

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

A regular meeting of the Buckhannon City Council was held on Thursday, April 1, 2021 at 7:00pm in City Hall. The following were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Bucklew	Present – by phone
Council Member	Jack Reger	Present – by phone
Council Member	CJ Rylands	Present
Council Member	David Thomas	Absent
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O’Neill	Present – by GTM
BFD	Chief JB Kimble	Present
Director of Public Works	Jerry Arnold	Present
The Record Delta Newspaper	Macie Queen	Present
Channel 3	Dennis Cortes	Absent
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present - by GTM

Guests: Jody Light & DeAnna Grogg, Almost Heaven Rib Fest; Dr. Joseph Reed; Mitch Tacy

To Participate in a Utility Board meeting during the COVID-19 Stay at Home Order, participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, April 1, 2021***

A. Call to Order

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

B. Recognized Guests

- B.1 Dr. Joseph Reed-Proclamation-Take Down Tobacco Day -April 1, 2021
- B.2 Jody Light

C. Department & Board Reports

- C.1 Public Works Director- Jerry Arnold
- C.2 Finance Director- Amberle Jenkins
- C.3 Police Chief- Matthew Gregory
- C.4 City Attorney- Tom O’Neill

D. Correspondence & Information

- D.1 BPD -CALEA Accreditation Assessment- Public Notice & Media Release invites Public Comment
- D.2 Letter of Understanding between BFD, BPD & WVWC RE: Fire & Police to utilize structures at 79 & 82 Randolph St for Drills/Training Exercises prior to demolition
- D.3 Letter from WV State Auditor RE: Accounting & Recordkeeping Requirements for American Rescue Plan Act of 2021
- D.4 Mayor’s Proclamation-Dr. Joseph Reed Day, March 26, 2021
- D.5 Mayor’s Proclamation-100th Anniversary of St. Joseph’s Hospital
- D.6 Atlantic Coast Pipeline Restoration Plan & FERC Scoping Notification
- D.7 Letter to Virgil LaRosa RE: Leasing Space on Deer Creek Ridge Radio Tower for City’s Private Intranet & Communications
- D.8 PR: ART26201- Colonial Theatre Gallery Presents Upshur Youth Art Exhibition April 3rd
- D.9 Property Purchase Agreement 63 East Main Street

E. Consent Agenda

- E.1 Approval of Minutes Regular Meeting 03/18/2021
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Approval Appointment of Samuel Walker as the City’s Representative to the UC Parks & Recreation Board

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Mutual Aid Agreement between Buckhannon Police Department & Upshur County Sheriff’s Office
- F.2 Discussion/Possible Action – Appointment of Colonial Theatre Board Members
- F.3 Mountaineer Food Bank Request Funding of \$5,000 for Fresh Initiative Kids Market in Upshur County Schools
- F.4 Requests from Almost Heaven Rib Fest to be held on May 1, 2021
- F.5 Approval to Set Up Separate Fund & Bank Account for the American Rescue Plan Act of 2021
- F.6 WVWC Request to Construct Fence & Gates at Randolph & Brooke Streets RE: Photovoltaic Power Project

G. Comments and Announcements

- G.1 Mary Albaugh

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

H. Mayor's Comments and Announcements

I. Adjournment

Posted 03/29/2021

Next Regular Scheduled City Council Meeting Thursday, April 15, 2021

A. Call to Order - Mayor Robbie Skinner called the meeting to order.

A.1 Moment of Silence – Mayor Skinner asked all present to join him in a Moment of Silence keeping Council Member Jack Reger, who is joining us for the meeting this evening by phone from his home, in our thoughts and prayers as he is still recovering from COVID-19. The Mayor also asked us to keep Council Member Mary Albaugh in our thoughts and prayers, as she is still recovering from a recent medical procedure.

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

B. Recognized Guests - The Mayor welcomed all guests and members of the press and thanked Channel 3 who continues to broadcast our Council meetings live on local Channel 3 and on the City of Buckhannon's Facebook page. He also reminded those watching that should they have a question they can email those to buckhannon@buckhannonwv.org.

B.1 Dr. Joseph Reed-Proclamation-Take Down Tobacco Day -April 1 2021 - The Mayor recognized Dr. Joseph Reed and presented him with the following proclamation:

(Insert Dr. Reed's Take Down Tobacco Day Proclamation here)

Dr. Reed provided an overview of the "Take Down Tobacco Day - April 1 2021" program and asked the Council Members to pose with artwork created by area children.

