

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

A regular meeting of the Buckhannon City Council was held on Thursday, March 18, 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
Council Member	Jack Reger	Present – by phone
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present – by GTM
BPD	Chief Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Present
The Record Delta Newspaper	Macie Queen	Present
Channel 3	Dennis Cortes	Present
Channel 3	Rodney Irvin	Present
The Intermountain Newspaper	Amanda Hayes	Present
MyBuckhannon.com	Katie Kuba	Present

Guests: Joe Gower, Chairman of the Upshur County Fire Board; Dr. Jeff Harvey, JH Consulting, LLC; Tammy Reger, BU Chamber of Commerce; Brian Huffman and Virgil LaRosa of the BU Airport Authority; James Powell, Loudin Insurance Agency; BFD Chief, JB Kimble; Carrie Wallace and Kristie Tenney of the Upshur County Commission.

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, March 18, 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. Jeffery Harvey, DEL, CEM -JH Consulting, LLC
 - B.2 Dennis Cortes-Upshur County Parks & Recreation Board
 - B.3 James Powell-Loudin Insurance
 - B.4 Virgil LaRosa-BUAA Vice President & Brian Huffman- BUAA Secretary
- 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 FOIA Request-SmartProcure for Purchasing Orders/Vendor Information
 - D.2 Advertisement for Bids- DHS/FEMA Region III Hazard Mitigation Project -Emergency Power Generators Grant No. 1-Published Record Delta Newspaper & The Charleston Gazette
 - D.3 City PR: Upshur County Solid Waste Authority to Provide Free Residential Paper Shredding Event, April 17th
 - D.4 Letter from Daniel Williams RE: Trade of Land Parcels
- E. Consent Agenda**
 - E.1 Approval of Minutes Regular Meeting 03/04/2021
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 JH Consulting Proposal for a Study of the Delivery of Emergency Services in Upshur County
 - F.2 Approval to Purchase Soil Screening Equipment
 - F.3 Approve Budget FY 2021-2022
 - F.4 Approve Ordinance No. 450 Creation of the Colonial Theatre Board-2nd /Final Reading
 - F.5 Discussion/Possible action – Appointment of Colonial Theatre Board Members
 - F.6 Discussion/Possible action – Purchase/Sale Agreement 63 East Main Street
 - F.7 Discussion/Possible action – Appoint Randall Sanders as Part-Time Information Coordinator
 - F.8 Renewal Travelers Property Insurance
 - F.9 Buckhannon-Upshur Airport Authority (BUAA) Request for Additional Funding FY 20-21 Budget \$20,000.00
 - F.10 Buckhannon-Upshur Airport Authority (BUAA) Request for Additional Funding FY 21-22 Budget \$20,000.00
- 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 03/15/2021 Revised 03/16/21 Next Regular Scheduled City Council Meeting Thursday, April 1, 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, in our thoughts and prayers as he is still dealing with COVID-19. The Mayor also asked us to keep Council Member Mary Albaugh in our thoughts and prayers as she just had 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.2 Dennis Cortes-Upshur County Parks & Recreation Board – The Mayor recognized Dennis Cortes to provide a report from the Upshur County Parks & Recreation Board.

REPORT FROM THE UPSHUR COUNTY PARKS & RECREATION COMMITTEE

08 MARCH 2021

It was brought to our attention that the bike trail does not exit onto "well road"; it has its own exit. There is a possibility that the exit road will get new gravel in all probability next year. Inflatables for the pool must be the removable type with smaller ones for the kiddy pool.

Disc golf needs donations per hole. Donators or sponsors could spend about \$400.00 per hole for basic advertising at each hole with more spent depending on more intense advertising. This was voted on in motion and passed.

Cameras have been installed due to vandalism. Most of the vandalism was in the form of obscene painting. There have also been trucks driving all over the grounds and not staying on the road. The defective lights in the high school parking lot have been fixed.

At the trail ramps there will be signs with the rules printed on them. These bike trails will not be one way unless needed. There will be no drops until drainage problems are fixed. Mountaineer Trail Network is not completely set up yet, but they are working on it with old and new trails in the system. It could take about four years to complete the state wide system.

Ideas for the old amphitheater could mean a new skate park, modular pump tracks and upgrades to the tennis courts. This committee is looking for more ideas from the public for that place.

"Standing Feather" trail will be building some new and fixing old trails as well as drainage issues.

In other news there might be a bike club starting at the high school with that decision pending. There might be guided hikes and the biology class could hike the trails looking for flora and fauna.

The community lost Rodger Lundell last week. Among the many things that he did was to establish the Upshur County Parks & Recreation Service for Upshur County. I am going to assume that the Service was the forerunner of the Upshur County Parks & Recreation Advisory Board on which I sit.

Respectfully submitted by Dennis P. Cortes

B.3 James Powell - Loudin Insurance - Mr. Powell provided a detailed overview of the City's Travelers Property Insurance that is up for renewal and explained the major changes in this year's property and general liability coverage. Some of the City's property values were increased to more accurate levels. The coverage he explained this evening had a premium last year of \$133,066.00 with a renewal premium of \$145,944.00, or an increase of \$12,878. The increase is largely due to the City's increased overall budget; the fact that the City controls the Buckhannon Volunteer Fire Department; the increase in the auto policies; and the umbrella liability policies. Mr. Powell

explained other minor reasons for increases. Council members and a Q & A session with Mr. Powell concerning the rates and the renewal package that he was offering.

Motion to bring *F.8 Renewal Travelers Property Insurance* to the table was made by Albaugh/Rylands. Motion carried.

Amby Jenkins offered the opinion that working with the local agency has been efficient and any time that she has had to find answers to questions or concerns or when filing claims, they have always been responsive in a positive way.

