thus maximizing the health & safety of our residents.

(5) Assemblage of groups of 10 or more persons is strictly prohibited in all public places. This directive will be closely monitored by our Police Department & first steps will be to order dispersal of any group exceeding 10 in number. Refusal to comply with this directive may result in citation issuance.

(6) Travel by residents of our community to places outside of our community is strongly discouraged. Similarly, visitors are strongly discouraged from coming to Buckhannon at this time. Simply stated, strong measures need to be taken by all of us to avoid transporting the virus to our community. We need to consider this as a lockdown moment to minimize the spread of the virus.

(7) Our City strongly recommends continued, self-quarantine measures by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract & spread the virus. Please try to limit trips to the grocery store to once per week.

We all continue to appreciate our excellent City staff, the hospital & healthcare employees who are on the front line of battling this threat, the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue to be fed, & the restaurants that continue to offer delivery or pick-up food services.

We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **April 16, 2020 Pandemic, COVID-19 Virus -Additional Measures**

CITY OF BUCKHANNON – MAYOR’S STATEMENT– PANDEMIC, COVID-19 VIRUS  
April 16, 2020

Good evening. Once again, our City officials want to reassure the citizens of our B-U community that our City continues to work closely with county & state health department officials, & our primary healthcare providers regarding the threat posed by the corona virus. Testing for the virus is available at three locations in Buckhannon- St. Joseph’s Hospital, Community Care, & Dr. Khan’s office. We continue to have regular conversations with all of our primary partners. Everyone in our City organization is committed to minimizing as much as possible the threat posed to our citizenry & our staff by covid-19. The twice per week teleconferences with health department, healthcare providers, & county representatives continue, & City officials participate in those discussions. We continue to collaborate & interact as public officials as we collectively address this global health crisis.

I remind our residents that we are all working under declared state & federal emergencies. Our global, regional, & local situation with this virus is very fluid & issues with the pandemic change daily. We remain alert & responsive to federal & state directives & recommendations, processing & acting upon new information daily. One of the new measures our City is about to implement was just handed down today from the State of West Virginia. We have had three positive tests confirmed here in Upshur County. A dozen of our fellow mountaineers have now succumbed to the virus, and more than 700 have tested positively here. More than 31,000 Americans have now died from covid-19, and the total number of Americans who’ve contracted the disease has eclipsed 650,000, with more than two million cases worldwide. I am recommending the Council’s adoption of additional measures this evening that are intended to “flatten the curve” and which will be implemented immediately upon Council’s approval. These measures are intended to further minimize the spread of the covid-19 virus. If followed, these measures will help prevent contraction & spread of this virus. It pains me- to recommend our Council’s adoption of additional measures necessitated by this plague.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of these services, we need to protect the health of our employees first & foremost while they discharge their important tasks. Also, our citizenry will be better protected from this health threat if they’re not out & about tending to non-essential chores. To that end- I am proposing our Council approve the following additional, emergency measures until our state & federal authorities have determined that this threat has passed. These measures are in addition to those approved by City Council on March 13, 19, 24 & April 2, & are intended to be consistent with our federal & state mandates & guidelines.

(1) We have received a letter dated April 9, 2020 executed by all of the members of our police & fire departments. Our first responders are specifically requesting that our City Council presumptively find that if any member of our fulltime police or fire departments would contract the covid-19 virus & die as a consequence of the virus- that such death would be considered by our organization as a “line of duty” death, thus entitling any fallen member’s family to receive benefits coming from the “line of duty” death designation. There is attached in your packets this evening the April 2020 flier from the Public Safety Officers’ Benefits Program regarding the coronavirus/covid-19 update explaining the particulars. We need to approve this presumption this evening for the benefit of all of our fulltime first responders & their families. To avoid any possible misunderstanding, our Council now finds that any fulltime member of our Buckhannon Police or Fire Department who contracts the covid-19 virus, & succumbs to the virus, shall be deemed for all purposes as having contracted the virus while in the “line of duty.”

(2) While we excepted Jawbone Park & our River Walk Trail from parks’ closures during our April 2 meeting, there have been suggestions that commercial activities could ensue or may resume at these locations. In the spirit of maintaining social distancing & deterring our residents from coming together in groups, we need to prohibit all commercial activities within Jawbone Park & our River Trail until the states of emergency have been lifted. This would include but is not limited to the

farmers' market activities normally conducted in Jawbone Park. To that end, all commercial activities are prohibited for the duration of the state of emergency in Jawbone Park & at our River Walk Trail.

(3) With so many of our residents "sheltering in place," & we thank those of you who are staying at home to the maximum extent possible- many have engaged in cleaning & de-cluttering of their homes. Some have planned yard sales & garage sales. We need to restrict such sales for the immediate future for several reasons. First, we should not send the message that congregating people at sale sites is anything but a bad idea right now. It would defy the social distancing mandates. Second, the Parish House, GoodWill, & Salvation Army operations are not accepting most non-food stuff, contributions at this time. The Parish House & Salvation Army pantries continue to operate, but the opportunity to leave things for those in need- aside from food - has been suspended indefinitely. Third, our City Waste Collection crews are not currently engaged in either curbside recycling or bulky goods pick-ups. Residents need to warehouse their things they seek to discard for future yard & garage sales after the state of emergency has been lifted. To that end, all yard, garage, patio, attic & similar sales or giveaways of domestic property items is prohibited for the duration of the state of emergency within Buckhannon's corporate limits.

(4) Pursuant to Emergency Legislative Rule 64-114-1 et seq., entered just today, i.e., April 16, 2020, by the West Virginia Department of Health & Human Resources, "essential businesses" shall permit "no more than two individual members per 1,000 square feet of customer floor space at any given time." For essential businesses consisting of less than 1,000 square feet, no more than five persons including employees shall be permitted at any given time. The City of Buckhannon hereby adopts & incorporates this State legislative rule as part of our municipal state of emergency.

(5) Governor Justice by executive order has reduced the number that is deemed to constitute a "group of people" from 10 to five in a number of West Virginia counties, however, Upshur County has not yet been identified as one of those reduced "group" counties. Our City will automatically adopt the State criteria- that is, upon the Governor's declaration in Upshur County that any assemblage of people exceeding five in number is mandated for social distancing. To be clear, assemblage of groups of 10 right now continues to be strictly prohibited in all public places. This directive will be closely monitored by our Police Department & first steps will be to order dispersal of any group exceeding 10 (for now) in number. Refusal to comply with this directive may result in citation issuance.

(6) Travel by residents of our community to places outside of our community continues to be strongly discouraged. Similarly, visitors are strongly discouraged from coming to Buckhannon at this time. Simply stated, strong measures need to be taken by all of us to avoid transporting the virus to our community. We need to consider this as a lockdown moment to minimize the spread of the virus. Simply stated, now is not the time to socialize in person. Please- phone & facetime your friends & family, check in on your neighbors especially the elderly or ill, but do that while socially distancing.

(7) Our City strongly recommends continued, self-quarantine, "shelter in place," measures by all of our citizens to the maximum extent possible until this health threat has passed & the state of emergency has been lifted. The more we isolate ourselves from others, the less likely we are to contract & spread the virus. Please try to limit trips to the grocery store to once per week. Consider the wearing of masks when in public.

We all continue to appreciate our excellent City staff, the hospital & healthcare employees who are on the front line of battling this threat, the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue to be fed, the restaurants that continue to offer delivery or pick-up food services, & the food delivery efforts of our school system.

We continue to be all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **May 7, 2020 Pandemic, COVID-19 Virus- "Come Back"**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS

May 7, 2020

Good evening. There are some hopeful signs for our world & our B-U community. "Things" -are slowly starting to come back. Perhaps symbolically the tulips along Main Street & in Jawbone Park have been blooming beautifully, seemingly oblivious to the global pandemic. Plans are being made to begin our 2020-21 school year in our public school system as well at Wesleyan where about 300 or so new students are scheduled to settle in amid their Home Among the Hills in about three months. China Wok has reopened- thanks Karen! (heya Johnny & Sophie!) - & soon our friends at Don Pacos, Stone Tower Brews, CJ Maggies & several other favorite eateries will open up their doors- with various restrictions but reopening nevertheless. Many of our citizens who've been anxiously awaiting the opportunity to return to work are heading back or soon will head back to their jobs. The Child Development Center plans on resuming their operations on June 1. We're hopeful that we'll be able to salvage a portion of our Festival Fridays' season returning music, food, friendship, & fun to Jawbone Park. We're hopeful that we'll be able to have some sort of Fourth of July celebration. We're still going to dedicate the recently completed Gallery at our Colonial Theatre & recognize student art from all of our public schools. We're starting to plan for Fall Fest in September. We ALL- want to be able to sing & dance & laugh & work together toward a better community again. Still- now is NOT the time to let down our guard. There's a clever Bob Huggins' commercial running right now where the Coach says about the pandemic- "The game's not over yet." Indeed, it's not over yet. This remains a highly contagious killer of a virus.

