

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

A regular meeting of the Buckhannon City Council was held on Thursday, December 17, 2020 at 7:00pm in City Hall. The following were in attendance:

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

Guests: BPD VIPS Members including Coordinator Steve Wykoff, Jewel Fisher, David Rowan, Scott Coleman, Linda Coleman, Evelyn Syski, Vito Syski, and Sydney McDonald. Dennis Cortes, Upshur County Parks & Recreation Board.

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, December 17, 2020***

*Channel 3 is Live Streaming our City Council Meetings here: <https://www.facebook.com/ch3buckhannon/>
Please send public comments to buckhannon@buckhannonwv.org via email or drop them in the mail, or dropbox
behind City Hall.*

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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**
 - B. Recognized Guests**
 - B.1 VIPS Members –Annual Recognition**
 - B.2 Dennis Cortes-Upshur County Parks & Recreation Board**
 - C. Department & Board Reports**
 - C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams**
 - C.2 Public Works Director- Jerry Arnold**
 - C.3 Finance Director- Amberle Jenkins**
 - C.4 Police Chief- Matthew Gregory**
 - C.5 City Attorney- Tom O'Neill**
 - D. Correspondence & Information**
 - D.1 Report of Cat & Dog Activity –Upshur County Commission-November 2020**
 - E. Consent Agenda**
 - E.1 Approval of Minutes-Regular Meeting 12/03/2020**
 - E.2 Approval of Building and Wiring Permits**
 - E.3 Approval of Payment of the Bills**
 - E.4 Accept Resignation of Greg Popovich-Zoning Board of Appeals**
 - E.5 Approval Appointment of Corey Rozelle-Zoning Board of Appeals**
 - F. Strategic Issues for Discussion and/or Vote**
 - F.1 Upshur-Buckhannon Health Department Request Office Space**
 - F.2 Property at 395 Mudlick Road-Elevation & Flood Insurance Information**
 - F.3 COVID-19 Employee Policies Update**
 - G. Comments and Announcements**
 - G.1 Mary Albaugh**
 - G.2 Pamela Bucklew**
 - G.3 C J Rylands**
 - G.4 David Thomas**
 - G.5 Jack Reger**
 - G.6 Randall Sanders**
 - H. Mayor's Comments and Announcements**

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

J. Adjournment

Posted 12/14/2020

Next Regular Scheduled City Council Meeting Thursday, January 7, 2021

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

A.1 Moment of Silence – Mayor Skinner asked us to join him in a Moment of Silence keeping Council members Mary Albaugh and Pam Bucklew in our thoughts and prayers as each have medical issues that they are facing.

A.2 Pledge to the Flag of the United States of America - The Pledge was led by Council Member Jack Reger.

B. Recognized Guests

B.1 VIPS Members –Annual Recognition – The Mayor recognized BPD VIPS Coordinator Steve Wykoff and BPD Chief Matthew Gregory who appeared via GoToMeeting from the Safety Complex conference room. Mr. Wykoff gave an overview of the VIPS activities in 2020 and presented the same in written form that is included in these minutes. He also recognized the members individually, presenting them with a certificate of appreciation and, in some cases, the Presidential Volunteer Award. Chief Gregory presented VIPS Coordinator Wykoff with a certificate of Appreciation and Presidential Volunteer Award. The Council thanked Mr. Wykoff and all members of the BPD VIPS for all they do through their volunteerism.



**BUCKHANNON CITY POLICE
VOLUNTEERS IN POLICE SERVICE (VIPS) PROGRAM
2020 ANNUAL REPORT**



- **Membership and training**
 - VIPS began 2020 with twelve active members, and did not have any deactivations during the year.
 - We trained three new members during the year to end 2020 with 13 active and two inactive members.
 - We continue to enhance our member training to align with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS).
 - Our training covers ethics, basic medical, basic search and rescue, basic fire suppression, traffic and crowd management, basic and advanced disaster / multi casualty incident (MCI) management, as well as other topics and skills.
 - A current list of training requirements and recommendations is listed on pages 7 - 8.
- **Attended Events**
 - Due to the COVID-19 pandemic, 63 events where VIPS would normally assist were cancelled or postponed. VIPS were requested for and participated in 78 public and private events in 2020 by providing traffic control, foot patrols, and enhancing public relations between law enforcement and our community, including 27 public health related events. See pages 4 - 6 for a complete list of this past year's events.
- **Hours Volunteered**
 - In addition to assisting with the previously listed events, VIPS members also assisted the department with administrative tasks, business security checks and by performing ride along details with officers.
 - VIPS volunteered over 1515 hours during 2020, allowing officers to tend to other situations during those hours and potentially saving the city almost \$35,000.00 in labor.
 - Several members are college students, and their activity is directly related to their college class schedule.
 - The attached chart on page 2 breaks down VIPS 2020 hours by month and member. Our annual hours are tracked from December – November.
- **Presidential Volunteer Service Award program**
 - In an effort to recognize the service and dedication each of our members has, we participate in the Presidential Volunteer Service Award program. Information on the PVSA is attached on pages 9 - 10.
 - **Silver PVSA recipients (250 – 500 volunteer service hours for 2020)**
 - Steve Wykoff (396.50 hours)
 - **Bronze PVSA recipients (100 – 249 volunteer service hours for 2020)**
 - Jewel Fisher (143.00 hours)
 - David Rowan (166.00 hours)
 - Evelyn Syski (196.50 hours)
 - Vito Syski (213.50 hours)
 - Andi Cartier (141.00 hours)

One vs. Members



Steve Wykoff – VIPS 501
VIPS Coordinator



Jewel Fisher – VIPS 502
Assistant Coordinator



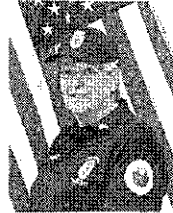
David Rowan – VIPS 50.3
Assistant Coordinator



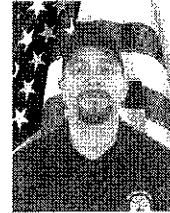
Anita Coleman - VIPS 50+ Volunteer



Scott Coleman - VIPS 505
Volunteer



Linda Coleman – VIPS 506
Volunteer



Joey Dillon – VIPS 507
Volunteer



Phui Coleman – VIPS 508
Volunteer



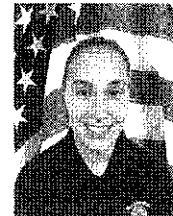
Evelyn Syski – VIPS 509
Volunteer



Vito Syski – VIPS 510
Volunteer



**Andi Cartier – VIPS 511
Volunteer**



Morgan Cox - VIP\$ 512
Volunteer



Britney Wood - VPS 513
Volunteer



Allen Nash - VPS 514
Volunteer



Sydney McDonald - VIPS SIS
Volunteer

| Name | Unit | Dec 2019 | Jan 2020 | Feb 2020 | Mar 2020 | Apr 2020 | May 2020 | Jun 2020 | Jul 2020 | Aug 2020 | Sep 2020 | Oct 2020 | Nov 2020 | Total Hours | Total Value* |
|--------------------|-----------------|-----------|-------------|--------------|-----------|-------------|-----------|---------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------------|
| Steve Wykoff | VIPS 501 | 27 | 35 | 48.5 | 31.5 | 31.5 | 37 | 45.5 | 29.5 | 29 | 29.5 | 27.5 | 25 | 396.50 | \$ 9,123.47 |
| Jewel Fisher | VIPS 502 | 4.5 | 7.75 | 14.75 | 8.5 | Waived C19 | 10.5 | 2.5 | 4.25 | 13.75 | 24.25 | 39 | 13.25 | 143.00 | \$ 3,290.43 |
| David Rowan | VIPS 503 | 12.5 | 4.75 | 3.75 | 9.5 | Waived C19 | 13.5 | 22 | 15 | 15.5 | 13.25 | 37.75 | 18.5 | 166.00 | \$ 3,819.66 |
| Anita Coleman | VIPS 504 | 8.5 | 4.35 | Medical | Medical | Waived C19 | Medical | Medical | Medical | Medical | Medical | Medical | Medical | 12.75 | \$ 293.38 |
| Scott Coleman | VIPS 505 | 7.25 | 2.25 | 0 | 2 | Waived C19 | 9 | 0 | 2 | 3 | 7.5 | 2 | 0 | 35.00 | \$ 805.35 |
| Linda Coleman | VIPS 506 | 4.25 | 4.25 | 4 | 2 | Waived C19 | 0 | 2 | 2 | 2 | 0 | 7.5 | 0 | 28.00 | \$ 644.28 |
| Joe Dillon | VIPS 507 | 0 | 0 | 6 | 2 | Waived C19 | 0 | Inactive | 4.5 | inactive | inactive | inactive | inactive | 12.50 | \$ 287.83 |
| Paul Coleman | VIPS 508 | 6.25 | 4.25 | 2.25 | 7.5 | Waived C19 | 0 | 6.5 | 22.25 | 2 | 0 | 0 | 0 | 51.00 | \$ 1,173.51 |
| Evelyn Syski | VIPS 509 | 6 | 9 | 4 | 5 | Waived C19 | 8.5 | 22.5 | 32.5 | 27.25 | 15.25 | 40.5 | 26 | 196.50 | \$ 4,521.47 |
| Vito Syski | VIPS 510 | 6 | 9 | 6 | 15.5 | Waived C19 | 8.5 | 14.75 | 35 | 16.25 | 15 | 58.5 | 29 | 213.50 | \$ 4,912.64 |
| Andi Cartier | VIPS 511 | 8.75 | 14 | 9 | 9.5 | Waived C19 | 9 | 9 | 10.5 | 11.75 | 16.75 | 26.25 | 16.5 | 141.00 | \$ 3,244.41 |
| Morgan Cox | VIPS 512 | FBI | FBI | FBI | 2 | Waived C19 | FBI | FBI | FBI | 2 | FBI | FBI | FBI | 4.00 | \$ 92.04 |
| Brittney Wood | VIPS 513 | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | 0 | 5.25 | 2 | 2.25 | 9.5 | \$ 218.60 |
| Allen Nash | VIPS 514 | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | 7 | 13.25 | 30.5 | 18 | 68.75 | \$ 1,581.94 |
| Sydney McDonald | VIPS 515 | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | Inactive | 9 | 12.5 | 10 | 8 | 39.5 | \$ 908.90 |
| Total Hours | All VIPS | 91 | 94.5 | 98.25 | 93 | 31.5 | 96 | 124.75 | 157.5 | 138.5 | 152.5 | 281.5 | 156.5 | 1517.5 | \$ 34,917.68 |