Motion to approve the renewal of the Travelers Property Insurance for the 2021 - 2022 policy year was made by Albaugh/Rylands. Motion carried unanimously.

Travelers Quote

1 message

James Powell <jpowell@loudinins.com>
To: Amby <amby.jenkins@buckhannonwv.org>
Cc: James Powell <jpowell@loudinins.com>

Tue, Mar 16, 2021 at 11:10 AM

Hi Amby,

I thought it would be less confusing to send two emails. One for the property and the second (this email) for the liability renewal. I have attached the quote for the Travelers Liability policy. Below is a comparison of the expiring premium versus the renewal premium and some of my notes explaining the increase. I am also waiting on a more detailed answer explaining why the inland marine increase by 24%. I was informed it was exposure increase but there was not details. I will update you once I get a more specific answer from underwriting.

Coverage	Expiring Term Premium	Proposed Term Premium	
Crime	\$1,221	\$1,221	\$0
Inland Marine	\$7,517	\$9,336	\$1,819
General Liability/Professional Liability	\$16,386	\$20,061	\$3,675
Employee Benefits Liability	\$222	\$222	\$0
Law Enforcement Liability	\$15,698	\$16,520	\$822
Public Entity Management Liability	\$5,496	\$6,924	\$1,428
Public Entity Employment-Related Practices Liability	\$14,044	\$14,478	\$434
Cyber	\$4,821	\$5,334	\$513
Automobile Liability	\$38,665	\$42,276	\$3,611
Automobile Physical Damage	\$10,546	\$11,092	\$546
Umbrella	\$17,766	\$19,062	\$2,481
Sub-total	\$132,382	\$147,336	\$14,954
Taxes & Surcharges	\$684	\$756	\$72
TOTAL ANNUAL PREMIUM	\$133,066	\$148,092	\$15,026

Renewal Notes:

General Liability Exposure is up 24%. The expiring budget was \$10.5M VS the renewal budget of \$13M.

The auto exposure is up 9.6% Versus expiring.

Umbrella exposure is up 9.5% due to the underlying General Liability and Auto.

General Liability increase 22% Versus exposure increase of 24%

Auto Liability increase 9.5% versus exposure increase of 9.6%

Umbrella increase 8.5% versus exposure increase of 9.5%

Premium Change from General Liability/Profession Liability, Automobile Liability, Automobile Physical Damage and Umbrella

\$10,673.00 or 71% of the total premium increase

Law Enforcement Liability, Public Entity Management Liability, Public Entity Employment-Related Practices Liability and Cyber Liability increase due to more difficult market conditions. Increase in claims across the categories ranging from Cyber Ransom Ware attacks to police law suits.

Sincerely,

Jamie

James Powell

President

Loudin Insurance

Office (304) 472-1532 | Mobile (304) 613-7691

jpowell@loudinins.com

B.4 Virgil LaRosa-BUAA Vice President & Brian Huffman- BUAA Secretary - The Mayor recognized both Virgil LaRosa and Brian Huffman of the Buckhannon Upshur Airport Authority who explained the financial stress that the airport has been under due to a significant decrease in aircraft activity, due to COVID-19, which has resulted in reduced fuel sales. Even with the receipt of certain COVID related grants, this has created a loss of a little over \$40,000 for the FY year 2020 - 2021 and they have projected a little over \$39,000 deficiency for the FY 2021 - 2022 for the BUAA. Even with their current fund carryovers, the BUAA will not be able to sustain operations without additional assistance from outside entities. The BUAA is requesting the City of Buckhannon provide additional financial assistance of \$20,000 for the FY 2020 - 2021 and an additional \$20,000 for the FY 2021 - 2022. Discussion took place regarding the status of the airport; potential opportunities for growth moving forward; potential grant opportunities; and what the American Recovery Act may have available for airports in the future.

Without objection, *F.9 Buckhannon-Upshur Airport Authority (BUAA) Request for Additional Funding FY 20-21 Budget \$20,000.00 & F.10 Buckhannon-Upshur Airport Authority (BUAA) Request for Additional Funding FY 21-22 Budget \$20,000.00*, was moved to the table for discussion and/or vote.

Motion to approve the Buckhannon-Upshur Airport Authority (BUAA) request for additional funding for FY 20-21 Budget of \$20,000.00 and to table a decision on the Buckhannon-Upshur Airport Authority (BUAA) request for additional funding for FY 21-22 Budget of \$20,000.00 for a later time was made by Thomas/Rylands. Motion carried unanimously.



Buckhannon-Upshur Airport Authority
PO Box 1042
630 Airport Road
Buckhannon, WV 26201
304-472-9437
www.flyw22.com

March 16, 2021

Mayor and City Council
City of Buckhannon

SUBJECT: Request for additional funding

The Buckhannon-Upshur Airport Authority has operated W22, the Upshur Regional Airport, since its completion and opening in 1994. As a Sponsor of the Airport Authority, the City of Buckhannon has provided generous support over the years, contributing \$15,000 annually to the operation of the airport.

This year, events surrounding the pandemic have caused a substantial drop in air traffic, and that drop is affecting our bottom line. We currently project a loss of approximately \$44,000 as of the end of the fiscal year ending June 30, 2021, and also a loss of approximately \$40,000 for the next fiscal year ending June 30, 2022. The bulk of these losses come from reduced fuel sales.

Carryover funds are being used to maintain operations; but as those funds are depleted, our ability to operate the airport in a safe and FAA-compliant manner is put at substantial risk. Our ability to qualify for grants requiring matching funding is also diminished.

We have received \$20,000 in funding from past COVID-19 relief legislation, and are on track to receive an additional \$9,000 in funding from the legislation passed in December, 2020. The losses described above include that funding. We may qualify for additional funds from the just-passed relief funding, but it will be some time before we know how much, if any, our airport will receive.

