

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, September 24, 2020 at 4:00 p.m. with the following in attendance:

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

Guests: Mary J. Lipps; Sabrina McCardle; Faye Huddleston; Amanda Posey; Jeanie Lesondak; Jeff Bennett; Michelle Jack; Jerry Henderson; Steve Oldaker.

*To Participate in a Utility Board meeting during the COVID-19 Safer at Home Order,
Please contact us at 304-472-1651 for the GoToMeeting link/access*

**City of Buckhannon Consolidated Public Works Board
4:00 p.m. in Council Chambers
Meeting Agenda for Thursday, September 24, 2020**

A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

B. Recognized Guest

B.1 Cornerstone Community Church Representative

B.2 United We Stand Representative

B.3 Mary Lipps RE: Wood Street Handicap Signage

C. Department Report

C.1 Bradley Hawkins

D. Financial Report-Amberle Jenkins

D.1 August 2020

E. Correspondence and Information

E.1 City PR: Children’s Fest, Truck Fest & Fall Fest Canceled for 2020

F. Consent Agenda

F.1 Approval of Minutes- Regular Meeting 08/27/2020

G. Strategic Issues for Discussion and/or Vote

G.1 Event Request-Cornerstone Community Church-Revival at Jawbone Park October 9th -11th

G.2 Event Request-United We Stand at Jawbone Park September 26, 2020

G.3 Request Handicap Parking Signage at 102 Wood Street

G.4 Continued Discussion Downtown On-Street Parking Philosophy

G.5 Reschedule & Merge the November & December CPWB Meetings due to Holiday -Tuesday, December 1, 2020 at 4pm

H. Board Members Comments and Announcements

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

J. Adjournment

Posted 09/21/2020

A. Call to Order - The meeting was called to order by Mayor Skinner.

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

A.2 Pledge to the Flag of the United States of America – The Pledge was led by the Mayor.

B. Recognized Guests – The Mayor called upon the guests in the order in which they signed in for the meeting.

The Mayor recognized Mary Lipps (noted on the agenda as B.3) who has submitted a request for handicap parking signage at 102 Wood Street. The Mayor explained that while we may designate a space as such, anyone who has a handicap placard can use the spot. Street Superintendent Hawkins asked about the specific location request. This will also require appropriate curb painting. Discussion took place.

Motion to bring G.3 Request Handicap Parking Signage at 102 Wood Street and approve the request was made by Rylands/Shobe. Motion carried.



Dear City Council

I am writing on behalf of my patient Mary Marsh DOB 08/01/1945. She requires access to her handicap ramp secondary to limitations with mobility and physical deconditioning. Please consider placing a handicap sign at her ramp to prevent blockage from other citizen vehicles.

Sincerely,

Karen Black PA-C

Karen N. Black, PA-C

Electronic signature on file

102 Wood Street
Buckhannon WV 26009
304 642 1613 - Mary J. Lipps

The Mayor next recognized Faye Huddleston, Amanda Posey, Jeanie Lesondak, and Jeff Bennett; (noted on the agenda as B.2) who have submitted an event request for a United We Stand Event, part of the National Day of Prayer events, at Jawbone Park September 26, 2020. Discussion took place, which included reviewing the COVID-19 requirements.

Motion to bring G.2 Event Request-United We Stand at Jawbone Park September 26, 2020 to the table and approve that request was made by Rylands/Shobe. Motion carried.

**City of Buckhannon
Event Request Form**

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

Name of Event: UNITED WE STAND Person in Charge of Event: Faye Huddleston
 Type of Event: 9/26/2020 Name of Sponsoring Organization: Community
 Date of Event: 9/26/2020 Start Time: 10M End Time: 4PM
 Address: JAWBONE PARK Phone: 304-265-1116 Email: F.Huddleston@wv.gov
BUCKHANNON, WV Jennie Lesondak 304-642-1031