*Based on the value of a volunteer hour in WV in 2019 (https://independentsector.org/resources/volunteer_details/) \$ 23.01

Volunteers In Police Service (VIPS) 2020 Events

| | | | | | |
|-----------|-----------------|-------|-------|---------------------------------|----------------------|
| Active | Thu Sep 3 2020 | 18:00 | 20:00 | Rapport Church Revival | Jawbone Park |
| Active | Mon Sep 7 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Active | Mon Sep 7 2020 | 9:00 | 16:00 | WVCMCC Labor Day Car Show | 71 Cleveland Ave |
| Active | Mon Sep 21 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Active | Tue Sep 22 2020 | 16:30 | 19:00 | Meet & Greet Denise Campbell | Jawbone Park |
| Active | Fri Sep 25 2020 | 9:00 | 13:00 | Mountaineer Food Bank Dist | WVWC Camden Apts Lot |
| Active | Sat Sep 26 2020 | 13:00 | 16:00 | United We Stand Walk | Jawbone Park |
| Active | Thu Oct 1 2020 | 18:00 | 20:00 | Baptist Church Revival | Jawbone Park |
| Active | Fri Oct 2 2020 | 10:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Mon Oct 5 2020 | 12:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Mon Oct 5 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Conference Room |
| Active | Tue Oct 6 2020 | 10:00 | 16:00 | St Joe's Flu Shot Clinic | Amelia Drive |
| Active | Tue Oct 6 2020 | 12:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Thu Oct 8 2020 | 12:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Sun Oct 11 2020 | 12:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Mon Oct 12 2020 | 12:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Tue Oct 13 2020 | 12:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Wed Oct 14 2020 | 12:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Thu Oct 15 2020 | 12:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Fri Oct 16 2020 | 12:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Mon Oct 19 2020 | 10:00 | 16:00 | St Joe's Flu Shot Clinic | Amelia Drive |
| Active | Mon Oct 19 2020 | 14:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Cancelled | Mon Oct 19 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Conference Room |
| Active | Tue Oct 20 2020 | 14:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Fri Oct 23 2020 | 10:00 | 14:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Fri Oct 30 2020 | 14:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Sun Nov 1 2020 | 12:00 | 16:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Mon Nov 2 2020 | 10:00 | 13:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Mon Nov 2 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Active | Tue Nov 3 2020 | 14:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Wed Nov 4 2020 | 10:00 | 16:00 | St Joe's Flu Shot Clinic | Amelia Drive |
| Active | Wed Nov 4 2020 | 14:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Thu Nov 5 2020 | 10:00 | 14:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Thu Nov 5 2020 | 18:00 | 20:00 | Rapport Church Revival | Jawbone Park |
| Active | Fri Nov 6 2020 | 11:00 | 13:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Sat Nov 7 2020 | 14:00 | 18:00 | Public COVID-19 Testing | B-UHS Parking Lot |
| Active | Tue Nov 10 2020 | 18:00 | 20:00 | UCFRN Trunk or Treat Drive Thru | B-UHS Parking Lot |
| Active | Wed Nov 11 2020 | 11:00 | 11:30 | Veteran's Day Live Stream | Jawbone Park |
| Active | Sat Nov 14 2020 | 12:00 | 14:00 | Parish House Food Distribution | Parish House |
| Active | Mon Nov 16 2020 | 10:00 | 16:00 | St Joe's Flu Shot Clinic | Amelia Drive |
| Active | Mon Nov 16 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Active | Sat Nov 21 2020 | 12:00 | 14:00 | Parish House Food Distribution | Parish House |

| | | | | | |
|-----------|-----------------|-------|-------|----------------------------------|--------------------|
| Cancelled | Fri May 15 2020 | 11:00 | 16:00 | Live Music | Courthouse Plaza |
| Cancelled | Fri May 15 2020 | 17:30 | 20:00 | Live Music | Courthouse Plaza |
| Cancelled | Fri May 15 2020 | 18:00 | 19:00 | Strawberry SK | Riverwalk Park |
| Cancelled | Fri May 15 2020 | 18:30 | 20:30 | Fireman's Parade | Strawberry Lane |
| Cancelled | Fri May 15 2020 | 20:00 | 21:00 | Party Graz | Main Street |
| Cancelled | Sat May 16 2020 | 16:00 | 18:45 | Strawberry Mile (Ragist) along | Academy School |
| Cancelled | Sat May 16 2020 | 18:00 | 22:00 | Beer Garden | Spring Street |
| Cancelled | Sat May 16 2020 | 18:00 | 23:59 | Food Court | Spring Street |
| Cancelled | Sat May 16 2020 | 19:00 | 20:59 | Carnival | Downtown |
| Cancelled | Sat May 16 2020 | 19:00 | 21:00 | Strawberry Mile (Ragist) | Strawberry Lane |
| Cancelled | Sat May 16 2020 | 19:00 | 21:00 | Antique Car Parade | Strawberry Lane |
| Cancelled | Sat May 16 2020 | 19:00 | 17:00 | Grand Feature Parade | Strawberry Lane |
| Cancelled | Sat May 16 2020 | 19:00 | 22:00 | Strawberry Mile | Courthouse Plaza |
| Cancelled | Sat May 16 2020 | 19:00 | 20:00 | Party Graz | Main Street |
| Cancelled | Sun May 17 2020 | 10:00 | 14:00 | Back Backer Canoe Race | Wood Street |
| Cancelled | Sun May 17 2020 | 13:00 | 18:00 | Carnival | Downtown |
| Active | Mon May 18 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Active | Fri May 29 2020 | 9:30 | 13:00 | Mountaineer Food Bank Dist | B-UHS Parking Lot |
| Cancelled | Fri May 29 2020 | 18:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Fri Jun 5 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Cancelled | Fri Jun 5 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Fri Jun 12 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Active | Mon Jun 15 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Cancelled | Fri Jun 19 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Sat Jun 20 2020 | 18:00 | 20:00 | Blissful Yoga Festival | Jawbone Park |
| Active | Mon Jun 22 2020 | 9:30 | 16:00 | St Joe's Traffic Management | Amelia Drive |
| Cancelled | Fri Jun 26 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Sat Jun 27 2020 | 14:00 | 17:00 | 2020 Ruthmannen Parade | Jawbone Park |
| Cancelled | Fri Jul 3 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Active | Sun Jul 5 2020 | 21:00 | 23:00 | Fireworks | Downtown |
| Cancelled | Sat Jul 6 2020 | 22:00 | 23:00 | VIPS Meeting | BPD Training Room |
| Active | Fri Jul 10 2020 | 20:00 | 19:00 | Public COVID-19 Testing | B-UHS / Tri County |
| Active | Sat Jul 11 2020 | 10:00 | 19:00 | Public COVID-19 Testing | B-UHS / Tri County |
| Cancelled | Fri Jul 10 2020 | 15:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Fri Jul 17 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Active | Sat Jul 18 2020 | 20:00 | 23:00 | Roby for Life | B-UHS Parking Lot |
| Active | Mon Jul 20 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Cancelled | Fri Jul 24 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Sat Jul 25 2020 | 19:00 | 19:00 | Bliss from the Point Car Show | Main Street |
| Cancelled | Fri Jul 31 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Active | Mon Aug 3 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Cancelled | Fri Aug 7 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Sat Aug 8 2020 | 19:00 | 11:00 | Green Bean Stroll | Riverwalk Park |
| Active | Wed Aug 12 2020 | 18:00 | 21:00 | CPR AED First Aid Refresher | BPD Training Room |
| Cancelled | Fri Aug 14 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Active | Mon Aug 17 2020 | 19:00 | 21:00 | VIPS Meeting | BPD Training Room |
| Cancelled | Fri Aug 21 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |
| Cancelled | Sat Aug 22 2020 | 16:00 | 16:00 | Reverend | Riverwalk Park |
| Active | Fri Aug 21 2020 | 16:30 | 18:00 | Creole Buckhannon Chicken Dinner | Jawbone Park |
| Active | Sat Aug 22 2020 | 10:00 | 14:00 | UCFRN Comm Baby Shower | B-UHS Parking Lot |
| Active | Sat Aug 22 2020 | 18:00 | 20:00 | Kunkel for Congress Meet & Greet | Jawbone Park |
| Cancelled | Fri Aug 28 2020 | 19:00 | 21:00 | Festival Friday | Jawbone Park |