We are asking both our major sponsors to consider increasing the annual allotment to the Airport by \$20,000 each for both of those fiscal years to cover this shortfall.

Thanks for your consideration of our request!

Phil Loftis
BUAA Treasurer

Working Budget - Buckhannon Upshur Airport Authority - As Revised and Approved 3/15/2021	Last Year Projected 2020-2021	YTD Actuals - 71/12020- 12/31/2020	YTD Projected 1/1/2021- 6/30/2021	YTD Projected 7/1/2020- 6/30/2021	Projected 2021-2022
Revenues					
Fuel Revenue	\$ 99,268	\$ 36,977	\$ 20,000	\$ 56,977	\$ 60,000
Fuel Sales - Jet A		\$ 67,944			
Fuel Sales - 100LL		\$ 13,741			
COG Jet A		\$ (32,980)			
COG 100 LL		\$ (11,728)			
Hangar Leases (Land and Other)	\$ 119,203	\$ 48,422	\$ 54,498	\$ 102,920	\$ 116,904
Existing Land Leases	\$ -	\$ -		\$ -	
Services - HealthNet	\$ 15,000	\$ 6,632	\$ 6,500	\$ 13,132	\$ 14,000
Miscellaneous	\$ 3,000	\$ 109	\$ 100	\$ 209	\$ 200
Office Leases	\$ 26,772	\$ 12,996	\$ 12,996	\$ 25,992	\$ 25,992
Outside Funding					
City Contribution to Operations	\$ 15,000	\$ 7,500	\$ 7,500	\$ 15,000	\$ 15,000
County Contribution to Operations	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
State Contribution to Operations (WVAC)	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	\$ 12,500
FAA COVID-19 Recovery Act Cost Reimbursement			\$ 20,000	\$ 20,000	\$ -
FAA COVID-19 Recovery Act Cost Reimbursement #2			\$ 9,000	\$ 9,000	
FAA Reimbursement - Prior Hangar Construction	\$ -	\$ -	\$ -	\$ -	\$ -
WVAC Reimbursement - Prior Hangar Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ 310,743	\$ 132,636	\$ 143,094	\$ 275,730	\$ 264,596
Expenses					
Salaries and Wages	\$ 105,095	\$ 53,680	\$ 54,000	\$ 107,680	\$ 110,910
Airport Manager	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Employee Training	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 15,000	\$ 14,421	\$ 4,500	\$ 18,921	\$ 20,000
Repair / Maintenance	\$ 27,500	\$ 23,390	\$ 10,000	\$ 33,390	\$ 20,000
Utilities	\$ 27,500	\$ 19,900	\$ 15,900	\$ 35,800	\$ 30,000
Advertising/Marketing	\$ 1,600	\$ 2,116	\$ -	\$ 2,116	\$ 2,000
Services - Other	\$ 5,000	\$ 1,624	\$ 2,000	\$ 3,624	\$ 3,500
Supplies and Equipment	\$ 15,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Misc. Expenses	\$ 5,000	\$ 2,958	\$ 3,000	\$ 5,958	\$ 6,000
Mortgage Principal and Interest	\$ 110,808	\$ 53,844	\$ 53,508	\$ 107,352	\$ 107,016
Total Operating Expenses	\$365,503	\$171,933	\$147,908	\$319,841	\$304,426
Net Balance (Revenues - Expenses)	(\$54,760)	(\$39,297)	(\$4,814)	(\$44,111)	(\$39,830)
Carryforward Balance		\$ 73,697 (12/31/2020)	\$ 68,883 (6/30/2021)	\$ 68,883 (6/30/2021)	\$ 29,053 (6/30/2022)

B.1 Dr. Jeffery Harvey, DEL, CEM -JH Consulting, LLC - The Mayor recognized Dr. Jeffrey Harvey, DEL, CEM of JH Consulting, LLC, who provided some background on discussions that have taken place regarding a study on the delivery of emergency services throughout Upshur County, and an update of a current proposed study. In the past, we had discussed a three-phase study with the first phase being the foundation, or an assessment of services; the second phase would be creating a plan from the assessment; and the third phase would have been validation. We are now focusing on the first two phases. Mr. Harvey provided a detailed overview of how this would take place and what the end results would provide. During the first phase he recommends visiting each agency on an individual basis and determining how they feel they currently fit it, but also how they think things could improve. The latter half of phase one would be assessments.

A Q&A with Council took place regarding the project including a timeline. Dr. Harvey feels each phase will take 8 to 12 months each, for a total of two years maximum, for the entire two-phase study. Another area of concern was cost. Dr. Harvey explained the cost would be \$10,000 per phase for a total of \$20,000 for the two phases. Carrie Wallace of the Upshur County Commission was recognized who confirmed that the Commission had received the proposal from Dr. Harvey as well and they have allocated \$5,000 to Phase 1 and \$5,000 for Phase 2 for JH Consulting Proposal to provide a Study of the Delivery of Emergency Services in Upshur County.

Motion to approve \$5,000 to Phase 1 and \$5,000 for Phase 2 for JH Consulting Proposal to provide a Study of the Delivery of Emergency Services in Upshur County was made by Sanders /Thomas. Motion carried unanimously.

The Mayor thanked Dr. Harvey for the wonderful presentation and the County Commission for joining in this effort.

The Mayor also acknowledged Amanda Hayes who is covering this Council Meeting as a journalist for the last time as she has accepted a new position with West Virginia Wesleyan College. Amanda mentioned that she has enjoyed her time covering events and the various meetings over the years.

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 at the new facility will be installed next week.

Street:

- Continue to work on the GWW Project. We hope to start installing light poles next week.
- The water facility upgrade is completed, and the electrical upgrades are about 80% completed at Jawbone Park.