This horrible disruption to our much taken for granted way of life- that has shaken us to our core- has also generated a certain eye-opening resolve that we are all so very interdependent upon each other. I choose to think that there is a lot of newfound respect for one another, appreciation of the fact that we're not alone despite being isolated from our family & friends like never before. We recognize that our front line workers in healthcare & throughout our food & other supply chains are heroes who are essential to our very survival. By the way, this week is International Nurses & Hospitals Week, so- send out some love to our healthcare folks. Just don't hug them, at least not right now. We also should appreciate our public servants as we've never appreciated them before- our own City employees who've not flinched while continuing to provide our most basic services during these trying weeks & months. Our City employees still show up for work every single day to protect us, to tackle projects, & to maintain some level of normalcy during a very highly abnormal time. We've all been reminded that maintaining our world is a delicate matter.

We mourn with those who've lost loved ones to this viral demon. We especially think of our friend, Steve Tierney & his wife, Kelley- Steve lost his dad to covid-19 just last week. We empathize with all of those who've been hurt, some irreparably- financially by the fallout from this horrid plague. We all have experienced sense of loss- of our freedom, our liberties, & our gatherings with our loved ones & friends. We have reflected together via social media about this shared sense of loss. Our friends at the Parish House & Salvation Army can use our blessings & our contributions more than ever before right now. If you have some expendable resources, please help support those who need our help the most. Drop off a couple of jars of peanut butter or a few cans of soup. There are hungry people living just down the road from you. That's not just a line or cliché folks- let me say it again- there are hungry people living just down the road from you. Please help if you can.

We are slowly trying to emerge from this dark, challenging period. To be sure, Buckhannon's best days are ahead of us. Still- in the coming weeks & months we must remain vigilant. We need to continue to focus on the basic pandemic tenets- social distancing, washing our hands, wearing masks when out doing grocery shopping & those kinds of errands, staying safe & at home as much as possible, & looking out for our most vulnerable, the elderly & those who are immunity system compromised. Please do these basic things, not just for ourselves, but for our fellow citizens who may be more susceptible to this virus that we know will linger on at some level until we're all vaccinated. Bless the scientists who are working night & day to cure us of this plague & the misery that accompanies it. We need to embrace the science behind this pandemic. Depending upon what news you listen to, we may have a trial vaccine by as early as this Fall. Sign me up! Let's eradicate this virus.

We have had five positive tests confirmed here in Upshur County. Fifty-one of our fellow mountaineers have succumbed to the virus, & nearly 1,300 have tested positively in West Virginia. More than 75,000 Americans have now died from covid-19, & the total number of Americans who've contracted the disease has eclipsed 1.25 million, while approaching four million cases worldwide. Our City will continue to take its cues from Governor Justice & State officials. In the weeks ahead we'll carefully consider measures to safely reopen City Hall, our public parks, the Stockert Youth & Community Center, & the Gibson Library. We'll consider relaxing our City employee travel restriction. Now though is NOT the time for us to act irresponsibly by moving too quickly. We'll mostly stay our course with previously adopted measures during the month of May, considering the reduction of earlier implemented measures thereafter.

We continue to be all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community while minimizing the impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website. We remain "Buckhannon Strong," but we still have a long way to go to get past this crisis.

- **May 21, 2020 Pandemic. COVID-19 Virus- "Reopen"**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS

May 21, 2020

Good evening. As we continue to take our cues from Charleston, it's fashionable to use the phrase "reopen this" & "reopen that." To be clear, our City operations for the most part were never closed. There has never been a stutter or a stammer insofar as our City's execution of our essential services is concerned during the pendency of this pandemic threat. Our employees have performed day in & day out in an exemplary manner. We should all appreciate that dedication by our excellent City staff to their serving our community. Each one of them is a hero or heroine, or a "shero" as some say.

We believe we are prepared to establish a timeline to cautiously relax some of the restrictions that were put in place during the past two to three months to protect our residents. We all have made a considerable investment in minimizing the impact of covid-19 in our area. The vast majority of us have behaved as our federal & state governments asked us to behave, by washing our hands, sheltering in place, social distancing, wearing masks when going to places like Walmart, & generally conducting ourselves sensibly. We do not suddenly want to destroy our investment. Just like you wouldn't take your nest egg to Vegas & risk blowing it all by placing it on red or black on a roulette wheel, neither do we want to realize a serious setback by abandoning our safe practices. It's not worth the gamble.

With Council's endorsement this evening, here's what I propose during the next couple of weeks:

(1) restoration of commercial activities in Jawbone Park beginning next Friday, May 29. This will include our Farmers' Market activities, Create Buckhannon's grilled chicken sales, & like vendors provided that all of the constraints are observed, i.e., social distancing, proper sanitation practices, etc. All vendors intending to operate out of Jawbone Park should register at City Hall before starting their activities. Our Streets & Parks' crews will return freshly painted picnic tables to Jawbone Park by that date, & our crews will sanitize picnic tables & restrooms there, & collect garbage daily;

(2) limited restoration of some City meetings previously deemed non-essential, including the Consolidated Public Works Board that will meet by phone at least, beginning on Thursday, May 28, & the Police Civil Service Commission that will meet on Wednesday, June 10. Meetings of other non-essential City committees, boards, commissions, etc., will continue to be suspended through the July 2 Council meeting unless some emergency arises & Council then will reassess the opportunity to reconvene regular meetings of those other bodies;

(3) reopening of the foyer at City Hall to the public on or about Monday, June 1. We will be taking several preventive, safety measures including the installation of plexiglass; limiting the number of people having interior access at one time; extra daily, sanitation measures; encouraging wearing of masks, etc., all to reduce the threat of virus exposure to everyone who enters City Hall.

(4) reopening of our City Parks beginning Monday, June 1, from 9:00 a.m. until 7:00 p.m., to permit our City crews to daily sanitize playground equipment, picnic tables, restrooms, etc., for the next day's activities. This sanitizing is not a fail-safe guarantee that surfaces will be entirely clean throughout the next day. We do not have the staffing to dedicate employees to each park all day long, so- park attendees need to be prudent during their visits to our public parks. Wash your hands, social distance, wear masks, etc.;

(5) reopening of the City's Gibson Memorial Library for some services but by appointment only begins on Monday, June 1, check with the library regarding their hours, but we are told that beginning Tuesday, May 26, there will be book curbside pickup, phone the Library at (304) 472-2339 for details;

(6) reopening of the Stockert Youth & Community Center, sometime after June 1, & at such time as we are assured that our Center is prepared to meet all State criteria for operating a daycare center that includes SYCC's annual, summer Camp Buccaneer program;

(7) reopening of the Colonial Theatre on Friday, June 5, for purposes of dedicating the new Gallery & welcoming the Youth Art Exhibition that was postponed from March 14. The exhibition will continue on weekends through June with attendant oversight involving B-U art teachers. We will need to limit the number of attendees at the Gallery to about 12 at a time;

(8) conducting of our annual Memorial Day commemoration in Heavner Cemetery at 1:00 p.m. on Monday, May 25, under the auspices of our VFW & American Legion posts. We will social distance, minimize contact, etc.;

(9) the tentative Fourth of July fireworks exhibition starting at about 9:45-10:00 p.m. on Sunday, July 5, with attendees remaining within or immediately beside their cars as City representatives are working with businesses around the launch site to create a master parking plan to accommodate those desiring to attend;

(10) the easing of the travel restriction previously imposed upon our City employees effective Friday, May 22, however, all employees traveling outside of our State shall report their interstate, travel intentions to their supervisors. We still need to be mindful of & monitor for virus hot spots around our country. Right now is not the time to travel to New York City or Washington, D.C.

We have had six positive tests confirmed here in Upshur County. Seventy of our fellow mountaineers have succumbed to the virus, & more than 1,600 have tested positively in West Virginia. Nearly 95,000 Americans have now died from covid-19, & the total number of Americans who've contracted the disease has eclipsed 1.5 million, with more than five million cases worldwide. Our City will continue to take its cues from Governor Justice & State officials. We are aware that our community trusts us with their health & safety to make the best decisions for our community with the information we now have, & we don't take that duty lightly. If circumstances give rise to easing back even more on previously imposed restrictions, we'll respond accordingly. However, if circumstances dictate reimposing restrictions, those actions are possible, too, during the weeks & months ahead. Yesterday West Virginia reported 53 new cases, the most in more than a month, so we need to be vigilant in monitoring for virus spikes. Needless to say, this remains a very fluid situation.