B.2 Dennis Cortes-Upshur County Parks & Recreation Board - Upshur County Parks & Recreation Board Member Dennis Cortes presented the following report to Council:

**REPORT FROM THE UPSHUR COUNTY PARKS & REC. ADVISORY BOARD
FOR 14 DEC. 2020**

The meeting was conducted by phone and it opened at 5:30 PM on 14 December 2020.

It was reported that at the November meeting of the B.O.E. the subject of part of the proposed course for Disc Golf was brought up because a small corner of the course would be on the B.O.E. property. After a formal vote they agreed to let the course stay on that piece of property.

Sponsorship of one hole will be \$400.00 and will cover everything for said hole. We are looking to install the course in the spring. We will have up-dates at the next meeting.

There will be maps on the kiosks showing the trails. Since bike enthusiasts mount their bikes in a hurry, there will be small decks built so they can practice jumping on their bikes without hurting themselves. The costs for all the practice decks is about \$300.00, it all came out of the "trails" budget. This will be on the County Commission agenda in Jan. 2021.

The financial reports for both groups (trails & parks) were accepted and both are in good standing.











There two kiosks in the city limits that the city has requested permission to use so their information can be on the back side. There was a motion and a second and it passed unanimously in favor of.

Since William Squires has not attended in over a year, it was voted to remove him from the board. Since he was a City appointee the city is now free to appoint somebody else.

Respectfully submitted by Dennis P. Cortes

C. Department & Board Reports

C. 1 Information Coordinator/Grant Researcher- Callie Cronin-Sams – December 17, 2020
Callie presented the following report:

| Published | Post |
|------------------------|--|
| 12/17/2020 11:27 AM |  Wednesday's update from the Upshur-Buckhannon Health |
| 12/16/2020 11:09 AM |  A reminder from the Public Service Commission of West Virginia to stay |
| 12/15/2020 12:58 PM |  Tomorrow looks like a good day to cozy up with a book! Charles W. |
| 12/14/2020 11:39 AM |  An Update from the Buckhannon Fire Department. |
| 12/13/2020 7:55 PM |  UPDATE: The dog has been found. Thanks to all who helped. |
| 12/09/2020 9:38 AM |  South Florida Street will be closed today, Wednesday, December 9, |
| 12/08/2020 11:08 AM |  Take a look at these beautiful photos of downtown Buckhannon courtesy of |
| 12/05/2020 11:51 AM |  Wave to Santa and the Buckhannon Fire Department today, starting at |
| 12/04/2020 5:02 PM |  The latest Upshur-Buckhannon Health Department update: |
| 12/04/2020 4:43 PM |  Remember to come outside and wave to Santa and the Buckhannon |

PR, Website, & Social Media:

Working with Jeff Wamsley & the Waste Dept on PR/Educational piece on Bulky Goods collection.

Designing Watershed sign for Riverwalk and BRWA Display

WAMSB Proposal/Planning with Randy

Researching/Creating content for social media to remind people not to flush wipes OR disposable gloves/masks PPE

Scam Alerts from Public Service Commission and Buckhannon Police

I continue to update the City's website, social media, and run GoToMeetings for Council, Board, and Committee meetings.

Grants:

-Working on Walmart Grant with Fire Department (Due Feb. 1, 2021)

Assisting the Buckhannon River Watershed Association with AMD remediation grant and Stream Partners grant.

Will be working on CARES Act for December (if funds remain available)

PATH (5K Routes) with Jerry, Brad & theSignGuy; Received approval to use some of the funds for a new water bottle filling station at Jawbone Park; researching makes/models.

LED: Christmas Around the World



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

**Buckhannon City Council
Public Works Director Report
December 17, 2020**

Director:

- I continue to work on the N. Spring Street Project schedule. We have met with the gas company and they are going to replace some of their facilities along with our project.
- I have contacted Mountaineer Gas and have the gas service restored at the theater.
- I am working on updating the evaluation spreadsheets for each department for our annual employee evaluation.

Street:

- Street crews have completed the sidewalk on Apothecary Way.
- Crew returned to the GWW project.
- Completed the Travis Foster lot.
- We have had a crew laying block in the basement of the theatre during inclement weather.

Sewer:

- Crew 1- Working on the creek crossing 33 West Northside Project.
- Crew 2- Made a sewer tap on the Hall Rd., working on street cuts, and line maintenance.
- Maintenance Crew- Painted garage interior, replaced HOA Switches on the TJM pump station, and replaced seals on the belt press.
- Plant- all tests are within normal range.

Water:

- Crew repaired a couple leaks.
- Assisted in the second start-up attempt of the Industrial Park pump station.

Waste:

- Had a transmission fail in one of the waste collections trucks. It has been replaced and back in service.

Engineering

- Jay continues to work on the FEMA Generator Grants for a first of the year final submission deadline.

Mr. Arnold wished everyone a Merry Christmas and thanked the City Employees for all they do.

The Mayor asked about the Apothecary Way street signage and street markings. Jerry reported all

of that was in the works. The Mayor also ask about the Meadow Street signs that should be replaced. Jerry will have this taken care of.

Council Member Rylands reported that Create Buckhannon had a meeting with the Highway Department where they discussed planting flowers or trees in the Route 20 and Route 33 Interchange area. They were given the go ahead to submit a proposal and will do so ASAP. They also discussed planting flowers in the median, under the Operation Wildflowers program, in the seven miles from the Kesling Mill Road to top of Buckhannon Mountain which would cost about \$5,700 over a three-year period (\$1,900 a year). The Mayor ask that we add the Operation Wildflowers discussion to the January agenda.

Council Member Thomas ask when we would return to the Smithfield Street repaving project. Mr. Arnold reported that it would be the Spring of 2021.

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

Amby report 12-17-20

Balances November 30, 2020

| | | | |
|------------------------|----------|-----------|------------------|
| Waste Collection Board | mm/cking | \$675,238 | cd/sav \$58,033 |
| Water Board | mm/cking | \$213,578 | cd/sav \$965,476 |
| Sanitary Board | mm/cking | 558,338 | cd/sav \$253,190 |

Mudlick property flood insurance county maps indicate flood zone. Area has not been studied. Engineer Hollen saw discrepancies and contacted surveyor and FEMA. This took some time and conversations, but the buildings are all well above base flood elevations. Respectfully, 6, 7 and 8 feet above. However, we would need to get an approved Letter of Map Revision in order to avoid purchasing flood insurance. We plan to go through this process but needed to pay flood insurance in order to complete the closing on the property. Rather than add that cost onto the loan we thought it would be best to pay for it since there would be a refund of a portion of the flood insurance once we get an approved Letter of Map Revision.

Upshur County Health Department is expanding personnel. There are hiring an addition Sanitarian and a couple nurses. They have very limited space in the current facility. The Health Department is asking if we have any addition space for a couple of employees which would be the Sanitarian and one other employee on a temporary basis, about two years. They need room for desk space and set up computers and phones. They are willing to pay rent. The City works well with the Health Department in many areas. They are very helpful regarding housing and safety issues with our Housing Enforcement Officer and we use them to utilize various vaccinations for our employees.

Amby discussed working with the Upshur County Commission on additional CARES funding that was available and that we have ordered a few necessary items through this. Council Member Rylands told Council that the Upshur County Commission had ordered an Owl Communication System for the City. A thank you to the Upshur County Commission was noted.