Sewer:

- The Rt 33 Northside Sewer Extension: We just received the permit from the WVDOH for a road crossing on the Old Weston Rd.
- N. Spring St. Project is moving along and is currently on schedule.

Water:

- Replacing some valves at the airport pump station.
- Installed additional water taps at Jawbone.
- Continue to work on the valve at the plant.

Waste:

- Nothing new to report.


Engineer:

- FEMA Generator Hazard Mitigation Grant No. 2 – Reviewed and approved materials and equipment for four of the seven contracts. Waiting for additional information from the manufacturer. Project is on schedule.
- FEMA Generator Hazard Mitigation Grant No. 1 –Project was advertised on March 3, 2021. Mandatory Pre-Bid Meeting is scheduled for March 19, 2021. Bid Opening is scheduled for April 15, 2021.

There was a general Q & A with Council Members and Mr. Arnold which included a discussion on the need for the purchase of soil screening equipment. He has received a quote of \$11,000 + \$560 for freight, for the needed equipment, from Flip Screen, LLC.

Without objection, *F.2 Approval to Purchase Soil Screening Equipment* was moved to the table for discussion and/or vote.

Motion to approve the purchase of soil screening equipment at a cost of \$11,560 was made by Reger/Thomas. Motion carried unanimously.



Quote

DATE: 26-Feb-2021

FLIP SCREEN, LLC

10990 Petal Street, Suite 300, Dallas, TX 75238

e-mail usa@flipscreen.net web www.flipscreenglobal.com

Main: 469-892-2050 Fax: 469-892-6584

Invoice To:	City of Buckhannon Street Dept.	Deliver To:	City of Buckhannon Street Dept.
Address:	16 Factory St. Buckhannon, WV 26201	Address:	16 Factory St. Buckhannon, WV 26201
INVOICE NUMBER:	TBD	Order Number/	Brad (304)472-5755 streetdept@gmail.com
Flip Screen Contact:	Paul Esposito- 214-878-9825	Contact:	

Item (Model & Serial #)	Description (Include applicable sizes and part numbers)	
S30	1 Only x New Flip Screen (Green & Black)	\$ 11,000.00
	1 Standard Screen Mesh	Included
Serial Number:	1 x Instructional & Safety Package	
	1 x Full Manufacturer's Warranty for first Purchase (6 months or 500 Hours, whichever occurs first)	
Carrier:	1 x Custom Built Universal Skid Steer Hitch	
Case SR210	Optional –	
	Additional Screen Mesh \$690 up to 2-inch	
	Additional Screen Mesh \$890 from 3-inch	
	Exclusions: -	
	Extra Screen Meshes (if requested); Hoses; and Valves	
	ie – proportional 2-way flow	
	will need hoses made	
	Freight from Dallas, TX to 26201	\$560.00
	Price Good for 30 Days	
	Total Due	\$ 11,560.00

Terms:

Balance due before dispatch

I confirm that I have agreed to Flip Screen LLC's Conditions of Sale (back page) and that I am authorized to enter into this agreement for the purchase of the goods listed on this invoice on behalf of the purchasing company.

Name:

Company:

SIGNATURE:

IMPORTANT SAFETY INFORMATION:

DO NOT OPERATE YOUR FLIP SCREEN BEFORE OFFICIAL COMMISSIONING PROCEDURES HAVE BEEN COMPLETED & COMMISSIONING DOCUMENTS RETURNED TO FLIP SCREEN LLC. USING THE FLIP SCREEN BEFORE DOING SO IS A SAFETY BREACH AND IMMEDIATELY VOIDS WARRANTY.

IMPORTANT OPERATIONAL INFORMATION

Proportional 2-way flow is required to operate Flip Screens [A & B Ports are closed when in neutral position]. Flip Screens cannot be fitted to carrier machines with 'bang-bang' valves. Using these will void your warranty.

PAYMENT EFT (WIRE TRANSFER) DETAILS

Bank: Branch Banking and Trust Company, 2400 N Dallas Parkway, Ste 160, Plano, TX, 75093

Account Name: Flip Screen LLC ABA/ Routing Number: 111017694 Account Number: 1440011125674 SWIFT Code: BRBTUS33

Please enter your company name and this invoice number in the EFT payment description field.

CREDIT CARD PAYMENTS AUTHORISATION DETAILS

Name on card: Card Number:

Card holder signature: Expiration Date: /

Type of card: Visa / Mastercard / AMEX Security Code:

S30 Flipscreen





High Tensile Steel

Standard Low Flow





0.3 m³

0.39 yd³

Scoop Size

0.9 m³

1.18 yd³

Total Volume

347 Kg

765 lbs

Weight

6 - 300 mm

1/4" - 12"

Mesh Aperture

2.1 m²

22.6 ft²

Mesh size

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

Amby report 02-18-2021

Balances in the Enterprise Funds February 28, 2021

Waste Collection Board	mm/cking	\$689,719	cd/sav \$58,033
Water Board	mm/cking	\$198,921	cd/sav \$965,476
Sanitary Board	mm/cking	\$632,694	cd/sav \$253,190

Information

As everyone is aware the American Rescue Plan will infuse states, municipalities and counties with funds.

Initial information we have received indicates that \$2.4 million is allocated to the City of Buckhannon. According to this initial information it can be used toward water, sewer and broadband projects, it also can be used toward help for non-profits, small business and households, however, later three need to show proof of the negative impact from Covid. The WV Municipal League is a great resource for WV Municipalities and stay on top of legislative issues and other matters that impact the municipalities in WV, so several cities have reached out to them to get clarification and more details on what the funds can be used for. I have also checked with some other resources and plan to attend a webcast next week to find out as much as I can. As of right now we do not have those details. We have been told that receipt of those funds will take place in two phases. One in 60 days and the second in 12 months. Expenses for those funds need completed by 2024. In the meantime, I had suggested to the Mayor that perhaps a committee should be established to begin to work and prioritize a list of possible projects the funds can be used toward. WVML is also looking into the possibility of using those funds towards matching grants. As soon we learn more, we will share this with Council.