- Event Rules:**
- The City facilities are maintained for use and enjoyment by our citizens. The City does require that all planned events be approved in advance of the gathering (see Event Rule number 2). Commercial events and certain organized gatherings may be required to show evidence of a valid General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$5,000 medical expense (any one person). If so, a certificate naming the City of Buckhannon, WV as an additional insured must be received before access to the facility is granted.
 - Organizers must submit, within thirty (30) days of the start of the event, a virus mitigation plan, indicating the measures to be taken by the organizers to prevent COVID-19 transmission between individuals within the event venue. Suggested measures include the installation of hand sanitizing stations, the mandated use of masks and social distancing, screening for COVID-19 symptoms, and other measures. Failure to submit this plan in a timely manner will result in revocation of any permissions granted, and the cancellation of any permits issued, related to the event.
 - A hold harmless agreement must be provided.
 - Tobacco, alcoholic beverages and gambling are prohibited.
 - Organizations using city property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
 - Permission for use, when granted, is for specific rooms or areas. The remaining areas of a facility are not to be used or entered.
 - The marking of event courses (such as with a 5K) must be made with removable tape. It must not interfere or conflict with any traffic or utility signage or signals. Markings must immediately be removed as the event is concluding. Paint and chalk are prohibited. Event signage must be distinguishable from traffic signs and organizers must have the name of the event on the signage. Markings and signage not removed by the organizer(s) will be removed by City personnel and the organizer(s) and/or event will be billed for any labor and materials.
 - When city equipment is used, a designated city employee must be present and have general supervision of the equipment.
 - No signs, banners, permits, etc., are permitted in or on city buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of city personnel.
 - When, in the opinion of the City, police officers are needed to protect event participants, the public, or City property, police officers will be assigned.
 - The City may cancel any facility use, permit, or previously approved event if it does not comply with the guidelines published by the West Virginia Department of Health and Human Resources or by the Governor related to pandemic safety measures. Events may also be cancelled for any of the following causes: acts of God (including extreme weather), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations. Changes in published guidelines after request approval and prior to the event may result in cancellation of the event. If guidelines cannot be followed, the event will be cancelled or rescheduled.

Signature of Person in Charge of Event: Faye Huddleston Phone No: 304-265-1116

Location of Event: Jawbone Park If event is a 5K include City approved route number X
Buckhannon, WV (If yes attach list) Circle Yes/No
 1. Will any streets be closed? No
 2. YES: Requester responsible for placement & removal of temporary signage regarding No Parking along the event route. See the above "marking of events" rules/regulations number 7.
 3. When is the anticipated crowd size? 100-200 cars
 4. Will there be vendors? Yes/No

The Mayor recognized Michelle Jack who ask for an update on the parking issues which she has brought to the Boards attention in the past. The Board had a discussion, which included a review of the current regulations and procedures. This resulted in a recommendation for the City to consider a fulltime parking enforcement office and develop an updated parking ordinance.

Motion to bring G.4 Continued Discussion Downtown On-Street Parking Philosophy to the table and approve a review of Ordinance 409, potentially adopting a modification of the fine structure; changing the two hours free downtown parking, to two hours free downtown parking cumulative for a 24 hour period; and, providing for just one warning prior to issuing a ticket, that would include a fine, was made by Bucklew/Shobe. Motion carried.

Michelle also provided a brief report on BURMA's recent discussion regarding the holiday season and that they would like to make some suggestions concerning the downtown decorations to the Board and the decorating committee in the near future.

Jerry Henderson was then recognized and noted that she had learned, through media reports, that a North Spring Street project was being moved ahead of the anticipated North Kanawha Street project. Both the Mayor and Street Superintendent Bradley Hawkins explained the North Spring Street project has been under intense review due to the deteriorating infrastructure and the urgency of needed repairs. It was also pointed out that this is the first time all concerned City departments had the financial resources to work in unison on a project such as this. The plan for North Spring Street, if approved, would have all the infrastructure replaced at the same time including a complete resurfacing of North Spring Street. Mrs. Henderson reminded the Board that North Kanawha Street also has infrastructure issues including deteriorating sidewalks and poor lighting. The North Kanawha Street project will include narrowing the sidewalks and providing parking on both sides of the street. Both projects were discussed at length with the Mayor assuring Jerry Henderson that the North Kanawha Street would be completed as soon as possible. Jerry closed by asking the Mayor and the Board reconsider the delay of the North Kanawha Street project, keeping it as the next project.

Steve Oldaker was recognized who requested that the streetlight on Walnut Street be moved up to the next pole to alleviate the light coming through his window and help light the nearby alley. Brad said that to do so, he would have the power company make the move, subject to their approval.