C.4 Buckhannon Police Department Chief Matthew Gregory – Chief Gregory reviewed the following with Council:

**City Council Report
12/17/20**

1. Recognition of VIPS and the value contributions they have made to the police department and the City of Buckhannon during the course of 2020.
2. James Fisher was admitted to the police academy class beginning on January 25, 2021. His training will last 10 straight weeks and will conclude on April 2.
3. Work continues on CALEA as we round out our self-assessment in preparation for the web assessment in February.

YEAR: 2020

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

By Officers:

TOTAL ISSUED:

Citations Issued:

Misdemeanor Arrests:

Felony Arrests:

Calls Answered:

Complaint Reports:

Accidents Investigated:

Community Policing Hours:

Patrol Mileage:

| | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | TOTAL |
|--------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|------|-----|-----|-------|
| Calls Answered | 7 | 46 | 44 | 87 | 25 | 29 | | 41 | 26 | | 6 | | 312 |
| Community Policing | | | | | 1 | | | | | | | | 1 |
| Road Patrol | | 62 | 52 | 76 | 91 | 129 | | 38 | 79 | | 9 | | 526 |
| Traffic Hours | 1 | 4 | 44 | | 2 | 11 | | | | | 2 | | 64 |
| Criminal Inv. | 3 | 36 | 4 | 30 | 29 | 30 | 186 | 50 | 38 | | 20 | | 426 |
| Court Hours | | 1 | | | | | 8 | | | | 3 | | 12 |
| Report Writing | 12 | 69 | 4 | 15 | 8 | | | 50 | 33 | | 13 | | 204 |
| Other Hours | 86 | 9 | 6 | 58 | 53 | 1 | | 25 | 2 | | 112 | | 350 |
| Miles | | | | | | | | | | | | | 5,652 |
| Accidents - Prop. | | 1 | 1 | 2 | | | | 5 | 1 | 2 | | | 12 |
| Injury | | | | 2 | | | | 1 | | 1 | | | 4 |
| Fatality | | | | | | | | | | | | | |
| Parking Tickets | | | | | | | | | | | | | |
| Criminal Reports | | 6 | 3 | 4 | 1 | 1 | | 10 | 9 | 1 | 1 | | 35 |
| Reports Cleared | | 1 | 1 | 2 | | 1 | | 6 | 2 | 1 | | | 14 |
| Clearance Rate | | 16% | 33% | 50% | 0% | 100% | | 60% | 22% | 100% | 0% | | 38% |

November 2020 Accidents

| Report # | Date Of Crash | Time Of Day | Day Of Week | Street | Intersecting Street | Other Location | Manner Of Collision | Officer Name |
|----------|-----------------|-------------|----------------------------|---------------------|-----------------------|--------------------|--------------------------------------|------------------------|
| 1 | 11/3/2020 0:00 | 1256 | Tuesday | LOCUST STREET | FRANKLIN STREET | | Head-On | T.M. STEWART |
| 2 | 11/5/2020 0:00 | 1500 | Thursday | SOUTH KANAWHA | N/A | N/A | Rear End | MCCAULEY |
| 3 | 11/6/2020 0:00 | 1150 | Friday | NORTH LOCUST STREET | BUCKHANNON CROSSROADS | | Rear End | T.M. STEWART |
| 4 | 11/8/2020 0:00 | 1536 | Sunday | N LOCUST (RT 20) | MORTON AVE | | Angle (Front to Side) Same Direction | THOMAS POSEY |
| 5 | 11/9/2020 0:00 | 0029 | Monday | Rt. 33 | | | Single Vehicle Crash | C. COPE |
| 6 | 11/12/2020 0:00 | 637 | Thursday | Rt. 33 | BRUSHY FORK | | Head-On | C. COPE |
| 7 | 11/11/2020 0:00 | 1140 | Wednesday | NORTH LOCUST STREET | | ROUTE 33 WESTBOUND | Right Angle | T.M. STEWART |
| 8 | 11/12/2020 0:00 | 1214 | Thursday | CAMDEN AVE | MARION ST | | Single Vehicle Crash | MCCAULEY |
| 9 | 11/14/2020 0:00 | 1602 | Saturday | NORTH LOCUST | N/A | | Sideswipe, Same Direction | MCCAULEY |
| 10 | 11/16/2020 0:00 | 607 | Monday | N. LOCUST | SENIOR DR | | Single Vehicle Crash | C. COPE |
| 11 | 11/17/2020 0:00 | 1028 | Tuesday | MORTON AVE | NORTH LOCUST STREET | | Rear End | T.M. STEWART |
| 12 | 11/19/2020 0:00 | 746 | Thursday | RT. 20 NORTH | MORTON AVENUE | IN FRONT OF FAST | Angle (Front to Side) Opposite | LT. DOUGLAS N. LOUDIN |
| 13 | 11/16/2020 0:00 | 1526 | Monday | Rt. 33 | | | Sideswipe, Same Direction | MCCAULEY |
| 14 | 11/21/2020 0:00 | 952 | Saturday | MAIN STREET | S. KANAWHA/N. KANAWHA | | Right Angle | MCCAULEY |
| 15 | 11/22/2020 0:00 | 1835 | Sunday | CAMDEN AVE | OHIO ST | | Sideswipe, Same Direction | PATROLMAN D.S. KRAEMER |
| 16 | 11/29/2020 0:00 | 1826 | Sunday | NORTH LOCUST | N/A | | Rear End | MCCAULEY |
| | | | * = injury | | | | | |
| | | | # = Alcohol / Drug Related | | | | | |
| | | | ~ = fatality | | | | | |

Council Member Rylands ask about the number of citations that were written following the Thanksgiving weekend. The Chief reported that was a result of the Officers working the Governor's Highway Safety program.

Council Member Thomas also ask about activity that he had heard about in the airport area. The Chief had not received any such reports but encouraged citizens to reach out to the BPD if there was concern.

Council Member Bucklew asked about the performance of the new BPD Canine Officer. The Chief updated Council on the success that we have had thus far.

C.5 City Attorney- Tom O'Neill – Mr. O'Neill reported on the Route 33 West Project -Sewer Extension Surcharge, which the Sanitary Board approved earlier in the day. It will now come before the Council in the form of an ordinance at the next Council Meeting.

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

D.1 Report of Cat & Dog Activity -Upshur County Commission-November 2020

UPSHUR COUNTY COMMISSION
 Upshur County Administrative Annex
 91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201
 Equal Opportunity Employer (EOE)

Telephone: (304) 472-0535
 Telecopier: (304) 473-2802

TDD Numbers
 Business: 472-9550
 Emergency: 911

November 24, 2020

City of Buckhannon
 Attn: Accounts Payable
 70 East Main St.
 Buckhannon, WV 26201

Re: Lewis-Upshur Animal Control Facility
 Feline Activity - October 2020

Enclosed you will find the monthly activity report for feline activity at the Lewis Upshur Animal Control Facility for October 2020. Based upon this information, the following amount is due to the Upshur County Commission for this time period.

City Trapped Felines 2 X \$10.00 each = \$ 20.00

Per your request, I have also enclosed the Animal Control Officer's Dog Report for October, 2020. If you have any questions or would require additional information, please contact our office.

Sincerely,

Carrie L. Wallace

Carrie L. Wallace
 County Administrator
 Upshur County Commission

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
 ACCOUNT OF CATS
 JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES
 (October) 2020

| TRANSACTION | UPSHUR | LEWIS | TOTAL |
|---|--------|-------|-------|
| Cats brought in by City Trapper | 2 | 0 | 2 |
| Cats brought in by Animal Control Officer | 0 | 6 | 6 |
| Cats brought in by County Residents | 18 | 4 | 22 |
| Cats brought in by Law Enforcement | 0 | 0 | 0 |
| Cats in Drop Box | 0 | 0 | 0 |
| Cats Quarantined | 0 | 1 | 1 |
| Cat returned to owner | 0 | 0 | 0 |
| Cats Escaped | 0 | 0 | 0 |
| Adoptions: | | | |
| With Charge | 18 | 4 | 22 |
| Without Charge | 0 | 0 | 0 |
| Rescues: | | | |
| With Charge | 0 | 0 | 0 |
| Without Charge | 15 | 1 | 16 |
| Euthanasia: | | | |
| Owner Request | 0 | 3 | 3 |
| Other | 5 | 11 | 16 |

Janelle L. Cochran 11-16-2020
 Signature Date

Jason Knicely, ANIMAL CONTROL / HUMANE OFFICER
 MONTHLY ANIMAL REPORT
 October

| TRANSACTION | # |
|-----------------------------------|----|
| Animals picked up by ACO: | |
| Dogs | 7 |
| Other | |
| Animals returned to Owner by ACO: | 0 |
| Dogs | 3 |
| Other | 0 |
| Animals Delivered to LUACF: | 17 |
| Dogs | 0 |
| Other | 0 |
| Animals Quarantined by ACO: | 1 |
| Dogs | 1 |
| Other | 0 |
| Animals Terminated: | 0 |
| Dogs | 0 |
| Other | 0 |
| Total Number of Hours Involved | 80 |