Budget

The budget for 2021-22 presented tonight for Council's consideration for the General Fund is \$5,633,106

41.5% is allocated to Public Safety (police, fire)

29.4% is allocated to Street Department expenses

9.1% is allocated to Administration

6.7% is allocated to Stockert Youth Center

Other departments in the budget are less than 3% each (housing, stormwater, CVB & Convention Center, theatre, parks, horticulture, cemetery, and contributions to outside entities)

This draft – if approved includes the following highlights

Increase of \$5,000 to Economic Development for a total of \$40,000

City Hall Roof \$120,000

\$127,856 toward police capital expenses (cruiser payments, computers, bodycams, tasers, CALEA and other small equipment items

\$17,000 toward volunteer police expenses

\$140,938 toward fire capital expenses (old fire truck payment, new fire truck payment, NFPA expenses, GIS expenses, computer, volunteer expense, stairmaster & new hoses)

The new fire truck won't be delivered until after July 1st

\$22,500 for turnout gear and medical expenses for the fire dept.

\$135,000 to Consolidated Public Works Board for city parks upkeep and supplement horticulture salaries and mowing the cemeteries

\$130,000 for street projects

\$282,000 for paving projects

\$117,300 for the Mudlick property payment

Public Transit \$10,000

Health Dept \$5,000

\$150,000 to Stormwater projects fund

\$100,000 for Theatre grant

\$38,400 was put in Stockert Youth Budget for possible building payment.

A 30 cent per hour pay increase for full time city employees and allocation of either \$1,000 or \$2,000 for each full time city employees for a health savings fund

If approved-Three additional fire fighters about \$200,000

Airport - if Council approves, it will go from \$15,000 to \$35,000

Council must approve the budget before March 28th.

Amby also mentioned the wonderful reviews that Buckhannon Police Chief Matthew Gregory has received from the CALEA certification that is ongoing.

C.3 Buckhannon Police Department - Chief Matthew Gregory – Chief Gregory reviewed the following with Council:



City Council Report
3/18/21

- 1. The in-car camera project is finally complete with all cruisers in our fleet outfitted with in-car camera capabilities.
- 2. James Fisher has passed his initial entry test for the WV State Police Academy and will begin training on Monday, March 22. He is set to graduate on Friday, May 28 at which time he will begin a twelve-week period of field training.
- 3. The police department will be hosting Megan McMackin, a WVWC Student, as part of our continuing partnership with the college and its Service Scholar Program.
- 4. Work continues on CALEA accreditation. During the last week of February, the police department underwent a web assessment. During this assessment, all of our policies and files were found to be in compliance with CALEA standards with zero compliance issues. We are now gearing up for the on-site assessment scheduled for April 5th and 6th. Because of ongoing issues with the pandemic, this portion of the assessment had to be switched to virtual. Many activities will occur during these two days including, continuing interviews between assessors and the police department staff as well as interviews between the assessors and various community partners the police department regularly interacts with. Beyond this, there will also be a public information session which is scheduled for Monday, April 5th at 7:00 p.m. at the Public Safety Complex Community and Training Room. At the end of this assessment, the assessors will make a report along with a report from the web assessors where I will then appear before the Accreditation Committee in July for the Buckhannon Police Department’s Initial Accreditation.

POLICE ACTIVITIES

MONTHLY ACTIVITY REPORT
February 2021

MONTH: February
YEAR: 2021

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	TOTAL
Calls Answered	8	18	48	104	30	36		31	3			278
Community Policing	1											1
Road Patrol	4	29	79	80	107	121		64	49			533
Traffic Hours	1	1	68								8	78
Criminal Inv.	1	20	8	60	37	38	148	36	11			359
Court Hours		1	5				8					14
Report Writing	19	47	3	22	3	3		37	20			154
Other Hours	132	4	2		5	2	14	23		162	117	461
Miles												6,983
Accidents - Prop.			1	1	1			6	1			10
Injury												
Fatality												
Parking Tickets				1								1
Criminal Reports		3	5	6	1	2	1	4	2			24
Reports Cleared		0	2	1	1	1	0	3	2			10
Clearance Rate		0%	40%	17%	100%	50%	0%	75%	100%			42%

MISDEMEANOR ARRESTS - February 2021

	TOTAL
DUI	1
FLEEING	1
PETIT LARCENY	4
SHOPLIFTING	3
VIOLATION OF PROT. ORDER	2
TOTAL MISDEMEANORS	11

FELONY ARRESTS - February 2021

	TOTAL
DOMESTIC 3RD OFFENSE	1
GRAND LARCENY	2
TOTAL FELONIES	3

2021 WARNINGS

[illegible]

2021 WARNINGS

[illegible]

February 2021 Accidents

Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name	
1	2/2/2021 0:00	1501	Tuesday			RT 20 EXIT RAMP	Sideswipe, Same Direction	T.M. STEWART	
2	2/8/2021 0:00	1500	Monday	ISLAND AVE	N/A		Rear-to-Side	MCCAULEY	
3	2/8/2021 0:00	1636	Monday	BUCKHANNON CROSS	N/A		Right Angle	MCCAULEY	
4	2/12/2021 0:00	1905	Friday	SOUTH KANAWHA	REGER AVE		Rear End	MCCAULEY	
5	2/14/2021 0:00	1214	Sunday	MARION STREET	CAMDEN AVENUE		Right Angle	MCCAULEY	
6	2/20/2021 0:00	745	Saturday	NORTH FLORIDA	N/A		Single Vehicle Crash	MCCAULEY	
7	2/21/2021 0:00	# 2347	Sunday	MADISON STREET	SPRING STREET		Single Vehicle Crash	PATROLMAN D.S. KRAEMER	
8	2/22/2021 0:00	1717	Monday	HINKLE DRIVE	LITTLE SAND RUN RD	SOUTH OF INTERSECTION	Rear-to-Rear	THOMAS POSEY	
9	2/26/2021 0:00	1928	Friday	SOUTH KANAWHA			Single Vehicle Crash	SGT. W.J. COURTNEY	
10	2/26/2021 0:00	1548	Friday	EAST MAIN STREET	N/A		Angle (Front to Side) Same Direc	MCCAULEY	
		* = Injury							
		# = Alcohol / Drug Related							
		~ = Fatality							