We continue to be all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community while minimizing the impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website. We remain "Buckhannon Strong," but we still have a long way to go to get past this crisis. Please- follow the science & pray for the vaccine.

E.2 Bid Opening Results & Notice Gateway West Phase II Street Light Pole Assemblies & Globes

City of Buckhannon Consolidated Public Works Board  
Gateway West Phase II Transportation Alternatives Program Project  
Contract No. 1 - Street Light Poles and Globes

Bid Opening Sign-In and Results Sheet - April 23, 2020 at 4:00 PM EST

Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
✓ Jay Hollen	City of Buckhannon, WV	<a href="mailto:jay.hollen@buckhannonwv.org">jay.hollen@buckhannonwv.org</a>	304-472-1651, x1006		
✓ Amy Jenkins	City of Buckhannon, WV	<a href="mailto:amy.jenkins@buckhannonwv.org">amy.jenkins@buckhannonwv.org</a>	304-472-1651, x1016		
	✓ Capital Electric Supply Cumberland, MD			N/A	\$62,553.00 ✓

Note: No Bid Bond was required for this Project since the Light Pole Assemblies and Globes were being supplied by, and not being installed by, the Bidders.  
Upon review of the received bid for compliance with the Bid Package, Drawings and Project Specifications, the Apparent Low Bidder is Capital Electric Supply with a Base Bid of \$62,553.00



NOTICE OF AWARD

Dated: May 8, 2020  
To: Capital Electric Supply  
(BIDDER)  
ADDRESS: 86 Wineow Street  
Cumberland, MD 21502

Contract: City of Buckhannon – Gateway West Phase II Transportation Alternatives Program Project – Purchase and Delivery of Light Pole Assemblies and Globes, dated February 27, 2020  
(Insert name of Contract as it appears in the Bidding Documents)

OWNER’s Contract No. 1  
You are notified that your Bid dated April 20, 2020 for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract for the following items of work:

**BASE BID**  
**TASK 1 – PURCHASE AND DELIVERY OF (29) PHILIPS HADCO LED LIGHT POLE ASSEMBLIES AND GLOBES MEETING THE FOLLOWING SPECIFICATIONS: DRAWING C5997-DWG13 (WHICH INCLUDES GLOBE (LUMINAIRE) C5997L AND POLE ASSEMBLY CP5997C), DRAWING C5997-DWG14, THE PROJECT SPECIFICATIONS AND THE INVITATION TO BID LETTER.**  
At a minimum, Task 1 shall consist of the following requirements as well as all requirements identified on Pages 1 through 5 of the *City of Buckhannon – Gateway West Phase II Transportation Alternatives Program project – Purchase and Delivery of Light Pole Assemblies and Globes – Invitation to Bid Letter, dated February 27, 2020*:

The Base Bid Contract Price of your contract to complete **TASK 1** is Sixty Two Thousand Five Hundred Fifty-Three Dollars and Zero Cents (\$62,553.00).  
An electronic copy of *City of Buckhannon – Gateway West Phase II Transportation Alternatives Program Project – Purchase and Delivery of Light Pole Assemblies and Globes, dated February 27, 2020* accompany this Notice of Award and shall be considered part of the Contract Documents. No other documents, including those from the City or from Capital Electric Supply, shall be considered as parts (sections) of the Contract Documents without the written approval of the City Engineer.

You must comply with the following conditions precedent within ten business days of the date of this Notice of Award, which is by May 22, 2020, you shall:

1. Deliver to the OWNER (2) fully executed copies of the Notice to Proceed. Each copy of the Notice to Proceed must bear your signature and corporate seal.

NOTICE TO PROCEED

Dated: May 8, 2020

To: Capital Electric Supply

(BIDDER)

ADDRESS: 86 Wineow Street

Cumberland, MD 21502

Contract: City of Buckhannon – Gateway West Phase II Transportation Alternatives Program Project – Purchase and Delivery of Light Pole Assemblies and Globes, dated February 27, 2020

(Insert name of Contract as it appears in the Bidding Documents)

OWNER's Contract No. 1

You are notified that the Contract Times under the above Contract will commence to run on May 8, 2020. By that date, you are to start performing your obligations under the *City of Buckhannon – Gateway West Phase II Transportation Alternatives Program Project – Purchase and Delivery of Light Pole Assemblies and Globes, dated February 27, 2020*. The date of Completion for this project is June 8, 2020 and the date of readiness for the final Application for Payment is June 30, 2020.

City of Buckhannon, West Virginia  
70 East Main Street  
Buckhannon, West Virginia 26201  
(OWNER)

Capital Electric Supply  
86 Wineow Street  
Cumberland, MD 21502  
(CONTRACTOR)

By: \_\_\_\_\_  
(Authorized Signature)

Mayor  
(Title)

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

**Class II Legal Advertisement for Bids to Record Delta Newspaper & The Charleston Gazette to publish:**

**ADVERTISEMENT FOR BIDS**

**CITY OF BUCKHANNON STREET DEPARTMENT**

**LIGHT POLE ASSEMBLIES AND GLOBES**

The City of Buckhannon (City) will accept sealed bids for the purchase and delivery of twenty-nine (29) light pole assemblies and (29) globes at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 4:00 PM EST on March 26, 2020, at which time all received bids shall be publicly opened and read aloud at the regularly-scheduled Consolidated Public Works Board meeting.

The light poles assemblies and globes to be provided are based upon the P2063 light pole product line and R34 refractive globes product line respectively as produced by Philips Hadco, located at 100 Craftway Drive, Littleton, PA 17340. It should be noted that Engineer-approved equals will be accepted provided they generally conform in style (with minor variations) to the existing light poles and globes currently installed in the City of Buckhannon.

General specifications of the light poles and the globes to be provided by this bid are as follows:

- Light Pole Assembly Order Designation Code: CP5997C
- Globe Order Designation Code: C5997L

The bid package, containing the detailed specifications and additional information will be available on February 27, 2020. Interested parties should contact James S. Hollen, III, City Engineer for the City of Buckhannon (304-472-1651, extension 1006) for pickup options of the bid package. All clarifications, questions or comments regarding the contents of the bid package must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 12:00 PM EST on March 12, 2020.

All light pole assemblies and globes are to be delivered by the successful Bidder to the City's Street Department's Office, which is located at 85 Factory Street in Buckhannon, West Virginia.

If a Bidder is submitting alternate products to the types specified above, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review by the Engineering and Street Departments for conformity with the bid specifications no later than two (2) weeks prior to the scheduled bid opening.

Sealed bids should be clearly labeled on a sealed envelope as "Gateway West Phase II Street Light Pole Assemblies and Globes Bid" and may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE – City Engineer

City of Buckhannon

70 East Main Street



Buckhannon, WV 26201

The City shall evaluate all Bids received based upon price, compliance with the Project Specifications, customer satisfaction, service availability and the general suitability of the Light Pole Assemblies and Globes for their intended use. The City reserves the right to reject any and all Bids that are not in the best interest of the City. The City reserves the right to select any Bid that best meets the needs of the City, including the right to award the Contract(s) to a Bidder other than the apparent Low Bidder. The City reserves the right to waive any bidding informalities that may arise. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Invitation to Bid Letter, the Project Specifications and the Fixture Drawings.

Honorable David W. McCauley, Mayor

City of Buckhannon

- E.3 WV Strawberry Festival - Postponed all 2020 Festival Activities & Events due to COVID-19
- E.4 Mayor’s Proclamations & Remarks-National Youth Art Month, Earth Day & Arbor Day

MAYOR’S PROCLAMATION

**Whereas**, the first, national celebration of youth art founded by the Crayon, Water Color, & Craft Institute, Inc. began in March of 1961 then known as Children’s Art Week, but changed in 1969 to National Youth Art Month- March of 2020 marking our 60<sup>th</sup> national celebration of youth art; &

**Whereas**, the arts in all forms constitute a vital element of our society, & are especially an integral component of our American & West Virginia culture; &

**Whereas**, our City has been rehabilitating the Colonial Theatre on East Main Street in downtown Buckhannon during the past three years, & is pleased to have very recently completed the Gallery portion of our historic theatre; &

**Whereas**, our City’s Colonial Theatre rehabilitation project is largely about affording opportunities to our youth of our Buckhannon-Upshur community to develop an appreciation of all art forms while being educated about & trained in the arts, while experiencing the arts through participation & attendance of theatre, dance, music events & visual arts that include painting, drawing, printmaking, sculpture, ceramics, photography, video, filmmaking, design, crafts, & architecture; &

**Whereas**, for the first time, all schools in our Upshur County school system will come together to feature the visual art creations of our students through an exhibition in our Colonial Theatre’s Gallery beginning at 4:00 p.m. on Friday, June 5, originally scheduled for March 14, with a reception & special dedication of the Gallery with the exhibition continuing on weekends through June, 2020; &

**Whereas**, our City now desires to formally recognize **NATIONAL YOUTH ART MONTH** & encourages our entire community to embrace the arts & participate in events during June of 2020 & especially the Youth Art Exhibition at our Colonial Theatre beginning on June 5.