Jason Knicely 10/31/20
 Signature Date

E. Consent Agenda

E.1 Approval of Minutes-Regular Meeting 12/03/2020

E.2 Approval of Building and Wiring Permits

| Permit Number | Submitted By and Location | Contractor | Description of Work to be Performed | Building Value | Electrical Code | Total Electrical Fees Paid | Total Building Fees Paid | Zoning | Asbestos | Flood Zone | Elev. Certificate | Non Conversion Use | Historic District |
|---------------|-----------------------------------|-----------------------------|--|--------------------|-----------------|----------------------------|--------------------------|--------|----------|------------|-------------------|--------------------|-------------------|
| 74967 | Erika Kolenich 115 Island Ave | Gary Woody Construction | Bed & Bathroom Remodel | \$50,000.00 | | | \$350.00 | | | | | | X |
| 74968 | Gary Evans 6 Chancery St | Cochran & Son Construction | Re-Roof Metal over Shingle | \$400.00 | | | \$15.00 | | | | | | X |
| 74969 | Gary Evans 10 Chancery St | Cochran & Son Construction | Re-Roof Metal over Shingle | \$4,800.00 | | | \$45.60 | X | | | | | X |
| 74970 | Gary Evans 18 S Locust St | Cochran & Son Construction | Re-Roof Metal over Shingle | \$1,500.00 | | | \$15.00 | X | | | | | X |
| 74971 | John Moss Market Square | City of Buckhannon | S Florida St Side Install Steel Steps | | | | | X | | | | | X |
| 74972 | Melissa Cupp 117 E Main St | Sunnyside Construction | Re-Roof Metal | \$14,900.00 | | | \$163.90 | | | | | | X |
| 74973 | Dave Reger 4 E View Terrace | Parrotta Paving Co | Resurface Blacktop Driveway | \$6,500.00 | | | \$71.50 | | | | | | |
| 74974 | Shop n' Save 203 S Kanawha St | CGP Development | 60'x100' Gravel Rear Parking Lot | \$5,000.00 | | | \$47.50 | X | | | | | X |
| 74975 | Oinks BBQ 18 N Kanawha St | Self | 2'x3' Signage | \$50.00 | | | \$15.00 | X | | | | | X |
| 74976 | Victor Zara 93 Smithfield St | Carrier General Contracting | Partition Wall & Relocate Laundry Room | \$2,000.00 | | | \$22.00 | | | | | | X |
| 74977 | Christina Duart 121 Fayette St | Basement Systems of WV | Crawl Space Stabilizer Replace Smart Jacks | \$4,307.11 | | | \$47.38 | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| TOTAL | | | | \$89,457.11 | | \$0.00 | \$792.88 | | | | | | |

E.3 Approval of Payment of the Bills

12-17-2020 09:10 AM

AF 10-1-20 TO 12-16-20

PAGE: 3

FUND: GENERAL FUND

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|----------------|-------------------------------|------------|----------------------|-----------------------------|----------|
| MAYOR'S OFFICE | KELSTON PRESS INC | 409-341-00 | MAYOR'S SUPPLIES & M | WINDOW ENVELOPES 5000 | 89.10 |
| | RECORD-DELTA NEWSPAPER | 409-226-00 | MAYOR'S LEGAL PUBLIC | PUBLIC HEARING ORD NO 447 | 33.77 |
| | ENCOVA INSURANCE | 409-226-00 | MAYOR'S INSURANCE & | WCB1005474 11-2-20 TO 12-1 | 4.82 |
| | WV PUBLIC EMPLOYEES INSURANCE | 409-105-00 | MAYOR'S INSURANCE | GF DEC 2020 PREMIUM | 1,104.85 |
| | | 409-105-00 | MAYOR'S INSURANCE | GF DEC RETURSE'S INS | 160.00 |
| | PAYROLL ACCOUNT (ALL DEPTS) | 409-241-00 | MAYOR'S SUPPLIES & M | OCT 2020 AA FEES | 201.75 |
| | COLLECTION ACCOUNT | 409-241-00 | MAYOR'S SUPPLIES & M | NOV 2020 CREDIT CARD FEES | 697.15 |
| | RAVEN ROCK NETWORKS INC | 409-341-00 | MAYOR'S SUPPLIES & M | COV- SUNDLE MEETING | 411.00 |
| | INTERNAL REVENUE SERVICE | 409-104-00 | MAYOR'S F.I.C.A. | FICA WITHHELD AND MATCHED | 46.45 |
| | | 409-104-00 | MAYOR'S F.I.C.A. | MEDICARE WITHHELD & MATCHED | 10.92 |
| | MICHAEL W. RSH | 409-341-00 | MAYOR'S SUPPLIES & M | MUNICIPAL SURVAY | 1,453.40 |
| | OSI INSURANCE SERVICES LLC | 409-105-00 | MAYOR'S INSURANCE | GRP BENEFIT FEE 3RD INSTAL | 320.36 |
| | ROTARY CLUB OF BUCKHANNON-CF | 409-341-00 | MAYOR'S SUPPLIES & M | EMPLOYEE'S ROTARY BLOOD ST | 55.00 |
| | BOUNTAIN LAKES INSURANCE | 409-226-00 | MAYOR'S INSURANCE & | BOND FOR MAYOR | 620.00 |
| | REINNEY BOWEN INC | 409-341-00 | MAYOR'S SUPPLIES & M | RED INF OVERNIGHT | 44.25 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 758.31 |
| | | | | TOTAL: | 6,181.11 |
| COUNCIL | ENCOVA INSURANCE | 410-226-00 | COUNCIL INSURANCE (2 | WCB1005474 11-2-20 TO 12-1 | 0.27 |
| | WEAVER COUNTY COMMISSION | 410-460-00 | CAT CONTROL EXPENSE | 2 CATS CAUGHT IN OCT 2020 | 20.00 |
| | | | | TOTAL: | 20.27 |
| RECORDER | ENCOVA INSURANCE | 411-226-00 | INSURANCE/COMPENSAT | WCB1005474 11-2-20 TO 12-1 | 0.24 |
| | | | | TOTAL: | 0.24 |
| TREASURER | ENCOVA INSURANCE | 412-226-00 | TREASURER'S INSURANC | WCB1005474 11-2-20 TO 12-1 | 0.90 |
| | WV PUBLIC EMPLOYEES INSURANCE | 412-105-00 | TREASURER'S GROUP IN | GF DEC 2020 PREMIUM | 2.40 |
| | | 412-105-00 | TREASURER'S GROUP IN | GF DEC RETURSE'S INS | 160.00 |
| | INTERNAL REVENUE SERVICE | 413-104-00 | TREASURER'S F.I.C.A. | FICA WITHHELD AND MATCHED | 19.27 |
| | | 413-104-00 | TREASURER'S F.I.C.A. | MEDICARE WITHHELD & MATCHED | 4.51 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 310.75 |
| | | | | TOTAL: | 497.94 |
| CORRY | ENCOVA INSURANCE | 416-226-00 | POLICE JUDGE INS BON | WCB1005474 11-2-20 TO 12-1 | 0.61 |
| | | | | TOTAL: | 0.61 |
| CITY ATTORNEY | ENCOVA INSURANCE | 417-226-00 | CITY ATTORNEY INS UN | WCB1005474 11-2-20 TO 12-1 | 1.54 |
| | WV PUBLIC EMPLOYEES INSURANCE | 417-105-00 | CITY ATTORNEY INSURA | GF DEC 2020 PREMIUM | 120.75 |
| | INTERNAL REVENUE SERVICE | 417-104-00 | CITY ATTORNEY FICA | FICA WITHHELD AND MATCHED | 31.86 |
| | | 417-104-00 | CITY ATTORNEY FICA | MEDICARE WITHHELD & MATCHED | 7.25 |
| | OSI INSURANCE SERVICES LLC | 417-105-00 | CITY ATTORNEY INSURA | GRP BENEFIT FEE 3RD INSTAL | 14.74 |

Loudin Insurance - 5,775.00 Flood insurance @ 395 Mudlick Rd.
Central Supply - 5,120.00 Concrete Gateway West
George L. Wilson - 3,000.00 Replace Outside Gym door at Sycc
Aracs USA - 3,579.00 Bulk Cement for new cement truck