Council Member Thomas expressed concern with young people discussing suicide openly and feels that it needs addressed with school officials. All agreed. Council Member Rylands congratulated the Chief on the work he and his department has done with the CALEA certification.

F.3 Approve Budget FY 2021-2022 - Without objection, *F.3 Approve Budget FY 2021-2022* was brought to the table for discussion and/or vote. The Mayor recognized Amby Jenkins who reviewed the following with Council:

FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022 LEVY ESTIMATE - BUDGET DOCUMENT				TOTAL ESTIMATED REVENUE (GENERAL FUND) \$ 5,633,106			
STATE OF WEST VIRGINIA MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA				COAL SEVERANCE TAX FUND			
In accordance with Code § 11-8-14, as amended, the Council proceeded to make an estimate of the amounts necessary to be raised by levy of taxes for the current fiscal year, and does determine and estimate the several amounts to be as follows:				REVENUE SOURCE			
The amount due and the amount that will become due and collectible from every source during the fiscal year INCLUDING THE LEVY OF TAXES, is as follows:				Assigned Fund Balance \$ 1,000			
				Coal Severance Tax 8,400			
				Interest Earned on Investment -			
				Reimbursements -			
				Refunds -			
				TOTAL ESTIMATED REVENUE (COAL SEVERANCE FUND) \$ 9,400			
REVENUE SOURCE				ESTIMATED CURRENT EXPENDITURES			
Unassigned Fund Balance	920,000				General Fund	Coal Severance Fund	
Property Taxes - Current Expense	837,290						
Prior Year Taxes	25,000						
Gas & Oil Severance Tax	10,000						
Excise Tax on Utilities	240,000			Economic Development	\$ 40,000	\$ -	
Business and Occupation Tax	1,345,000			Mayor's Office	160,250	-	
Wine & Liquor Tax	75,000			City Council	28,940	-	
Animal Control Tax	1,100			Recorder's Office	8,710	-	
Hotel Occupancy Tax	115,000			Treasurer's Office	16,140	-	
Fines, Fees & Court Costs	29,050			Police Judge's Office	8,525	-	
Licenses	17,000			City Attorney	20,851	-	
Building Permit Fees	35,000			Engineering	30,630	-	
Franchise Fees	55,000			Regional Development Authority	6,485	-	
IRP Fees (Interstate Registration Plan)	45,000			Building Inspection	35,000	-	
Parks & Recreation	1,000			Planning & Zoning	55,485	-	
Rents, Royalties, and Concessions	30,000			Data Processing	36,000	-	
Police Protection Fees	75,000			City Hall	195,131	-	
Fire Protection Fees	152,000			Police Department	1,281,808	-	
Charges to Other Entities	136,200			Fire Department	1,006,328	-	
State Government Grants	73,000			Dog Warden/Humane Society	1,100	-	
Contributions from other Funds	1,361,366			Streets and Highways	1,681,398	9,400	
Charges to Other Funds	200			Street Lights	70,000	-	
Gaming Income	10,000			Signs and Signals	19,500	-	
Interest Earned on Investments	400			Snow Removal	20,000	-	
Reimbursements (Explain type of funds & amounts being transfe	4,000			Airports	35,000	-	
Refunds	3,500			Public Transit	10,000	-	
Video Lottery (LVL)	17,000			Local Health Department	5,000	-	
Miscellaneous Revenues	20,000			Storm Sewer	150,000	-	
Parks & Recreation				34,500		-	
Visitors Bureau				80,500		-	
Arts & Humanities				130,000		-	
Youth Program				376,575		-	
Civic Center - Municipal Auditorium				40,250		-	
Capital Projects - Public Safety				49,000		-	
TOTAL ESTIMATED EXPENDITURES				\$ 5,633,106	\$	9,400	

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Regular Current Expense Levy
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	Certificate of Valuation		
	Assessed Value	Levy	Taxes
	for Tax Purposes	Rate/\$100	Levied
<u>CLASS I</u>			
Personal Property	\$ 0	12.50	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
<u>CLASS II</u>			
Real Estate	\$ 75,375,290	25.00	\$ 188,438
Personal Property	295,780		739
Total Class II	\$ 75,671,070		\$ 189,177
<u>CLASS IV</u>			
Real Estate	\$ 84,785,590	50.00	\$ 423,928
Personal Property	41,266,867		206,334
Public Utility	13,139,305		65,697
Total Class IV	\$ 139,191,762		\$ 695,959
Total Value & Projected Revenue	\$ 214,862,832		\$ 885,136
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	22,128
Less Tax Discounts (use Total Projected Revenue to calculate)		1.00%	8,630
Less Allowance for Tax Increment Financing (if Applicable)			0
Total Projected Property Tax Collection			\$ 854,378
Less Assessor Valuation Fund		2.00%	17,088
(Subtracted from regular current expense taxes levied only)			
Net Amount to be Raised by Levy of Property Taxes			\$ 837,290