Motion to submit a request to Mon Power to move the streetlight on Walnut Street up to the next pole was made by Rylands/Waldo. Motion carried

C. Department Report

C.1 Street Superintendent - Bradley Hawkins – Mr. Hawkins provided a report on the following:

- Concerning the Gateway West Project, the crew has completed 1,600 feet of sidewalk with 36 ADA ramps installed and there is about 1,000 feet left to pour. We will then install wire and light poles. We have pulled our crew off that project, for the next couple of weeks, to try and get caught up on some of our other projects.
- We need to hire another full-time employee for the Street Department, because Josh Bryant recently transferred to the Waste Garage.
- Jerry and I have been talking about getting new door locks for the restrooms at the Walk Trail, and possibly Jawbone, that at scheduled times automatically lock and unlock themselves. They could also be controlled with a cell phone. If they lock while someone is using the restroom, the person can exit with the door locking behind them. The locks will be about \$510.00 per door. Once we have some more information, we will bring it to the Board for consideration and a vote.
- A Q & A took place with the Board and Brad including follow-up on some of the smaller projects.
- We took delivery of our new cement mixer and 18-ton silo on 9/23/20. We now need to get the power service in for the silo and complete the training so that we can start doing our own concrete.



D. Financial Report-Amberle Jenkins

D.1 August 2020 - Amby presented the August 2020 report:

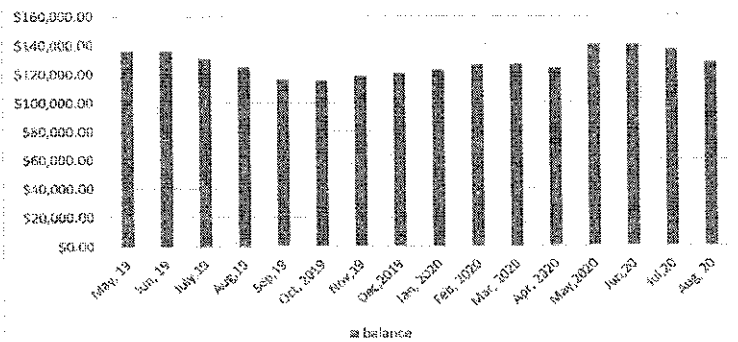
**CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance August 31, 2020

Money market & checking \$ 127,684.73

Cemetery CD and savings \$ 233,116.09

balance



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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	* YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION D	50	11.00	22.00	0.00	28.00	36.67
093-340-000-02 DONATION PWS PARK UTILIZPRI	50	12.00	24.00	0.00	36.00	46.67
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK. PEN. LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	2,000	0.00	0.00	0.00	2,000.00	0.00
093-343-000-01 PARK. PEN. LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK. PEN. LOT 3	100	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,000	0.00	0.00	0.00	100.00	0.00
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK. PEN. LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK. PEN. ON STREET	5,000	0.00	345.00	0.00	4,655.00	8.99
093-347-000-00 OPENING & CLOSING GRAVES	30,000	0.00	5,800.00	0.00	24,200.00	19.33
093-347-000-01 SALE OF LOTS	10,000	4,800.00	4,800.00	0.00	5,200.00	48.00
093-348-000-00 PLACEMENT OF BARRIERS	1,500	350.00	450.00	0.00	1,050.00	26.67
093-348-000-01 PARK. PEN. LOTS	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 5	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	49,750	3,161.00	10,103.50	0.00	37,616.50	24.34
GRANTS						
093-360-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 STATE OCCUPANCY TAX	45,000	2,561.37	6,712.48	0.00	38,287.52	14.92
093-368-000-00 RENTAL OF PAVILION	0	205.00	430.00	0.00	4,370.00	10.60
TOTAL GRANTS	45,000	2,766.37	7,142.48	0.00	42,757.52	14.48
OTHER REVENUE						
093-390-000-00 INTEREST	50	10.61	22.04	0.00	27.96	44.08
093-390-000-00 MISCELLANEOUS	0	0.00	252.86	0.00	252.86	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	25,000	0.00	0.00	0.00	25,000.00	0.00
093-399-000-01 COMMUNITY ENHANCED DEPOSIT	100	0.00	0.00	0.00	100.00	0.00
TOTAL OTHER REVENUE	25,150	10.61	274.94	0.00	24,875.00	1.09
TOTAL REVENUE	124,870	7,737.68	19,629.92	0.00	105,249.06	15.71