**NOW, THEREFORE, I, DAVID W. McCAULEY, MAYOR OF THE CITY OF BUCKHANNON**, pursuant to the power & authority duly vested in me, do hereby proclaim the entire month of June 2020 to be “**YOUTH ART MONTH**” throughout our City of Buckhannon.

I further urge all of our residents to join me & all members of our City government family during all celebratory events of youth arts throughout June of 2020 but especially during our City’s formal dedication of the Colonial Theatre Gallery while featuring the art of our B-U students at our Gallery beginning on Friday, June 5, 2020 at 4:00 p.m.

Given under my hand & the official seal of  
The City of Buckhannon, this 5th day of June, 2020

**David W. McCauley, Mayor**

MAYOR’S PROCLAMATION

**WHEREAS**, the celebration of Earth Day was first proposed in 1969 by peace activist, John McConnell, with a second proposal advanced by the late, former U.S. Senator, Gaylord Nelson, with the first Earth Day being celebrated in 1970; &

**WHEREAS**, Earth Day is the largest secular holiday celebrated on Earth with more than a billion celebrants advancing planet friendly initiatives in 192 nations around our world with the 2020 Earth Day marking the golden anniversary of this worldwide celebration; &

**WHEREAS**, our City of Buckhannon is very highly environmentally conscious in all that we do, & Buckhannon has been repeatedly recognized as evidenced by our City having been awarded the West Virginia

Department of Environmental Protection's **Cabinet Secretary's Award** in 2017, the highest honor that may be bestowed by our State for environmental stewardship; &

**WHEREAS**, our City further established "**the Green Bench**," that soon will be installed in front of the City Seal Mural upon completion of the forthcoming sidewalk & landscape improvement project at the West Main & North Locust Street intersection; &

**WHEREAS**, our City applauds the many groups who seek to protect our environment through conducting our annual RiverFest, river bank cleanup efforts, the excellent work of the Buckhannon River Watershed Association (BRWA), & our Solid Waste Authority, as well as other environmentally conscious organizations; &

**WHEREAS**, despite the celebration of this day, we observe that our State & federal governments need to do much more to address such critical, environmental issues as (1) potable water loss especially by WV public service water districts where as much as a half gallon of water leaks into the ground for every gallon delivered; (2) the end of straight pipe sewer contamination of our tributaries through full enforcement of existing laws; (3) minimizing infiltration & inflow (I & I) sewer issues where storm water is needlessly treated by sanitary sewer plants; (4) removal of the legislative threats of removal of state assistance with landfill closures; (5) encouragement & expansion of tax credit opportunities for sustainable energy practices; & (6) a new, 21<sup>st</sup> century approach at comprehensive recycling.

**NOW, THEREFORE, I, DAVID W. McCAULEY, MAYOR OF THE CITY OF BUCKHANNON**, pursuant to the power & authority duly vested in me, do hereby proclaim Wednesday, April 22, 2020, to be **EARTH DAY** throughout Buckhannon. I urge all of our residents to be mindful of, & vigilant in the protection against the many threats posed to our environment while supporting the sustainability of our planet **EARTH** as we know it. I encourage us all to lobby our local, state, & federal governments insisting upon implementation of best, greenest, most sustainable practices in all that we do so that future generations of humanity may enjoy all that our planet affords us.

Given under my hand & official seal of  
The City of Buckhannon, this 22nd day of April, 2020

**David W. McCauley, Mayor**

Mayor David McCauley remarks on National Arbor Day – Friday, April 24, 2020

On behalf of our City of Buckhannon, I'm pleased yet again to bring greetings as today we celebrate National Arbor Day. On the heels of Earth Day that we celebrated just this past Wednesday, April 22, there's not a week during the year that we're not more focused upon & attentive to our precious environment than this week. The very first American Arbor Day was celebrated in Nebraska City, Nebraska on April 10, 1872. One million trees were planted in Nebraska to commemorate that first Arbor Day. 148 years later, we continue to celebrate National Arbor Day during the last Friday each April. The person most responsible for the establishment of Arbor Day was Nebraska journalist Julius Sterling Morton, who later became the U.S. Agriculture Secretary under President Grover Cleveland.

Trees are vital to our human survival. As the biggest plants on the planet, they provide us with oxygen, store carbon, stabilize the soil, & give life to the world's wildlife. They also provide us with the materials for tools & shelter. Trees stabilize our water sheds & river banks, preventing erosion. Not only are trees essential for life, but as the longest living species on earth, they give us a link between our past, present, & future. It's critical that woodlands, rainforests, & trees in urban settings, such as parks, are preserved & sustainably managed across our planet.

The canopies of trees act as a physical filter, trapping dust & absorbing pollutants from the air. Each tree removes up to 1.7 kilos of pollutants every year, or 3.75 pounds! They also provide shade from solar radiation & reduce noise.

Many species of trees & shrubs possess medicinal properties. The oil from birch bark, for example, has antiseptic properties. Research shows that within minutes of being surrounded by trees & green space, your blood pressure drops, your heart rate slows, & your stress levels are reduced.

Trees absorb carbon dioxide as they grow & the carbon that they store in their wood helps slow the rate of global warming. They reduce wind speeds & cool the air as they lose moisture & reflect heat upwards from their leaves. It's estimated that trees can reduce the temperature in urban areas by up to 7°C.

Trees host complex microhabitats. When young, they offer habitation and food to amazing communities of birds, insects, lichen, & fungi. When ancient, their trunks also provide the hollow cover needed by species such as bats, wood-boring beetles, tawny owls, & woodpeckers. Did you know that one mature oak can be home to as many as 500 different species?

Trees strengthen the distinctive character of a place & encourage local pride. Urban woodland can be used as an educational resource & to bring groups together for activities like walking & bird-watching. Trees are also invaluable for children to play in & discover their sense of adventure.

People are attracted to live, work, & invest in green surroundings. Research shows that average house prices are 5-18% higher when properties are close to mature trees. Companies benefit from a healthier, happier workforce if there are parks & trees nearby.

Joyce Kilmer, American poet & soldier during WWI- he was a man by the way, not a woman- wrote “Trees” in 1913 only five years prior to dying on a battlefield at the age of 31 in France. Indulge me for a moment as we remember one of the most treasured poems in our nation’s history:

I think that I shall never see  
A poem lovely as a tree.  
A tree whose hungry mouth is prest  
Against the earth’s sweet flowing breast;  
A tree that looks at God all day,  
And lifts her leafy arms to pray;  
A tree that may in Summer wear  
A nest of robins in her hair;  
Upon whose bosom snow has lain;  
Who intimately lives with rain.  
Poems are made by fools like me,  
But only God can make a tree.”

Twice as recently as 2017, Buckhannon was recognized as the greenest & most sustainable community in all of West Virginia. Today we celebrate this Spring’s planting by our city horticulturist, Dixie Green & her crew, of many new trees about our town. Please check out the new redbuds & dogwoods along route 20 north! Our City will continue to be vigilant in the protection of our environment & to do our part & then some- to help save our planet including through the planting of many more trees. Thanks for supporting our trees today & every day!

**E.5 Compliments & Thanks to the Street Department** –from residents to City Crew being professional and are appreciated.

**E.6 Thank you Letter to Lowe’s RE: Generosity & Support of our Municipal Operations**

April 15, 2020

Mr. Chad Corley, Manager  
Lowe’s of Buckhannon, Store #1805  
40 Clarksburg Road  
Buckhannon, WV 26201

Dear Chad:

It seems that regarding some folks, we’re constantly thanking them for their repeated generosity for and support of our municipal operations. Certainly that fits the bill when it comes to you and our Lowe’s of Buckhannon. We can’t thank you and Lowe’s enough for your gracious providing of cleaning supplies, personal protective equipment including gloves, goggles, and masks, and materials to build our airway management system at our public safety complex. Additionally, the snacks delivered a couple of weeks ago were greatly appreciated by our first responders. Your kindness as our employees try their best to continue to provide our essential services amid this global pandemic is appreciated beyond what words can express.

I’ve said it a hundred times, but it bears repeating again, we appreciate you and your excellent staff that help us at every turn. We really are all in THIS together!