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Excess Levy/ Levies
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	Certificate of Valuation		
	Assessed Value	Levy	Taxes
	for Tax Purposes	Rate/\$100	Levied
<u>CLASS I</u>			
Personal Property	\$ 0	1.50	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
<u>CLASS II</u>			
Real Estate	\$ 75,375,290	3.00	\$ 22,613
Personal Property	295,780		89
Total Class II	\$ 75,671,070		\$ 22,702
<u>CLASS IV</u>			
Real Estate	\$ 84,785,590	6.00	\$ 50,871
Personal Property	41,266,867		24,760
Public Utility	13,139,305		7,884
Total Class IV	\$ 139,191,762		\$ 83,515
Total Value & Projected Revenue	\$ 214,862,832		\$ 106,217
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	2,655
Less Tax Discounts (use Total Projected Revenue to calculate)		1.00%	1,036
Net Amount to be Raised by Levy for Budget Purposes			\$ 102,526

STATE OF WEST VIRGINIA
COUNTY OF
MUNICIPALITY OF

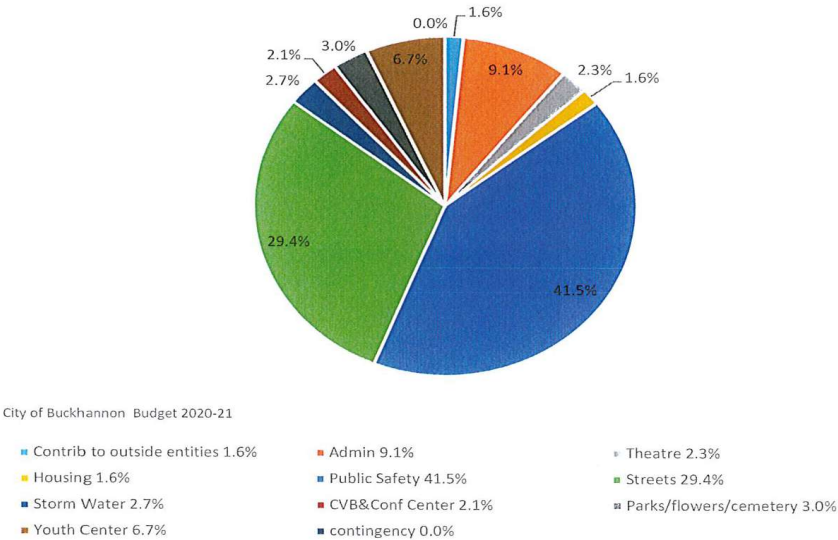
Upshur
BUCKHANNON

I, Randall Sanders, Recording Officer of said municipality, do hereby certify that the foregoing are true copies from the record of the orders made and entered by the council of the said municipality on the 18th day of March, 2021.

(Signature)

Recorder
(Official Title of Recording Officer)

Contrib to outside entities	1.6%	\$	90,000.00	
Admin	9.1%	\$	511,662.00	
Theatre	2.3%	\$	130,000.00	
Housing	1.6%	\$	90,485.00	
Public Safety	41.5%	\$	2,338,236.00	police,fire,PSC
Streets	29.4%	\$	1,655,898.00	
Storm Water	2.7%	\$	150,000.00	
CVB&Conf Center	2.1%	\$	120,750.00	
Parks/flowers/cemetery	3.0%	\$	169,500.00	
Youth Center	6.7%	\$	376,575.00	
contingency	0.0%	\$	-	
		\$	5,633,106.00	



Council Member Rylands asked about the recently passed American Rescue plan that mentions \$100 million for first responders and \$200 million for Safer Grants and how this might affect us. Discussion took place regarding past Safer Grant applications and recent CARES funding received. Mr. Rylands point was that if we have an opportunity to apply for a Safer Grant that could cover the cost of the three firemen of \$200,000 per year for three years, we should pursue it; if approved we could save the City a total of \$600,000. More discussion by Council took place.

Council Member Bucklew made a motion to pass the Budget for FY 2021 - 2022 that includes the \$200,000 for hiring the three (3) firemen, the Mayor asked for a second which was made by Council Member Reger.

Discussion took place with comments from several Council Members and Chief JB Kimble regarding the ways to fund the hiring of the three (3) firemen.

The Mayor called for the question on the following motion - Council Member Bucklew made a motion to pass the Budget for FY 2021 - 2022 that includes the \$200,000 for hiring the three (3) firemen, the Mayor asked for a second which was made by Council Member Reger. Council Member Bucklew voted in favor of the motion; all other Members voted against the motion. Motion failed.

Motion to pass the Budget for FY 2021 - 2022 removing the \$200,000 for hiring the three (3) firemen was made by Thomas/Albaugh. All Council Members, except for Mrs. Bucklew, voted aye; Mrs. Bucklew voted nay. Motion carried.

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 FOIA Request-SmartProcure for Purchasing Orders/Vendor Information



Amberle Jenkins <amby.jenkins@buckhannonwv.org>

SmartProcure FOIA Request to City of Buckhannon for PO/Vendor Information
1 message

Zoe Yalcin <zyalcin@smartprocure.com> Tue, Feb 23, 2021 at 3:44 PM
To: Amberle Jenkins <amby.jenkins@buckhannonwv.org>

Dear Amberle Jenkins or Custodian of Public Records,

SmartProcure is submitting a FOIA request to the City of Buckhannon for any and all purchasing records from October 15th, 2020 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=VW&org=CityOfBuckhannon>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Zoe Yalcin
Data Acquisition Specialist
image.png
Direct: 561-609-6762 | Support: 954-420-9900
Email: zyalcin@smartprocure.com
100 S. Military Trail Suite 13 #4968, Deerfield Beach, FL 33442

D.2 Advertisement for Bids- DHS/FEMA Region III Hazard Mitigation Project -Emergency Power Generators Grant No. 1-Published Record Delta Newspaper & The Charleston Gazette

March 8, 2021

Record Delta Newspaper
P.O. Box 550
Buckhannon, WV 26201

office@therecorddelta.com

To Whom It May Concern:

Please publish the following notice as a Class II legal advertisement on the following dates:

Thursday, March 11, 2021
Thursday, March 18, 2021

Following the publication of the attached legal advertisement, please forward your Publisher’s Certificate and Affidavit along with your Publisher’s Statement to my office at City Hall.