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AP 12-1-20 TO 12-16-20

PAGE: 2

FUND: GENERAL FUND

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|-----------------|------------------------------|------------|----------------------|-----------------------------|----------|
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 500.00 |
| | | | | TOTAL: | 500.00 |
| CITY ENGINEER | ENCOVA INSURANCE | 420-226-00 | CITY ENGINEER INS & | WCB1005474 11-2-20 TO 12- | 0.00 |
| | | | | TOTAL: | 0.00 |
| ZONING | ENCOVA INSURANCE | 437-126-00 | ZONING INSURANCE & B | WCB1005474 11-2-20 TO 12- | 69.28 |
| | WV PUBLIC EMPLOYEES INSURANC | 437-105-00 | ZONING HEALTH INS | GF DEC 2020 PREMIUM | 159.40 |
| | | 437-105-00 | ZONING HEALTH INS | GF DEC RETIREE'S INS | 160.00 |
| | VINCENT SMITH | 437-214-00 | TRAVEL EXPENSE | CODE EMP. MILEAGE NOV 2020 | 112.13 |
| | INTERNAL REVENUE SERVICE | 437-104-00 | ZONING F.I.C.A. | FICA WITHHELD AND MATCHED | 87.38 |
| | | 437-104-00 | ZONING F.I.C.A. | MEDICARE WITHHELD & MATCHED | 26.39 |
| | USI INSURANCE SERVICES LLC | 437-105-00 | ZONING HEALTH INS | GRP BENEFIT FEE 3RD INSTAL | 98.12 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 1,406.15 |
| | | | | TOTAL: | 2,072.65 |
| DATA PROCESSING | RAVEN ROCK NETWORKS INC | 439-230-00 | DATA PROCESSING | DEC 2020 SERVICE CONTRACT | 212.50 |
| | COMMUNITY BANK | 439-459-00 | DATA PROCESSING CAPT | ACCT#771901071 JUL COMP \$ | 389.84 |
| | SUNDERLINE | 439-136-00 | DATA PROCESSING | DEC 2020 INTERNET | 31.86 |
| | | | | TOTAL: | 634.20 |
| CITY HALL | UNIFORM CORP. | 440-216-00 | CITY HALL MAINTENANC | ALL DEPT NOV 2020 UNIFORMS | 329.15 |
| | ENCOVA INSURANCE | 440-226-00 | CITY HALL INSURANCE | WCB1005474 11-2-20 TO 12-1 | 65.30 |
| | WV PUBLIC EMPLOYEES INSURANC | 440-105-00 | CITY HALL JANITOR IN | GF DEC 2020 PREMIUM | 2.40 |
| | | 440-105-00 | CITY HALL JANITOR IN | GF DEC RETIREE'S INS | 160.00 |
| | MOUNTAINEER GAS COMPANY | 440-212-00 | CITY HALL UTILITIES | 269243-314199 1 S-FLORIDA | 41.07 |
| | DELLAP GENERAL CORPORATION | 440-341-00 | CITY HALL SUPPLIES | CITY HALL SUPPLIES | 16.12 |
| | WALMART STORES INC -BUCKHANN | 440-341-00 | CITY HALL SUPPLIES | CLEANING SUPPLIES | 8.50 |
| | INTERNAL REVENUE SERVICE | 440-104-00 | CITY HALL FICA | FICA WITHHELD AND MATCHED | 73.39 |
| | | 440-104-00 | CITY HALL FICA | MEDICARE WITHHELD & MATCHED | 17.16 |
| | ROTARY CLUB OF BUCKHANNON-WV | 440-341-00 | CITY HALL SUPPLIES | EMPLOYEE'S ROTARY BLOOD SC | 95.00 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 1,138.40 |
| | | | | TOTAL: | 1,966.49 |
| POLICE | LYKINS OIL COMPANY | 700-343-00 | POLICE DEPT. AUTO SU | POLICE DEPT NOV 2020 FUEL | 1,155.23 |
| | ENCOVA INSURANCE | 700-226-00 | POLICE DEPT. INSURAN | WCB1005474 11-2-20 TO 12-1 | 1,139.67 |
| | WV PUBLIC EMPLOYEES INSURANC | 700-105-00 | POLICE DEPT. GROUP 1 | GF DEC 2020 PREMIUM | 4,559.00 |
| | | 700-105-00 | POLICE DEPT. GROUP 1 | GF DEC RETIREE'S INS | 1,600.00 |
| | GALLS LLC | 700-343-00 | POLICE DEPT. UNIFORM | SEWING SINCE NAMEPLATE | 39.39 |
| | | 700-343-00 | POLICE DEPT. UNIFORM | SHOES, BOOTS | 144.75 |
| | SUPER SPLASH LLC | 700-341-00 | POLICE DEPT. MAT & S | CAR WASHES | 68.23 |
| | JENKINS FORD INC | 700-343-00 | POLICE DEPT. AUTO SU | REPAIR CAR 6 | 988.00 |
| | GUARDIAN SAFETY & SUPPLY | 700-341-00 | POLICE DEPT. MAT & S | ANNUAL SUBSCRIPTION GUARD | 792.00 |
| | STATE TREASURER CVR LET RJ | 700-341-00 | CVR-LET-RJ FEES EXPR | GF NOV 2020 COURT FEES | 542.00 |
| | TOSHIBA FINANCIAL SERVICES | 700-341-00 | POLICE DEPT. MAT & S | POLICE COPIER LEASE | 141.00 |
| | ENTERPRISE FM TRUST | 700-459-00 | POLICE DEPT. NEW EQU | 238229 2020 INTERCEPTOR | 54.00 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 238229 2020 POLICE INTERCE | 54.00 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 238229 2020 POLICE INTERCE | 2,441.49 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 228253 2017 INTERCEPTOR PY | 591.04 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 228253 2017 INTERCEPTOR PY | 616.19 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 228254 2018 INTERCEPTOR PY | 693.66 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 228254 2018 INTERCEPTOR PY | 693.66 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 228257 2018 INTERCEPTOR PY | 693.66 |
| | | 700-459-00 | POLICE DEPT. NEW EQU | 228257 2018 INTERCEPTOR PY | 693.66 |
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238640 MAINT OLDER CRUISER | 6.00 |