I look forward to a lunch soon after covid-19 passes, but until then know that everyone associated with our City appreciates your steadfast support and collaboration in the advancement of our Buckhannon-Upshur community. Our City has no better partner than Chad Corley and our Buckhannon Lowe’s! Contact me anytime at City Hall at (304) 472-1651 or at home at (304) 472-3028 or by cell at (304) 642-1651. I hope to see you soon, Chad.

Very truly yours,  
  
David W. McCauley, Mayor

cc: Members of City Council  
J.B. Kimble, Fire Chief  
Matt Gregory, Police Chief  
Jerry Arnold, Public Works Director  
Amby Jenkins, Director of Finance & Administration

## E.7 Addressing & Mapping- 937 Brushy Fork Road & 1013 Brushy Fork Road

The City of Buckhannon Addressing and Mapping has issued the following address:

**937 Brushy Fork Rd, Buckhannon, WV 26201**

This address is for the parcel of land owned by A&T Enterprises, LLC (tax map 3-33-1.1) located to the west of the Armory.

If you have any questions, you may contact the mapping and addressing department at (304) 472-1651.

Sincerely,



Jerry Arnold  
Street Commissioner  
City of Buckhannon

The City of Buckhannon Addressing and Mapping has issued the following address:

**1013 Brushy Fork Rd, Buckhannon, WV 26201**

This address is for the parcel of land owned by the Upshur County Development Authority (tax map 3-33-1) located to the west of the Armory.

If you have any questions, you may contact the mapping and addressing department at (304) 472-1651.

Sincerely,



Jerry Arnold  
Street Commissioner  
City of Buckhannon

## E.8 Letter of Request to Walmart & Others RE: Drive-in & Park July 5th Independence Day Fireworks Display Celebration (Community Bank, Premier Bank, CVS, Walgreens, Citizens Bank)

May 18, 2020

Ms. Vonda Cable  
Buckhannon Walmart Manager  
100 Buckhannon Crossroads  
Buckhannon, WV 26201

RE: City's July 5 Independence Day celebration with fireworks

Dear Ms. Cable:

Please again accept the most heartfelt thanks of our entire community extended to you and all members of your excellent staff as you continue to execute the amazing work of keeping our community stocked with food and supplies during this pandemic threat. We simply couldn't do it without you!

In effort to offer some semblance of assurance and normalcy for our residents that during these highly abnormal times, that we'll all eventually get through this crisis, and without sending the wrong message that we're already back to normal, our City is exploring a drive-in opportunity to enjoy our annual Fourth of July fireworks display, although we're planning that exhibition for Sunday evening, July 5.

This is where our terrific partnership with Walmart comes in to play. Would Walmart consider allowing our City to use the Walmart parking lot with your hundreds of parking spots for folks to drive in and park for the approximately 20 minute long fireworks display? Our City will handle all traffic control in and out of the lot, and there would be a police and VIPS, i.e., Volunteers in Police Service, presence throughout the event. The fireworks will be set off by a professional pyrotechnics firm with whom we've worked several times to the rear of Citizens Bank as they have been set off during the past several years now, and just a few hundred yards away from Walmart.

Additionally, our City Streets and Parks crews in cooperation with our Waste Collection Department would conduct a thorough sweep of your lot immediately following the event to remove any debris that may accumulate

during our event. If Walmart is receptive to this event’s co-sponsorship, I’d also ask you if we could just before the fireworks begin, might we also have you turn off or dim the parking lot lights to enhance our attendees’ enjoyment of the fireworks?

I realize we’re asking a lot, and we’ll be very receptive to preparing and executing a formal agreement with Walmart to facilitate our celebration. We would promote this event as one during which attendees could arrive about 9:00 p.m. with the display beginning probably just before or about 10:00 p.m. Attendees will be required to stay within or immediately beside their vehicles. I think it’s safe to say that the vast majority of attendees will have departed the Walmart lot by 10:30 p.m. Our event would be promoted as being co-sponsored by Walmart. The very least we can do is to achieve some positive public relations for your company.

Thank you again, Ms. Cable, for considering our request. Please contact me at City Hall at (304) 472-1651 or on my City cell phone at (304) 642-1651 anytime. Everyone associated with our City appreciates you and your fine staff during these challenging days. If we can help you in anyway at anytime, please say the word. This letter is hand delivered to you at our Buckhannon Walmart.

Very truly yours,  
  
David W. McCauley, Mayor

- cc: Members of City Council  
Amby Jenkins, Director of Finance & Administration  
Jerry Arnold, Director of Public Works  
Matt Gregory, Police Chief  
Tom O’Neill, City Attorney  
J.B. Kimble, Fire Chief  
Jeff Wamsley, Waste Collection Superintendent  
Brad Hawkins, Streets & Parks Superintendent

**E.9 Name the New Street Contest-Beside CVS on W Main Street**

NAME THE NEW STREET CONTEST MAY 2020

Okay folks- we have a new street that’s been created as a consequence of our alley trade with St. Joseph’s Hospital. This new stretch is located right beside & just to the west of CVS on West Main Street. All nominations for the new street’s name should be sent to City Hall, attention Callie Cronin-Sams, Information Coordinator, 70 East Main Street, Buckhannon, WV 26201. Please be sure to include your name, as the ultimate winner will be recognized by City Council at City Hall.

Lewd, vulgar, or inappropriate nominations will not be considered. Nominations must be submitted by mailing postmarked by June 30 or received by Callie’s email at [callie.csams@buckhannonwv.org](mailto:callie.csams@buckhannonwv.org)

After June 30, a committee of Callie Cronin-Sams; Public Works Director Jerry Arnold; Finance & Administration Director Amby Jenkins; the mayor; & city recorder will be tasked with reviewing all nominations & preparing a list of three to five of the best names for consideration by both our residents & the Council. We’ll hope to complete this process during July, & thereafter will put up the new street signs & recognize the winning submittal. Our winner will receive an authentic street sign of their own along with a proclamation! Have fun- name our new street!

**E.10 15 Madison Street Property**

- **Mayor’s Talking Points Citizens Bank Property on Madison Street 03/19/2020**
- **Mayor’s Statement RE: Purchase of Citizens Bank Property & Acceptance of Gift for SYCC 03/05/2020**
- **Deed 15 Madison Street Property Purchase Book 567 Page 454**
- **Citizens Bank of WV Naming Rights Agreement**

TALKING POINTS CITIZENS’ BANK PROPERTY ON MADISON STREET

MARCH 19, 2020

- 1) A committee was designated to further evaluate the acquisition of this property containing 1.032 of an acre, whose membership included Mayor McCauley, City Recorder Sanders, Councilor C.J. Rylands, Amby Jenkins, Jerry Arnold, Brad Hawkins, & Buckhannon real estate appraiser Stan Rexroad.
- 2) The building was accessed multiple times & the group believes that there is great potential use of & value respecting the current building located upon these premises.
- 3) This property is highly desirable to our City’s other operations either adjacent to or across the street from Citizens’ property, i.e., Chase lot, Jawbone Park, Public Safety Complex, Stockert Youth & Community Center totaling about seven acres.
- 4) The City’s 2025 Comprehensive Plan unanimously adopted by this Council specifically calls for continued development & enhancement of our City parks, including Jawbone Park.

Parking is at a premium in our downtown & with expanded events at Jawbone, the PSC, & Stockert, this property is highly strategic to the City's future operations & sponsorship of events all within a block or two of this location, while adding dozens of parking spaces, green space, public art, etc.

6) The value of this property well exceeds the purchase price of \$200,000 even without the \$100,000 gift back to Stockert's capital campaign. In fact, six comparables for downtown real estate were generated indicating a price per square foot as follows- (a) \$5.28, (b) \$4.66,

(c) \$5.74, (d) \$10.71, (e) \$3.79, & (f) \$5.88. Special thanks to project committee member, Stan Rexroad with Century 21 for generating the square footage information for our consideration. The per square footage value for the Bank's Madison Street property is \$4.45, less than all of the other above comparables except for one. When factoring in the Citizens' Bank gift-back provision of \$100,000, the effective square footage acquisition price for this property is \$2.22.

7) About 75% of the current lot is concrete, and the current market value to pour .76 of an acre of property with concrete is \$194,000 according to Jerry Arnold & Brad Hawkins.

8) The addition of the \$100,000 gift enhances the City's AML grant application seeking \$3.8 million, i.e., it evidences our commitment to the project. Our opportunity for grant success is substantially elevated with this gift. We will notify the State immediately upon Council's acceptance of the gift.