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 15.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE (RETURN C	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,200	1,400.00	2,800.00	0.00	13,400.00	17.28
093-700-103-00 SALARIES	21,740	880.00	1,780.00	0.00	19,980.00	8.10
093-700-103-01 FLOWER SALARIES	46,350	4,428.81	5,800.74	0.00	37,549.26	16.99
093-700-104-00 FICA TAX	6,448	513.23	1,022.11	0.00	5,425.89	15.85
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,400	128.00	256.00	0.00	1,144.00	18.29
093-700-106-01 CONSOLIDATED RETFLOWER	2,500	161.56	323.12	0.00	2,176.88	12.92
TOTAL SALARIES & BENEFITS	94,638	7,511.60	14,963.97	0.00	79,674.03	15.81
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	104.69	887.10	0.00	9,112.90	8.87
TOTAL CONTRACTUAL SERVICES	10,000	104.69	887.10	0.00	9,112.90	8.87
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	15,000	1,200.00	2,600.24	0.00	13,399.76	10.67
093-700-342-00 MAT & SUPP - PARKING	5,100	51.80	1,706.81	0.00	3,443.19	33.14
093-700-343-00 MAT&SUPP-PARKS	15,000	5,233.54	6,080.83	0.00	8,919.17	40.54
093-700-343-01 DGC PARK EXP	500	28.29	35.78	0.00	461.21	7.76
093-700-344-00 AUTO SUPPLIES	5,000	198.15	4,051.04	0.00	548.96	91.02
093-700-345-00 TREE MAINTENANCE	10,000	0.00	0.00	0.00	10,000.00	0.00
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	50,600	6,711.78	13,477.71	0.00	37,172.29	26.61
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	16,000	40.25	651.75	0.00	15,348.25	4.07
093-700-465-00 CONTRACT MOWING CEMETERY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	16,000	40.25	651.75	0.00	15,348.25	4.07
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-595-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	171,286	14,368.32	29,978.53	0.00	141,309.47	17.50
TOTAL EXPENDITURES	171,286	14,368.32	29,978.53	0.00	141,309.47	17.50
REVENUE OVER/(UNDER) EXPENDITURES	(46,418.11)	6,530.84 ()	10,357.61 ()	0.00 ()	16,060.39 ()	22.31

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Disbursements 08-01-20 to 09-31-20

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
BOARD	MIN FORCEP	700-343-00	MAT&SUPP-PARKS	11006698128 44 VER ST	7.77		
		700-343-00	MAT&SUPP-PARKS	110066981045 51 CLEVELAND	9.77		
		700-343-00	MAT&SUPP-PARKS	110066981006 FARE STREET	18.33		
		700-343-00	MAT&SUPP-PARKS	11007301900 FARE PDE	9.31		
		700-343-00	MAT&SUPP-PARKS	110096146953 J B DANLITON	8.35		
		700-343-00	MAT & SUPP - PARKING	110112220076 FAE LOT 1	35.43		
		700-343-00	MAT & SUPP - PARKING	110112220019 FAE LOT 2	8.25		
		700-343-00	MAT & SUPP - PARKING	110112220076 FAE LOT 3	31.29		
		700-343-00	MAT & SUPP - PARKING	110112220019 FAE LOT 4	31.92		
		700-343-00	MAT&SUPP-PARKS	110096146882 OAKBORN PARK	70.26		
		700-343-00	MAT&SUPP-PARKS	110096146941 FARE STREET	89.43		
		700-343-01	DGC PARK EXP	110137251830 WALK TRAIL LN	5.36		
		700-343-01	DGC PARK EXP	110141780342 13 MAPLE ST	31.25		
		700-343-01	DGC PARK EXP	110141780342 13 MAPLE ST	24.94		
		700-343-00	INSURANCE & BONDS	2021055074 7-2 TO 8-2-2020	104.69		
		700-343-00	MAT&SUPP-PARKS	STONE FOR PARKS	288.34		
		700-343-00	MAT&SUPP-PARKS	CONDUIT, BRAKER, PARKS	18.86		
		700-343-00	MAT&SUPP-PARKS	CONDUIT, BRAKER, PARKS	12.97		
		STATE EQUIPMENT INC.		700-344-00	AUTO SUPPLIES	OHIO POWER OIL KIT WEEDS	50.59
				700-344-00	AUTO SUPPLIES	OHIO POWER OIL KIT WEEDS	50.59
700-344-00	AUTO SUPPLIES			OHIO POWER OIL KIT WEEDS	118.57		
700-344-00	AUTO SUPPLIES			OHIO POWER OIL KIT WEEDS	20.00		
WV PUBLIC EMPLOYEES RETIREME		700-105-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	84.00		
		700-105-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	80.78		
		700-105-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.50		
		700-105-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	40.78		
REFUND OF PARK RESERVATIONS		700-343-00	MAT&SUPP-PARKS	TOM CONORAN MHPD TRV #2 RC	30.00		
		700-343-00	MAT&SUPP-PARKS	BRUCE JANDER MHPD TRV #1 &	30.00		
		700-343-00	MAT&SUPP-PARKS	BRUNNER BEGER MHPD TRV #1	50.00		
CRISTED ELECTRICAL SUPPLY INC		700-343-00	MAT&SUPP-PARKS	BREAKER FOR PARKS	20.17		
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	249.74		
INTERNAL REVENUE SERVATION		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	100.52		
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	98.91		