B.2 Jody Light - Ms. Light was recognized by the Mayor and she discussed the upcoming *Almost Heaven Rib Fest* to be held in Buckhannon on May 1, 2021. Jody provided a complete overview of the event and of the positive response it has been receiving since it was recently announced. As one of the first major events of the 2021 tourism season and since the Governor has provided changes in previous restrictions due to COVID-19 making events like this possible, it looks like it will provide a boost to our local economy. She asked the Council for certain assistance, as outlined in her handout, to include financial sponsorship. Council Member Reger asked about the budget and what amount she was hoping the City would provide. Ms. Light provided a general outline of expenses and requested an amount of \$2,000 to \$2,500 from the City. The Mayor recommended the City provide support in this manner and yielded to the Council for their comments. Discussion took place.

Motion to bring F.4 Requests from Almost Heaven Rib Fest to be held on May 1, 2021 to the table and approve the contribution of \$2,000 to the event and assist with other requests as noted on the handout, other than attaching a manifold to a hydrant, was made by Rylands/Albaugh. Motion carried unanimously.

(Insert Almost Heaven Rib Fest handout here)

C. Department & Board Reports

C.1 Public Works Director- Jerry Arnold – Mr. Arnold provided Council an overview of the following report.

Director:

- The phone system is installed at the new facility.
- Jay, Vincent and I met with a developer about a project on W. Main St.
- I reviewed the cemetery bids and would recommend accepting the low bid from Everson-Carr Farms LLC for \$35,100.00.

Street:

- Continue to work on the GWW Project. We have set the drop inlets and hope to complete the sidewalk portion next week.
- Both the water and electrical work is complete in Jawbone Park. The sewer is being installed and once it is completed, we will install the Geo-tile.
- We have a crew coming out tomorrow to clean sidewalks.
- We are advertising to hire a park attendant.
- We have one of our full-time staff resigning. His last day was today.
- The contractor will be scheduling the paving of Smithfield Street soon.

Sewer:

- N. Spring St. Project is moving along and half-way to our project midpoint with the sanitary/sewer.
- Working on additional sewer connections in Jawbone.

Water:

- Nothing new to report.

Waste:

- Just a reminder of the UCSWA paper shred event is on April 17th from 9:00 am – Noon at the new Street Facility on Mud Lick Rd.

Engineer:

- Nothing new to report.

There was a general Q & A with Council Members and Mr. Arnold

Without objection, *F.6 WVWC Request to Construct Fence & Gates at Randolph & Brooke Streets RE: Photovoltaic Power Project* was moved to the table for discussion and/or vote. The Mayor provided an overview of the proposed project. The Consolidated Public Works Board has already approved the plans and recommended it be sent to Council for consideration. Mr. Arnold explained that there would be no structures built and no infringements on City Right of Ways.

Motion to approve WVWC Request to Construct Fence & Gates at Randolph & Brooke Streets RE: Photovoltaic Power Project by Rylands/Albaugh. Discussion took place with questions from Dr. Reed and Council Member Reger. **Motion carried unanimously.**

C.2 Finance Director- Amberle Jenkins – Amby Jenkins provided the following report:

(Insert financial report and documents here.)

Without objection, *F.5 Approval to Set Up Separate Fund & Bank Account for the American Rescue Plan Act of 2021* was brought to the table for discussion and/or vote. The Mayor gave an overview of why this was necessary as did Finance Director, Amby Jenkins.

Motion to approve setting up a separate fund & bank account for the American Rescue Plan Act of 2021 was made by Rylands/Sanders. Motion carried unanimously.

Without objection, *F.3 Mountaineer Food Bank Request Funding of \$5,000 for Fresh Initiative Kids Market in Upshur County Schools* was brought to the table for discussion and/or vote. Discussion took place that since there was no representation from the Mountaineer Food Bank to discuss the request, the Mayor suggested that we table the request until someone could appear to do so.

Motion to table the Mountaineer Food Bank Request Funding of \$5,000 for Fresh Initiative Kids Market in Upshur County Schools until a representative can appear to discuss the request was made by Sanders/Albaugh. Motion carried unanimously.

C.3 Buckhannon Fire Department - Chief JB Kimble – Chief Kimble reviewed the following with Council:

1.) February response

- 2.) YTD responses
- 3.) Capt. Elmore & Lt. Baxa completed the Quality improvement through accreditation class. Those are still available in May of 2021.
- 4.) ISO will be putting on a class April 22 at the Public Safety Complex at 6:00 pm all are encouraged to attend
- 5.) Last week I spoke at the Create Buckhannon Leadership Academy
- 6.) Capt. Baxa and the Chief met with Amby and the City Attorney last week to discuss the Accreditation process for the BFD. The Chief is reviewing the Civil Service handbook that needs updated
- 7.) In the council packet is an explanation of the safer grant additional funds from the IAFF.