9) The City has the means/funding available to smoothly acquire the property either through application of (a) rainy day fund, (b) combination of Council discretionary funds + rainy day, or (c) 100% financing with rates being at all-time, historic lows presently

10) Those that insist on a specific plan for the actual use of this property miss the point. The property is needed & time is sensitive as there are other suitors seeking to acquire the property. We will work out the details later as to the precise # & location of parking spaces, the uses & renovation of the existing building, added green space, public art, lighting, sound equipment, seating, etc., after holding a special meeting to solicit public input on future development of this 1.03 acre parcel, probably about the first of July. We will bring all constituencies together to consider design & usage of this property, e.g., Create Buckhannon/Festival Fridays, Gambill Amusements/Shane Turner, the WV Strawberry Festival, Stockert, ART26201, the City landscape committee & horticulturist Dixie Green, etc.

11) If our City determines to finance all or any portion of this purchase, interest rates are at historic lows.

12) The members of our due diligence committee have performed an excellent job & will be happy to weigh in on proceeding with their recommendation for the City to acquire this property, many of our members being in attendance this evening.

CITY OF BUCKHANNON – MAYOR'S STATEMENT RE: PURCHASE OF CITIZENS' BANK PROPERTY ON  
MADISON STREET & ACCEPTANCE OF GIFT FOR STOCKERT YOUTH & COMMUNITY CENTER  
March 5, 2020

Good evening ladies & gentlemen. As you all know, we re-launched our Stockert capital campaign in December of 2017. At that time, our City had about \$149,000 toward building expansion here. Since jump-starting that campaign, we have amassed nearly \$340,000, or another \$190,000+. We are thankful for the gifts of the Jenkins family & Jenkins Ford (\$25,000) the Minsker family & Buckhannon Toyota (\$20,000), Weyerhaeuser (\$15,000), Tim Critchfield & High Point Construction (\$11,000), Mike Ross (\$10,000), and a host of other gracious donors including many people in this room. Council member Dave Thomas also has pledged \$12,000 toward our new building.

In April of 2018, the SYCC Board recommended & our Council adopted a donor model that would authorize naming rights of our new building- the fill-in-the-blank Arena at Stockert Youth & Community Center. Acquisition of naming rights required a gift of \$100,000. The largest gift ever received by our City has been the \$25,000 gift of the Jenkins family & Jenkins Ford made just last year toward our Stockert capital campaign. We've been courting several people & enterprises in hopes of selling our naming rights. I am pleased to report this evening, that subject to City Council's formal acceptance & as part of a larger transaction, i.e., the City's purchase of the Citizens' Bank's drive-thru property fronting on Madison Street- Citizens' Bank will gift our SYCC campaign with \$100,000 to take our capital campaign to nearly \$440,000. Citizens' CEO, Nathaniel Bonnell, & the Citizens' board of directors are friends of Buckhannon & support our SYCC programs & facilities.

As we await word nearly any day now on our Abandoned Mine Land (AML) grant application filed last summer seeking \$3.8 million for Stockert & river trail expansion, this gift will only help with that application as Buckhannon further establishes its strong ownership in & support for this facility. Needless to say, this is a monumental moment in the nearly 26 year history of the Stockert programs. I remind you that Mrs. Joyce Stockert died on March 16, 1994, and we can only imagine how very pleased she would be about the work going on within this facility, including our plans to grow this facility & our excellent Stockert programs. We are averaging 13,000+ youth hours monthly, and another 1,000 hours of volunteer service time monthly. This facility enjoys nearly universal support of our B-U community.

As for the property along Madison Street, this real estate, exceeding an acre, is situated immediately across Madison Street from our Jawbone Park. This property if acquired by our City would yield enormous benefits to Park attendees. Dozens of new parking spaces would be realized, additional landscaping, public art, & utilitarian space involving the building located in the middle of this property- would greatly enhance events at Jawbone, our public safety complex, & our Stockert facility. We are reminded that the City owns the large lot located immediately adjacent to & just to the west of this lot. I think Citizens' Arena at SYCC has a really cool ring to it.

I would first call upon Jerry Arnold & Jay Hollen to walk us through some of the particulars regarding the potential development of this exciting opportunity. Jerry & Jay-



Next, I'd call upon Amby Jenkins to discuss models for our City's payment of this property. Amby-

Finally, & before we hear from guests & ultimately from the members of our City Council- I'd ask City Attorney, Tom O'Neill, to help us understand the steps we need to take to be legally compliant with the Citizens' Bank matters. Tom-

Guests-

Council, I'd request a motion to consider the purchase of the Citizens' Bank property on Madison Street-

Council- motion to accept gift-

Council- motion to authorize execution of purchase agreement.

Naming Rights Agreement

Between

The City of Buckhannon, West Virginia, a municipal corporation,  
and  
Citizens Bank of West Virginia, Inc., a West Virginia corporation

This Naming Rights Agreement ("Agreement") is made this 5<sup>th</sup> day of May, 2020, between Citizens Bank of West Virginia, Inc., a West Virginia corporation and its successors as they may from time to time appear ("Company"), and The City of Buckhannon, West Virginia, a municipal corporation, acting through its City Council, ("City") (together, the "Parties").

**RECITALS**

The following recitals form the basis for this Agreement and are made a part hereof.

A. The City intends to design and construct an addition to the physical plant of the Stockert Youth and Community Center ("SYCC") located at 79 East Main Street, Buckhannon, West Virginia. The addition is intended to be an auditorium, gymnasium, or other multi-use space to be used for the benefit of SYCC, its program participants, and other approved parties. For purposes of this agreement, the addition will be referred to as the "Arena."

B. The Company and the City desire to enter into an agreement whereby the Company will contribute ~~One Hundred Thousand Dollars (\$100,000.00)~~ ("Rights Fee") to the City which is designated for the benefit of the SYCC Capital Campaign ("Campaign"), and as described in this Agreement; the City shall use the designation "CITIZENS BANK OF WEST VIRGINIA ARENA - STOCKERT YOUTH AND COMMUNITY CENTER" exclusively as the name of the Arena, in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and considerations, the Parties agree as follows:

- 1. Term.** The initial term of this Agreement ("Initial Term") shall be for a period of (20) years and shall commence on the latter of 1) the receipt by the City of Buckhannon of the Rights Fee or 2) the installation of a sign announcing the construction of the facility together with its name. Upon at least ninety (90) days' written notice to the Company prior to the expiration of the Initial Term, the City may offer Company the opportunity to renew this Agreement for an additional (20) years ("Renewal Term") for a payment of an additional Rights Fee. For purposes of this Agreement, the "Term" shall mean the Initial Term or Renewal Term, as applicable.
- 2. Placement and Use of Name.** During the Term, City hereby agrees to display the Company logo and/or name in accordance with this Agreement. The City further agrees, without limitation, as follows:
  - a. To cause the Company logo and/or name to be mentioned and displayed in connection with all public service announcements originated by the City with regard to the Arena at the SYCC; and
  - b. To use its best efforts to cause the logo and/or name to appear on all printed and digital materials to the extent that the preparation of purchase of such materials are originated by the City.

With regard to the foregoing requirements, the Parties agree to act in good faith to agree upon the exact size, location and/or depiction of the Company Logo and/or name to be used by the City, it being agreed that the City shall be responsible for all the costs and expense for installation and maintenance of foregoing signage. All signage provided hereunder shall be maintained in good condition and as reasonably necessary, replaced at the City's cost. The parties acknowledge and agree that the City has the right to use "CITIZENS BANK OF WEST VIRGINIA ARENA - STOCKERT YOUTH AND COMMUNITY CENTER" as the designated name of the Arena. Parties agree that the City may use "Citizens Bank Arena" as an abbreviated form of the name. The Parties acknowledge that the initial beneficial gift founding the Stockert Youth and Community Center, as provided in the Last Will and Testament of Joyce Stockert, requires the center to bear the name "Stockert".

The Company shall have the option and privilege of choosing an alternative name for the Arena provided, that any alternate name shall be subject to the approval of the City, which approval shall not be unreasonably withheld. The Company agrees that any alternative name for the facility will include the name "Stockert Youth and Community Center" therein. The right to name the facility is not assignable or transferrable, except as the Company itself may be purchased by another entity and function under a different name; in that case, the Company assumes any costs associated with replacing signage on the facility to reflect the Company's new name.