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PAGE: 3

FUND: GENERAL FUND

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|------------|------------------------------|------------|----------------------|-----------------------------|-----------|
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238640 MAINT OLDER CRUISER | 6.00 |
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238640 MAINT OLDER CRUISER | 6.00 |
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238640 MAINT OLDER CRUISER | 6.00 |
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238655 MAINT OLDER CRUISER | 35.79 |
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238640 MAINT OLDER CRUISER | 6.00 |
| | | 700-343-00 | POLICE DEPT. AUTO SU | 238642 MAINT OLDER CRUISER | 6.00 |
| | SPRINT | 700-211-00 | POLICE DEPT. TELEPHO | ALL DEPT DEC 2020 GEOTAR F | 345.97 |
| | ST JOSEPH HOSPITAL OF BUCHAN | 700-341-00 | POLICE DEPT. MAT & S | JAMES FISHER EMPLOYMENT TE | 228.00 |
| | | 700-341-00 | POLICE DEPT. MAT & S | JAMES FISHER EMPLOYMENT TE | 126.00 |
| | INTERNAL REVENUE SERVICE | 700-104-00 | POLICE DEPT. FICA TA | FICA WITHHELD AND MATCHED | 1,742.57 |
| | | 700-104-00 | POLICE DEPT. FICA TA | MEDICARE WITHHELD & MATCHED | 407.62 |
| | USI INSURANCE SERVICES LLC | 700-105-00 | POLICE DEPT. GROUP 1 | GRP BENEFIT FEE 3RD INSTAL | 639.32 |
| | STAPLES ADVANTAGE | 700-341-00 | POLICE DEPT. MAT & S | DESK CALENDARS | 24.12 |
| | | 700-341-00 | POLICE DEPT. MAT & S | MARKERS | 94.16 |
| | FRONTIER | 700-211-00 | POLICE DEPT. TELEPHO | 475-7911-073014-4 POL FAX | 71.94 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 29,544.50 |
| | | | | TOTAL: | 49,218.09 |
| FIRE | BUCKHANNON UTIL BOARDS | 706-341-00 | FIRE DEPT. MATERIAL | DUMP FEE 12 | 12.00 |
| | LYKINS OIL COMPANY | 706-343-00 | FIRE DEPT. AUTO SUPP | FIRE DEPT NOV 2020 FUEL B1 | 120.25 |
| | | 706-343-00 | FIRE DEPT. AUTO SUPP | FIRE DEPT NOV 2020 FUEL B1 | 354.12 |
| | FISHER AUTO PARTS INC | 706-343-00 | FIRE DEPT. AUTO SUPP | 5X9 HAND P&D | 10.44 |
| | ENCOVA INSURANCE | 706-226-00 | FIRE DEPT. INSURANCE | WCB1005474 11-2-20 TO 12-1 | 1,151.68 |
| | WV PUBLIC EMPLOYEES INSURANC | 706-105-00 | FIRE DEPT. GROUP INS | GF DEC 2020 PREMIUM | 2,419.80 |
| | | 706-105-00 | FIRE DEPT. GROUP INS | GF DEC RETIREE'S INS | 1,120.00 |
| | AUTO ZONE | 706-343-00 | FIRE DEPT. AUTO SUPP | GOLD BATTERY, WIPER | 178.37 |
| | LOWES BUSINESS ACCOUNTS | 706-341-00 | FIRE DEPT. MATERIAL | FURNACE FILTERS | 60.72 |
| | INTERNAL REVENUE SERVICE | 706-104-00 | FIRE DEPT. FICA TAX | FICA WITHHELD AND MATCHED | 1,023.80 |
| | | 706-104-00 | FIRE DEPT. FICA TAX | MEDICARE WITHHELD & MATCHED | 239.44 |
| | USI INSURANCE SERVICES LLC | 706-105-00 | FIRE DEPT. GROUP INS | GRP BENEFIT FEE 3RD INSTAL | 406.88 |
| | MISTREX GROUP INC | 706-343-00 | FIRE DEPT. AUTO SUPP | LABORER INSPECTION TRAIL | 800.00 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 16,572.55 |
| | | | | TOTAL: | 24,479.01 |
| STREET | LYKINS OIL COMPANY | 750-343-00 | STREET DEPT. AUTO SU | STREET DEPT NOV 2020 FUEL | 910.59 |
| | UNIFORM CORP. | 750-345-00 | STREET DEPT. UNIFORM | ALL DEPT NOV 2020 UNIFORMS | 650.35 |
| | LOSHIN INSURANCE AGENCY INC | 750-226-00 | STREET DEPT. INSURAN | FLACD INS 395 MOBLECK RD | 5,775.00 |
| | SOUTHERN STATES COOP INC | 750-341-00 | STREET DEPT. MAT & S | BOOTS, FRSD, MARKS, RAY | 619.97 |
| | | 750-341-00 | STREET DEPT. MAT & S | BOOTS, RIBS | 307.99 |
| | WV PAGING | 750-213-00 | STREET DEPT. UTILITY | DEC 20 STREET DEPT PAGERS | 23.00 |
| | RITE-WAY HEATING & PLUMBING | 750-341-00 | STREET DEPT. MAT & S | GARDEN HOSE, PARTS | 75.95 |
| | ENCOVA INSURANCE | 750-226-00 | STREET DEPT. INSURAN | WCB1005474 11-2-20 TO 12- | 1,128.16 |
| | FEGLIA'S | 750-341-00 | STREET DEPT. MAT & S | SCOWS FOR BREATHS | 435.00 |
| | WV PUBLIC EMPLOYEES INSURANC | 750-105-00 | STREET DEPT. GROUP 1 | GF DEC 2020 PREMIUM | 2,923.80 |
| | | 750-105-00 | STREET DEPT. GROUP 1 | GF DEC RETIREE'S INS | 1,606.00 |
| | MOUNTAINEER GAS COMPANY | 750-213-00 | STREET DEPT. UTILITY | 341416-404855 17 1/2 FACTO | 92.93 |
| | | 750-213-00 | STREET DEPT. UTILITY | 269254-314209 4 FACTORY ST | 321.48 |
| | | 750-213-00 | STREET DEPT. UTILITY | 269255-452544 4 FACTORY ST | 189.17 |
| | J & ALLEN CO | 750-459-00 | STREET DEPT PROJECTS | STONE FOR CONCRETE | 533.89 |
| | | 750-461-00 | STREET PAVING | BLACK TOP PATCHING | 686.12 |
| | LOWES BUSINESS ACCOUNTS | 750-341-00 | STREET DEPT. MAT & S | BUCTION BOX | 5.19 |
| | | 750-341-00 | STREET DEPT. MAT & S | POOL FIT | 789.24 |
| | | 750-341-00 | STREET DEPT. MAT & S | CUTTINGWHL. NOZZLE | 245.99 |
| | | 750-341-00 | STREET DEPT. MAT & S | X MAS LIGHTS | 347.46 |

FUND: GENERAL FUND

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|-----------------------|------------------------------|------------|---|----------------------------|-----------|
| | CENTRAL SUPPLY CO | 750-458-08 | GATEWAY WEST GRANT E CONCRETE GATEWAY | | 1,706.87 |
| | | 750-458-08 | GATEWAY WEST GRANT E CONCRETE GATEWAY | | 1,706.87 |
| | | 750-458-08 | GATEWAY WEST GRANT E CONCRETE GATEWAY | | 1,706.87 |
| | COMMUNITY CARE OF WV | 750-341-00 | STREET DEPT. MAT & S COVID 19 TESTING | | 50.00 |
| | ENTERPRISE FM TRUST | 750-459-00 | STREET DEPT. CAPITAL 23R256 2020 RAM 2500 | | 744.56 |
| | | 750-459-00 | STREET DEPT. CAPITAL 23P47T 2020 RAM 2500 | | 684.15 |
| | | 750-459-00 | STREET DEPT. CAPITAL 23W6KZ 2019 RAM 1500 | | 635.79 |
| | | 750-459-00 | STREET DEPT. CAPITAL 22W6RW 2000 CHASSIS DUMP T | | 961.06 |
| | SPRINT | 750-211-00 | STREET DEPT. TELEPHO ALL DEPT DEC 2020 GENTAB P | | 314.80 |
| | CHAPEMAN RADIANT LLC | 750-341-00 | STREET DEPT. MAT & S TUBE REPLACEMENT HEATER | | 398.42 |
| | COMMUNITY BANK | 750-459-00 | STREET DEPT. CAPITAL DEC 2020 SKID STEER PYMT | | 664.11 |
| | WALMART STORES INC -BUCKHANN | 750-341-00 | STREET DEPT. MAT & S OFFICE SUPPLIES | | 282.44 |
| | INTERNAL REVENUE SERVICE | 750-104-00 | STREET DEPT. FICA TA FICA WITHHELD AND MATCHED | | 806.69 |
| | | 750-104-00 | STREET DEPT. FICA TA MEDICARE WITHHELD & MATCHE | | 198.64 |
| | USI INSURANCE SERVICES LLC | 750-105-00 | STREET DEPT. GROUP I GRP BENEFIT FEE 3RD INSTAL | | 464.96 |
| | ASCENT CONSULTING & ENGINEER | 750-341-00 | STREET DEPT. MAT & S CONCRET TESTING | | 466.00 |
| | ARGOS USA LLC | 750-458-05 | STREET DEPT PROJECTS BULK CEMENT | | 3,579.00 |
| | ROTARY CLUB OF BUCKHANNON-OP | 750-341-00 | STREET DEPT. MAT & S EMPLOYEE'S ROTARY BLOOD SC | | 190.00 |
| | HINKLE TRUCKING, INC. | 750-458-05 | STREET DEPT PROJECTS TRACKING OF CEMENT BULK | | 835.10 |
| | **PAYROLL EXPENSES | | 12/01/2020 - 12/16/2020 | | 13,077.46 |
| | | | TOTAL: | | 42,852.38 |
| STREET LIGHTS | NON POWER | 751-313-00 | STREET LIGHTS | 110 097 918 008 MAIN ST | 5,277.89 |
| | | | | TOTAL: | 5,277.89 |
| PARK 402 70 CPWB | CONSOLIDATED PUBLIC WORKS BD | 900-341-00 | PARK-BOE HOT/MOT PD | NOV 2020 HOTEL-MOTEL TAX | 2,460.77 |
| | | | | TOTAL: | 2,460.77 |
| CVE 001 TO CVE | UPSHUR COUNTY CVE | 901-235-00 | HOTEL/MOTEL 707 PAID NOV 2020 HOTEL-MOTEL TAX | | 5,741.77 |
| | | | | TOTAL: | 5,741.77 |
| STOCKERT YOUTH CENTER | LYFINS OIL COMPANY | 907-216-00 | MAINTENANCE | SYC NOV 2020 FUEL BILL | 92.90 |
| | UNIFIRST CORP. | 907-216-00 | MAINTENANCE | ALL DEPT NOV 2020 UNIFORMS | 47.92 |
| | LEAFY | 907-341-00 | MATERIALS & SUPPLIES | COPIER LEASE | 167.00 |
| | RECOVER INSURANCE | 907-226-00 | INSURANCE & BONDS | WCB1005474 11-2-20 TO 12-1 | 81.57 |
| | OSTER, LARRY | 907-363-00 | KARATE CLASS INSTRUCT | KARATE 1120 | 184.00 |
| | WV PUBLIC EMPLOYEES INSURANC | 907-105-00 | GROUP INSURANCE | OP DEC 2020 PREMIUM | 796.60 |
| | | 907-105-00 | GROUP INSURANCE | OP DEC RETIREES'S INS | 160.00 |
| | ORANGE L. WILSON INC. | 907-459-00 | CAPITAL OUTLAY | OUTSIDE DOOR GYM REPLA | 3,000.00 |
| | COMMUNITY CARE OF WV | 907-341-00 | MATERIALS & SUPPLIES | COVID 19 TESTING | 50.00 |
| | SPRINT | 907-211-00 | TELEPHONES | ALL DEPT DEC 2020 GENTAB P | 15.57 |
| | ST JOSEPH HOSPITAL OF BUCHNA | 907-341-00 | MATERIALS & SUPPLIES | LAB TEST JOHN ALLEN | 50.00 |
| | | 907-341-00 | MATERIALS & SUPPLIES | LAB TEST DELITE MCCOOL | 50.00 |
| | | 907-341-00 | MATERIALS & SUPPLIES | LAB TEST ABIGAIL LOUDIN | 50.00 |
| | | 907-341-00 | MATERIALS & SUPPLIES | LAB TEST LILLIAN KEITH | 50.00 |
| | | 907-341-00 | MATERIALS & SUPPLIES | LAB TEST EMMA REGER | 50.00 |
| | | 907-341-00 | MATERIALS & SUPPLIES | LAB TEST AMBER DIFFENDERFO | 50.00 |
| | WALMART STORES INC -BUCKHANN | 907-361-00 | AFTER SCHOOL SUPPLIE | SNACKS FOR STUDYHALL | 125.30 |
| | MOUNTAIN STATE PEST GUARD | 907-216-00 | MAINTENANCE | SYC PEST MONTHLY 1120 | 36.50 |
| | INTERNAL REVENUE SERVICE | 907-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 19.58 |
| | | 907-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 284.36 |
| | | 907-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 2.47 |
| | | 907-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 66.50 |
| | APRIL E SMALL | 907-368-01 | 20MBA | KICKBOXING 1120 | 16.00 |