1,200.00 Jim Harrison - Refund Cemetery sps 2+4 And Addition See Blotter
4,080.00 Renny's Mobile Village - Greenhouse Frame

FOND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	38.96
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	FOUR-HAND DRYERS FOR PARKS	307.96
	JEM K. HARRISON	700-341-00	MAT & SUPP - CEMETER	REF SP5 2&4 2ND LT66R SEC	1,200.00
	RENNY'S MOBILE VILLAGE	700-343-00	MAT&SUPP-PARKS	INV #371 GREENHOUSE FRAME	4,680.00
	**PAYROLL EXPENSES			8/01/2020 - 8/31/2020	5,700.81
				TOTAL:	14,366.32

Motion to approve the Financial Report was made by Waldo/Rylands. Motion Carried

E. Correspondence and Information - The Mayor reviewed the following Correspondence and Information with the Board.

E.1 City PR: Children's Fest, Truck Fest & Fall Fest Canceled for 2020



August 19, 2020

BUCKHANNON, WV: Due to the COVID-19 pandemic and the statewide restriction on fairs and festivals, the 2020 Truck Fest, Stockert Youth & Community Center Children's Festival, and Buckhannon Fall Fest have all been canceled for 2020. We look forward to the time when we can safely host these events once again. See you in September 2021!

F. Consent Agenda

F.1 Approval of Minutes- Regular Meeting 08/27/2020

Motion to approve the Minutes from the Regular Meeting of 08/27/2020 was made by Shobe/Rylands. Motion carried.

G. Strategic Issues for discussion and vote

G.1 Event Request-Cornerstone Community Church-Revival at Jawbone Park October 9th -11th – No representative was present and no action was taken. It was noted they called to withdrawal application.

G.2 Event Request-United We Stand at Jawbone Park September 26, 2020 – Action was taken earlier in the meeting.

G.3 Request Handicap Parking Signage at 102 Wood Street – Action was taken earlier in the meeting.

G.4 Continued Discussion Downtown On-Street Parking Philosophy – Action was taken earlier in the meeting.

G.5 Reschedule & Merge the November & December CPWB Meetings due to Holiday Tuesday, December 1, 2020 at 4pm – Discussion took place.

Motion to reschedule & merge the November & December CPWB Meetings due to Holiday on Tuesday, December 1, 2020 at 4pm was made by Shobe/Bucklew. Motion carried.

H. Board Members Comments and Announcements

CJ Rylands – Nothing further.

Mark Waldo – Mr. Waldo ask about the water fountain in Jawbone Park and Mr. Hawkins reported that none of the park fountains had been turned on this year because of COVID-19.

Pamela Bucklew – Nothing further.

Nancy Shobe – Nothing further.

City Recorder Sanders – Nothing further.

Mayor Skinner - The Mayor thanked the Board and reminded us that we were to move into Executive Session –Property Matters Per WV Code § 6-9A-4.

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

Motion to adjourn from the regular meeting at 5:54 PM was made by Bucklew/Shobe. Motion carried.

Motion to move into Executive Session at 5:59 PM was made by Bucklew/Shobe. Motion carried.

Motion to adjourn from Executive Session at 6:11 PM was made by Rylands/Bucklew. Motion carried.

J. Adjournment

The Chair adjourned the regular meeting at 6:11 PM.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