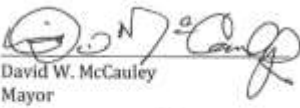

- 3. Rights Fee.** In consideration for the rights granted under this Agreement, the Company hereby agrees to contribute to the City a Rights Fee in the amount of \$100,000.00. It is further agreed that this Rights Fee will be paid in full on or before May 5, 2020. The Rights Fee will be deposited into the SYCC capital campaign fund, and will be comingled with other donated funds for the City's uses and purposes relating to the Campaign. In the event that the Rights Fee is not used for its intended purpose or if the Arena is not constructed and named by May 1, 2025, then the Rights Fee will be refunded by the City to the Company on demand.
- 4. Intent.** It is the agreement of the parties and the intention of the Company that this Rights Fee shall constitute the Company's binding obligation and shall be enforceable at law and equity, including, without limitation, against the Company and the Company's successors and assignees. The Company acknowledges that the City has substantially relied, and shall continue to rely, on the Company's Rights Fee being fully satisfied as set forth herein.
- 5. Recognition by the City.** To honor the Company, and to express the appreciation of the City and SYCC, publicity in the form of news announcements, both internal and external, social media posts, publications, pronouncements, and other expressions will be made. A ceremonial "check presentation" will be held and attended by representatives of the Parties upon an agreed-upon date; however, the tender of the Rights Fee provided in this Agreement will take place independently of a presentation event.
- 6. Amendment.** By mutual consent of the City and the Company, the Company's legally or duly appointed officer, agent, or attorney-in-fact, any provision of this Agreement may be amended, modified, or deleted. Any such changes, deletions or additions shall be recorded in written signed addenda, which shall form part of this Agreement.

7. **Morality Clause.** If at any time the name of the Company or its corporate officers may compromise the public trust or the reputation of the SYCC, including through the commission of criminal acts or acts of moral turpitude by its corporate officers, the City has the right to remove the Company's name from the facility or return the Rights Fee.
8. **Entire Agreement.** This Agreement contains the entire understanding of the parties with respect to the subject matter of the Agreement and is subject to the laws of the State of West Virginia. This Agreement also supersedes all other agreements and understandings, both oral and written, between the parties relating to the subject matter of the Agreement.

In witness whereof, the Parties have affixed their signatures:

THE CITY OF BUCKHANNON, a  
West Virginia municipal corporation

CITIZENS BANK OF WEST VIRGINIA, Inc.,  
a West Virginia corporation

By:   
David W. McCauley  
Its: Mayor  
  
Witness

By:   
Nathaniel Bonnell  
Its: Chief Executive Officer  
  
Witness

[End of document]

## Deed Filed City Indexed as City D202

BOOK 567 PAGE 454

CITY OF BUCKHANNON  
70 EAST MAIN STREET  
BUCKHANNON WV 26201-2204

Prepared by and recording requested by:  
Name: Thomas L. O'Neil  
City Attorney of the City of Buckhannon, West Virginia  
Address: 70 East Main Street  
City: Buckhannon  
State: WV Zip: 26201  
Phone: 304-472-1651  
This instrument prepared without benefit of title examination;  
preparer does not serve as Settlement Agent  
W. Va. Bar No. 025175

\_\_\_\_\_  
Above this line for Official Use Only

THIS DEED, made this 5th day of May, 2020, is by and between CITIZENS BANK OF WEST VIRGINIA, Inc., a West Virginia corporation, Grantor and party of the first part, and THE CITY OF BUCKHANNON, a West Virginia municipal corporation, Grantee and party of the second part,

WHEREAS, The City of Buckhannon, a municipal corporation incorporated under the laws of the State of West Virginia, party of the second part, (hereinafter, the "City") has duly authorized its Mayor to contract with the party of the first part for the sale and purchase of the herein-conveyed real property; and,

WHEREAS, the City, acting through its Council, and under the powers granted to it in Chapter 3, Article II, Section 1 of the Code of West Virginia, 1931, as amended, duly enacted **Ordinance No. 443 of the City of Buckhannon**, an ordinance approving the purchase of the herein-conveyed real property, said ordinance having been adopted on **March 19, 2020** and taking effect thirty days thereafter, a certified copy of which is appended hereto and expressly incorporated herein by reference; and,

WHEREAS, said ordinance came into full force and effect thirty days following said enactment, being **April 18, 2020**, and said ordinance is effective and in force as of the date of this instrument; and,

WHEREAS, David W. McCauley, the Mayor of the City, and Citizens Bank of West Virginia, the party of the first part, have together executed an Agreement for the sale and purchase of the herein-conveyed property;

NOW, THEREFORE, WITNESSETH: That, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, the receipt

and sufficiency of which are hereby expressly acknowledged by the Grantor, the party of the first part hereby grants and conveys unto The City of Buckhannon, a West Virginia municipal corporation, WITH COVENANTS OF SPECIAL WARRANTY, free and clear of all liens and encumbrances except those appearing of record, all of those certain lots, tracts or parcels of land, together with any and all improvements located thereon, and fixtures located therein or thereupon, along with the rights of way, easements and appurtenances thereto belonging, situated fronting the South side of Madison Street and the North Side of East Lincoln Street, with a commonly known address of 15 Madison Street, in the City of Buckhannon, Corporation District of Upshur County, West Virginia, on the waters of Jawhose Run, and being more particularly bounded and described in EXHIBIT A attached hereto.

The lots, tracts or parcels of land immediately herein described, being the same parcels of property conveyed to CITIZENS BANK OF WEST VIRGINIA, Inc., the party of the first part, from BSCORSE, LLC, a Delaware limited liability company, by deed dated April 3, 2011 and of record in the office of the Clerk of the County Commission of Upshur County in **Deed Book 541, at page 48**, and from which said EXHIBIT A is taken. It is the express purpose of the party of the first part to convey to the party of the second party all of the property conveyed in the aforesaid prior deed, regardless of the correctness or sufficiency of the more particular description of said property contained in this instrument.

This deed and conveyance are further expressly made subject to any and all valid, outstanding rights of way and easements which affect the hereinbefore described real estate, and which are matters appearing of record in the aforesaid Clerk's Office or which otherwise would be disclosed by a view and/or an inspection of the premises.

The subject real estate is presently and more particularly referenced and identified by the Upshur County Assessor's Office upon the 2019 Land Book for Corporation District of Upshur County, West Virginia, as being **Parcel 169 upon Tax Map 7**, and reference to said Tax Map and Tax Parcel Identification is herein made for all pertinent and proper purposes.

**RECITAL AND CERTIFICATION PURSUANT TO WEST VIRGINIA CODE 11-21-71b**

The undersigned Grantor, upon his oath and under penalty of perjury, by signing this instrument hereby states, acknowledges and affirms on behalf of the party of the first part that it is exempt from the provision of West Virginia Code 11-21-71b concerning real estate sales proceeds withholding for purposes of taxation, as the party of the first part is a resident entity of the State of West Virginia.

**DECLARATION OF CONSIDERATION**

The party of the first part declares that the consideration paid for the property conveyed in this instrument is Two Hundred Thousand Dollars (\$200,000.00); however, this conveyance is not subject to the West Virginia excise tax upon the privilege of transferring title to real estate, as this is a conveyance made to a political subdivision of the State of West Virginia, as provided for pursuant to the statutory provisions of Chapter 11, Article 22, Section 1 of the Code of West Virginia, 1931, as amended.

WITNESS the following signature of the party of the first part:

CITIZENS BANK OF WEST VIRGINIA, Inc.,  
a West Virginia corporation

By:

  
Nathaniel Bonnell

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 Nathaniel Bonnell, whose name is signed to the foregoing Deed as Chief Executive Officer of Citizens Bank of West Virginia, Inc., a West Virginia corporation, has this day, before me, in my said county and state, acknowledged the same to be the act and deed of said corporation.

Given under my hand this 5 day of May, 2020.



  
Notary Public

Following recording, please return this document to:

Amberle Jenkins, Assistant City Recorder  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26203

**F. Consent Agenda**

**F.1 Approval of Minutes- Regular Meeting 02/27/2020**

**F.2 Event Request- Riverfest on 08/22/2020**

**City of Buckhannon  
Event Request Form**

*Riverfest*

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: Riverfest Person in Charge of Event: Kevin Campbell

Type of Event: Water education, celebration, remembrance of April Person Seating

Date of Event: 8/22/2020 Start Time: 10:00 AM End Time: 4:00 PM

Name of Sponsoring Organization: Mountain Lakes Preservation Alliance

Address: Buckhannon WV 26201  
City State Zip

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

Location of Event: Riverwalk/Basketball Court If event is a 5K include City approved route number \_\_\_\_\_

☒ Will any streets be closed? (If yes attach list) Circle Yes/No

If YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See below marking of events rules/regs.

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: Callie Cronin Sams, Buckhannon Water Dept

**\*\*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: 5/14/2020 Date Presented to Board/Council: 5/28/20 CPWB  
Approved by: 5/28/20 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 O&M Director Other: \_\_\_\_\_ REV 10-03-19

Motion to approve the Consent Agenda was made by Rylands/Waldo. Motion Carried

G. Strategic Issues for discussion and vote

G.1 Brick Pavers at Jawbone Park – Brad Hawkins recommended that we remove the bricks that are currently there and replace them with Brick Stamped Concrete, which is a dyed concrete with a pattern that looks like actual brick.

Motion to approve removing the bricks and replacing them with Brick Stamped Concrete was made by Shobe/Waldo.