FUND: GENERAL FUND

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|-------------------|----------------------------|------------|----------------------|----------------------------|-----------|
| | USI INSURANCE SERVICES LLC | 907-105-00 | GROUP INSURANCE | GRP BENEFIT FEE 3RD INSTAL | 116.24 |
| | **PAYROLL EXPENSES | | | 12/01/2020 - 12/16/2020 | 4,758.99 |
| | | | | TOTAL: | 10,310.76 |
| CONVENTION CENTER | USDA, RURAL DEVELOPMENT | 910-457-00 | CONFERENCE CENTER RA | CONFERENCE CENTER DEC 2020 | 3,351.00 |
| | | | | TOTAL: | 3,351.00 |
| PUBLIC SAFETY | UNIFIRST CORP. | 906-216-00 | SAFETY COMPLEX MAINT | ALL DEPT NOV 2020 UNIFORMS | 61.32 |
| | | | | TOTAL: | 61.32 |

E.4 Accept Resignation of Greg Popovich-Zoning Board of Appeals

E.5 Approval Appointment of Corey Rozelle-Zoning Board of Appeals

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

F. Strategic Issues for Discussion and/or Vote:

F.1 Upshur-Buckhannon Health Department Request Office Space – Amby Jenkins reported on the request from the Upshur-Buckhannon Health Department to rent office space from the City. It was determined that Amby should coordinate with Jerry Arnold and Sue McKisic of the Health Department to see what is available and then bring a recommendation back to Council for discussion and possible action. No action necessary at this time.

F.2 Property at 395 Mudlick Road-Elevation & Flood Insurance Information – Amby Jenkins reported on this earlier in the meeting. No action was necessary.

Jay received this message today. Great News! Thank goodness the City has a floodplain manager like Jay who was on top of this pretty quickly.

I just received an email from Joe (USACE) and based upon the latest survey cross section information, all three buildings will be removed from the SFHA once the LOMR is completed.

However, none of this is official until the EC is completed (either today or tomorrow). The EC will show the BFE varying between 1411.58' (at the southern end of the property) and 1413.84' (at the northern end) so, assuming a worse case scenario of the BFE = 1413.84', all buildings will be out of the SFHA with the lowest Finished Floor Elevation being 1419.02, or 5.18' above the BFE.

The BFE information has already been sent to the surveyor for his use in completing the EC and once he's completed them, he'll be forwarding them to me.

This morning Katherine (FC Bank) asked if the City wanted to include the premiums in the bond. After receiving this information I did inquire as to whether the bank would still require it, knowing that it will be out of the floodplain, but she said they would still require flood insurance until the final LOMA is completed and approved. So with that information Tom and I feel the City should pay the flood insurance so we can get a refund on a portion of it and not have interest for 15 years. I will give updates and place on the agenda at the Council and Building Commission meetings.

Amberle Jenkins
Assistant Recorder, Director of Finance and Administration
City of Buckhannon
304-472-1651 ext 1016

F.3 COVID-19 Employee Policies Update – City Attorney O'Neill presented and explained the COVID-19 Employee Policies Update to Council. Discussion took place.

**Motion to approve the COVID-19 Employee Policies Update was made by Thomas/Sanders.
Motion carried.**

December 17, 2020

MEMORANDUM

FROM: CITY COUNCIL

TO: ALL CITY EMPLOYEES

DATE: DECEMBER 17, 2020

RE: UPDATES TO CITY COVID TESTING AND RETURN-TO-WORK POLICIES

To all of our valued employees,

Over the past several months, the City of Buckhannon has responded to the varied and changing challenges presented by the COVID-19 pandemic by taking measures and implementing policies intended to protect employee safety and the health of the public. Appropriately, the City's approach in dealing with issues regarding COVID testing, the risks of exposure in the workplace, employee travel, and remaining safe when dealing with the public has changed from time to time as information and guidance from national, state, and local public health authorities has evolved.

In order to keep the City's written policies current with the most up-to-date public health guidance, a change of approach is now warranted. Instead of the City having its own adopted specific written policies on COVID-related issues, the City will instead adopt and follow the published guidance from national, state, and local public health authorities as that guidance is issued by those authorities.

Therefore, any existing City policies related to COVID-19 testing, including return-to-work testing and the clearance of any person who has been exposed to COVID-19 or has tested positive for the disease to return to work, or any other issue directly and proximately related to COVID-19 are deemed amended and modified to reflect the published guidance of the United States Centers for Disease Control, the West Virginia Bureau for Public Health, the Upshur-Buckhannon Health Department, or any other authorized public health agencies, as that published guidance may appear and be amended from time to time.

Any questions related to this action should be directed to department supervisors and the City's designated Human Resources representative.

G. Comments and Announcements

- **Council Member Albaugh – Absent**

- **Council Member Rylands** – Mr. Rylands wished the best to Mary Albaugh and Pam Bucklew concerning their health issues. He is optimistic over the Operation Wildflowers program and wished everyone a Merry Christmas and Happy New Year.
- **Council Member Thomas** – Mr. Thomas wished the best to Mary Albaugh and Pam Bucklew concerning their health issues. He hopes that the US Legislature will address the needs of our citizenry. He also wished everyone a Merry Christmas and Happy New Year.
- **Council Member Reger** – Mr. Reger thanked Jerry Arnold and Jay Hollen for their work on the Access Road at the UCDA development on the Brushy Fork Road; he recognized CJ Rylands for his continued efforts of beautification; and he thanked Amby Jenkins for her continual efforts keeping the best interest of the City at the forefront. He wished everyone a Merry Christmas and Happy New Year.
- **City Recorder Sanders** – Mr. Sanders echoed what others had said and thanked the City employees and residents for the positivity that Buckhannon is known for. He wished everyone a Merry Christmas and Happy New Year.
- **Council Member Bucklew** – Mrs. Bucklew thanked everyone for the good wishes that she and Mary Albaugh have received. She also thanked Misty Post for her dedication to the Christmas Spirit through her online Buckhannon Upshur Corona Christmas Lights Display 2020 Facebook page. She encourages us all to follow it. Pam wished everyone a Merry Christmas and Happy New Year.

H. Mayor's Comments and Announcements – The Mayor reviewed the challenges that 2020 brought but also the great things that we accomplished. He thanked the Council and City employees for the hard work and positive attitudes that he has witnessed. He thanked the BFD for their reaction to the downtown call they recently responded to. The Mayor thanked Mon Power for the quick reaction to the power outage that the City experienced the evening before. He closed with wishing everyone a Merry Christmas and Happy New Year.

Motion to adjourn from the regular meeting at 8:10 PM was made by Sanders/Reger. Motion carried.

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

Motion to enter Executive Session Per WV Code § 6-9A-4- Personnel Matters at 8:18 PM was made by Reger/Bucklew. Motion carried.

Motion to exit Executive Session Per WV Code § 6-9A-4- Personnel Matters at 8:25 PM was made by Rylands/Sanders. Motion carried.

J. Adjournment

Motion to adjourn at 8:25 PM was made by Rylands/Reger. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