There was an extensive discussion regarding the research that is going on with Region VII concerning the Safer Grants; and the way we fund the hiring of the three additional Firemen that the City does plans to hire. Members of Council, Chief Kimble, Mitch Tacy, Amby Jenkins all participated in the discussion.

(Insert remaining BFD materials here)

C.4 City Attorney - Tom O'Neill –Mr. O'Neill deferred to the Strategic Issues for Discussion and/or Vote section of the agenda.

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

- D.1 BPD -CALEA Accreditation Assessment- Public Notice & Media Release invites Public Comment**
- D.2 Letter of Understanding between BFD, BPD & WVWC RE: Fire & Police to utilize structures at 79 & 82 Randolph St for Drills/Training Exercises prior to demolition**
- D.3 Letter from WV State Auditor RE: Accounting & Recordkeeping Requirements for American Rescue Plan Act of 2021**
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- D.8 PR: ART26201- Colonial Theatre Gallery Presents Upshur Youth Art Exhibition April 3rd**
- d.9 Property Purchase Agreement 63 East Main Street**

○ **(Insert Correspondence & Information materials)**

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

- E.1 Approval of Minutes Regular Meeting 03/18/2021**
- E.2 Approval of Building and Wiring Permits**
- E.3 Approval of Payment of the Bills**

Recorder Sanders asked that we table E.1 Approval of Minutes Regular Meeting 03/18/2021 until the next meeting.

Motion to approve Consent Agenda items E.2 and E.3 was made by Albaugh/Sanders. Motion carried.

(Insert Consent Agenda materials)

F. Strategic Issues for Discussion and/or Vote:

F.1 Approval Mutual Aid Agreement between Buckhannon Police Department & Upshur County Sheriff's Office - City Attorney O'Neill explained the agreement and noted that one minor correction needed to be made.

Motion to approve the Mutual Aid Agreement between Buckhannon Police Department & Upshur County Sheriff's Office was made by Bucklew/Reger. Motion carried.

F.2 Discussion/Possible Action – Appointment of Colonial Theatre Board Members - The Mayor asked that we table this matter until the next meeting.

Motion to table the Appointment of Colonial Theatre Board Members was made by Rylands/Sanders. Motion carried.

F.3 Mountaineer Food Bank Request Funding of \$5,000 for Fresh Initiative Kids Market in Upshur County Schools - Discussed with action taken earlier in the meeting.

F.4 Requests from Almost Heaven Rib Fest to be held on May 1, 2021 - Discussed with action taken earlier in the meeting.

F.5 Approval to Set Up Separate Fund & Bank Account for the American Rescue Plan Act of 2021 - Discussed with action taken earlier in the meeting.

F.6 WVWC Request to Construct Fence & Gates at Randolph & Brooke Streets RE: Photovoltaic Power Project - Discussed with action taken earlier in the meeting.

(Insert all appropriate items for Strategic Issues for Discussion and/or Vote here or in the areas of the minutes where action was taken)

G. Comments and Announcements

- **Council Member Albaugh** - Nothing further.
- **Council Member Bucklew** – Nothing further.
- **Council Member Rylands** – Mr. Rylands mentioned that at the Consolidated Public Works Meeting it was decided that we should write a letter to the USPS in Buckhannon concerning their handicap accessibility and that they are blocking access to pedestrians down Spring Street.
- **Council Member Thomas** – Absent
- **Council Member Reger** – Mr. Reger thanked Ms. Light for putting together the Rib Fest and hopes to see more Fall and Winter activities in Buckhannon. He said it feels great to be participating more and more in the meetings.
- **City Recorder Sanders** – Mr. Sanders announced that his company, Pageant Associates, is bringing the Miss West Virginia USA and Miss West Virginia Teen USA Pageant to Buckhannon and it will be held July 9, 10 & 11, 2021 at the Virginia Thomas Law Center for the Performing Arts at WVWC.

H. Mayor's Comments and Announcements – The Mayor wished everyone a happy Easter, thanked all the City employees for all that they do, and called for an Executive Session to discuss a Property Matter Per WV Code § 6-9A-4.

Motion to adjourn from the regular meeting at 8:35 PM was made by Bucklew/Rylands. Motion carried.

Motion to enter the Executive Session at 8:40 PM was made by Sanders/Reger. Motion carried.

Motion to adjourn from the Executive Session at 8:43 PM was made by Rylands/Bucklew. Motion carried.

I. Adjournment

Motion to adjourn at 8:44 PM was made by Rylands/Sanders. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