Discussion - CJ Rylands explained that Create Buckhannon had paid for the original bricks and installation and that he preferred this over the Brick Stamped Concrete. Further discussion took place pointing out why the new method would provide benefits and that we can use the bricks that are removed for other projects.

The Mayor then called for the question. Motion carried.

G.2 Revisit Removal of City Trees at 52 Thurman Ave Leanne Groah – Brad Hawkins explained that she had requested the removal of the Gum trees, but the City had denied the request. She has since talked with Jerry Arnold about the damage that the trees are doing to her property and she is requesting that we reconsider removing the current Gum trees. Both Brad and Jerry feel we should do so but replace them with new trees – Jerry will ask for recommendations from Dixie Green, COB’s horticulturist.

Motion to approve the removal of City Trees at 52 Thurman Avenue affecting the Leanne Groah property and replacing them with trees that are appropriate was made by Shobe/Waldo. Motion carried.

G.3 Revision to the Uniform Warning Citation - Amby explained the changes made to the Uniform Warning Citation’s to make them less antagonistic.

CITY OF BUCKHANNON  
UNIFORM WARNING CITATION

DATE \_\_\_\_\_

TIME \_\_\_\_\_

LOCATION \_\_\_\_\_

NAME \_\_\_\_\_

OPERATORS \_\_\_\_\_

NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

DOB \_\_\_\_\_

VEH MAKE \_\_\_\_\_ YR \_\_\_\_\_

VEH LIC NUMBER \_\_\_\_\_

VIOLATION \_\_\_\_\_

\_\_\_\_\_

You are being warned, for the violation  
cited hereon. Thank you for your cooperation.

Officer \_\_\_\_\_

Motion to approve the recommended Uniform Warning Citation design was made by Rylands/Waldo. Motion carried.

G.4 Request No Parking Signage at Triangle Park on Sedgwick Street by Library – Brad Hawkins explained the request.

From: Jill Cable <jill@wvsr.com>  
Date: April 20, 2020 at 4:16:42 PM EDT  
To: "jarnold.buckhannon@gmail.com" <jarnold.buckhannon@gmail.com>  
Cc: Jim Hinkle <jdhinkle@wvsr.com>  
Subject: Agenda for the Consolidated Board Meeting

Hi Jerry,

It was great speaking with you today. My request is to stop allowing parking on Sedgewick Street from the split at East Main Street to Lightburn Street. This is on the right hand side of the triangle park in front of the Charles Gibson Library traveling east. If you have any questions please let me know. Stay Safe and hopefully we will start getting back to a new normal soon. Thank you,

**Motion to approve no parking from the beginning of Sedgwick Street, coming off East Main Street, to Lightburn Street, was made by Shobe/Rylands. Motion carried.**

**G.5 Request UCDA Innovation Center-Two Handicap Parking Spaces Corner Main/Spring Street –**  
Brad Hawkins explained the request from Melodie Stemple of the UCDA.



**Motion to approve the designation of one parking spot as a handicap parking spot at the corner of Main and South Spring Street was made by Rylands/Waldo. Motion carried.**

**G.6 Draft Budget 2020-2021 –** Amby explained the Draft Budget 2020-2021. No action was necessary

**G.7 Discussion Community Meeting RE: Development of newly acquired Madison St Property –**  
This is tabled until the July meeting.

**H. Board Members Comments and Announcements**

**Pamela Bucklew –** Nothing further.

**Mark Waldo –** Ask for an update on the small concrete batch unit. Brad Hawkins reported that nothing had been done further on acquiring one, but that Jerry Arnold was planning to move forward on it in July. It is in the budget for the next fiscal year.

**Nancy Shobe –** She ask Brad for an update on the Lincoln Way work, which he provided. She also stated that the new street at CVS is looking nice.

**CJ Rylands –** He stated that everything looks great. He then asked about the signs at the North Spring Street that need finished. Brad has those just about ready to install.

**Jay Hollen –** He is looking forward Gateway West project starting and finishing up some smaller projects.

**Mayor McCauley –** He ask about the completion of the wall in the Dog Park; Brad said is was built but it needs work regarding the special bricks. The Gallery dedication at the Colonial Theatre is June 5th at 4:00 PM. He spoke about the grass mowing that was needed at the Heavner Cemetery for the Memorial Day weekend. Complimented all that came together to accomplish the project.

Mayor David McCauley Memorial Day Address – Monday, May 25, 2020  
Veterans’ Chapel, Heavner Cemetery, Buckhannon, WV

Good afternoon honored members of VFW Post #3663 & Frank B. Bartlett American Legion Post #7, distinguished guests, ladies, & gentlemen. I’m privileged again to bring greetings to you from City Hall, & I welcome you all to your



Veterans’ Chapel & our Heavner Cemetery on Memorial Day 2020. Today on this glorious day, amid a most challenging time for our world- our community honors all of our veterans of military service being particularly mindful of those who paid the supreme sacrifice for our freedom & liberties.

Amid this pandemic of 2020, we should be mindful that during the last global pandemic of 1917-20, that from September through November of 1918 alone, nearly 40% of our U.S. navy & army personnel were sickened by the Spanish Flu. Influenza & pneumonia killed more American soldiers & sailors during WWI than did enemy weapons. By our War Department's most conservative count, influenza sickened 26% of the Army—more than one million men—and killed almost 30,000 before they even got to France. The Navy recorded 5,027 deaths & more than 106,000 hospital admissions for influenza & pneumonia out of 600,000 men.

But back to today. It’s been my distinct honor to address you on many previous Veterans’ Days, Memorial Days, Flag Days, & other celebrations of your military service during my 37+ years of residing here in our beloved town. I’ve shared my pride for my dad who we lost in August of 2018 at 98, & who served in the U.S. Army in the Philippines & as part of the force that occupied Japan with General MacArthur.

Our Buckhannon-Upshur community regularly celebrates & honors our wonderful veterans in a number of ways. In addition to our Flags for the Fallen program here, our City honors our veterans with the Walk of Valor from Memorial Day through Veterans’ Day. If you haven’t been to our Jawbone Park to see the hundreds of Veterans’ banners displayed, please do so, it’s an uplifting experience. We appreciate the folks with Create Buckhannon, the Opportunity House guys, & our City Streets’ crew who just installed this year’s banners in Jawbone last week.

Year before last, I requested the installation of flagpoles at all of our City facilities, including the Sewer & Water plants, & our Waste Collection facility out at Mud Lick Run. There is a place that you can stand down at our public safety complex & view Old Glory waving proudly from six City installations. I want to thank our Combined Honor Guard for making the tour with me last year to dedicate each of the newly installed flagpoles at all of our City facilities.

Our Veterans’ chapel here- this sacred ground- displays by branch of service those who’ve protected us. Our Veterans’ Affairs Council chaired by Mary Albaugh has been very active in touting the heroism of our veterans in our schools & throughout our community. Our American Legion Post received national accolades for their patriotism module now instructed in our Upshur County schools. Special thanks to Bob Post who was a substantial contributor to that effort.

As you’ve heard me say on many occasions, our children must be made aware of the service of those who came before them to fully appreciate all of our many freedoms & liberties- to know that all that we enjoy in this great nation has been made possible by our having been protected by our heroic veterans of military service. The high quality of life that we enjoy in the U.S. didn’t just happen- rather it has been fought for over & over, & vigilantly protected for nearly 244 years now. Today’s threats to our Republic & our way of life continue to be challenged every day.

Pardon my borrowing one of the most celebrated & oft quoted lines about military service from a non-American, coming from one of our great allies, who so perfectly captured the tribute to England’s Royal Air Force. Early on during the 13-month long, Battle of Britain, & on August 20, 1940, still nearly 16 months before the United States entered World War II, Winston Churchill lamented, “Never in the field of human conflict was so much owed by so many to so few.” How apt those words are- when we reflect upon the service of our own U.S. military veterans. Indeed- never has so much been owed by so many... to so few. It’s disheartening that many of today’s Americans take so much for granted, that there are many who feel entitled to their freedom & liberties without appreciation of the sacrifice of our service veterans that made that freedom & those liberties possible. Our veterans have earned our eternal respect, & shall always command our most humble thanks.

In closing, we continue to support former VFW Commander Larry Brown in his ongoing battle for good health, & all of our veterans with illness & infirmities, & we will always stand by, thank, & remember each of you- and love you all- for your sacrifices & excellent service to your country, & our great nation, & for us all. God bless our veterans. Enjoy the rest of your Memorial Day weekend while remembering the solemn reason for this day.

**I. Adjournment -Motion to adjourn at 4:56 PM by Rylands/Shobe. Motion Carried**

**Mayor David McCauley** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_