Should you have any questions regarding this notice, please contact my office immediately at City Hall at (304) 472-1651.

This letter and the attached Legal Advertisement have been faxed and emailed to your office and sent by the US Postal Service.

Thank you for your assistance in this matter.

Sincerely,

Amberle Jenkins
Director of Finance and Administration

Attachments: Class II Legal Advertisement – Advertisement for Bid

March 8, 2021

The Charleston Gazette
1001 Virginia Street East
Charleston WV 25301

legals@hdmediallc.com

To Whom It May Concern:

Please publish the following notice as a Class II legal advertisement on the following dates:

Wednesday, March 10, 2021
Wednesday, March 17, 2021

Following the publication of the attached legal advertisement, please forward your Publisher's Certificate and Affidavit along with your Publisher's Statement to my office at City Hall.

Should you have any questions regarding this notice, please contact my office immediately at City Hall at (304) 472-1651.

This letter and the attached Legal Advertisement have been faxed and emailed to your office and sent by the US Postal Service.

Thank you for your assistance in this matter.

Sincerely,

Amberle Jenkins
Director of Finance and Administration

Attachments: Class II Legal Advertisement – Advertisement for Bid

ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON
DHS / FEMA REGION III HAZARD MITIGATION PROJECT
INSTALLATION AND SECURING OF
EMERGENCY POWER GENERATION
HAZARD MITIGATION PROGRAM FEMA-DR-4273-WV-0036

The City of Buckhannon (City) will accept sealed bids for various contracts related to the City Of Buckhannon - DHS / FEMA Region III Hazard Mitigation Project - Installation and Securing Of Emergency Power Generation - Hazard Mitigation Program FEMA-DR-4273-WV-0036, which consists of the purchase, delivery and installation of various sized emergency backup generators, various sized automatic transfer switches and concrete mounting pads and/or elevated steel platforms for the various emergency backup generators required at the City's Raw Water Intake Building, the Sewage Treatment Plant and the Public Safety Complex until 1:30 PM EST on April 15, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

The emergency backup generators, automatic transfer switches, concrete mounting pads and/or elevated steel platforms, all contract specific-related work activities and all necessary appurtenances shall conform to the contract specifications & drawings and other requirements identified in the Bid Package.

A mandatory Pre-Bid Meeting will be held at the City of Buckhannon Public Safety Complex, located at 24 South Florida Street, Buckhannon, Upshur County, West Virginia 26201, on Friday, March 19, 2021 at 9:00AM EST. Site visits to each of the three (3) project sites will take place after a brief Project overview. Separate sign-in sheets will be available at all site locations and must be signed by all attendees at the beginning of each site visit. Failure to attend and sign the sign-in sheet at each of the (3) site visits will prohibit the Bidder(s) from submitting a Bid on the respective contract where the Bidder(s) did not attend. Due to the COVID-19 pandemic, all participants shall comply with any COVID-19 or other public health related measures required by the City of Buckhannon at all times.

The Bid Package may be obtained by each Bidder from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201 upon receipt of payment of a \$100.00 non-refundable deposit. If the Bidder requests that the Bid Package be mailed, Bidders shall also pay an additional \$25.00 for the cost of shipping the Bid Package. Bidders may also elect to have the Bid Package delivered electronically upon receipt of the \$100.00 non-refundable deposit. The Bid Package shall be available on March 12, 2021.

All clarifications, questions or comments regarding the contents of the Bid Package shall be submitted in writing and either mailed or faxed to the address below or emailed to jay.hollen@buckhannonwv.org. No clarifications and questions will be accepted after 4:00 PM EST on April 1, 2021.

If a Bidder is submitting alternate products to the types of equipment specified in the Bid Package, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review and approval by the City Engineer no later than 4:00 PM EST on April 1, 2021 (two weeks prior to bid opening) for review.

Bids for each contract shall be submitted in a separate sealed (inner) envelope containing the Official Bid Form, and included in a larger sealed (outside) envelope containing the Required Bid Security in the form of either a Bid Bond, which shall be equal to 5% of the total base bid or a Cashier’s Check, which shall be equal to 5% of the total base bid, a Power of Attorney form, Evidence of a current & valid West Virginia Contractor’s License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, a West Virginia Jobs Act Compliance Certification, a 2020 Experience Modification Rate (EMR) document, and Certification of Receipt of Addenda. All sealed envelopes shall have the following information in the lower left-hand corner for the respective Contract being bid:

<u>Contract No. 1</u>	<u>Contract No. 2</u>
<i>“Name and Address of Bidder”</i>	<i>“Name and Address of Bidder”</i>
City of Buckhannon	City of Buckhannon
Raw Water Intake Building Generator	Sewage Treatment Plant Generator
<u>Contract No. 3</u>	
<i>“Name and Address of Bidder”</i>	
City of Buckhannon	
Public Safety Complex Generator	

Each bid may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE, City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

No Bid may be withdrawn for a period of sixty (60) days after the time of the opening of the Bids.

The City Engineer shall evaluate all bids received based upon specification compliance, customer satisfaction, service availability, price and general suitability for the generator sets’ intended use.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Contracts at any time due to noncompliance with the City of Buckhannon, the Sewer Department’s and/or the Water Department’s expectations and requirements.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon

D.3 City PR: Upshur County Solid Waste Authority to Provide Free Residential Paper Shredding Event, April 17th

Upshur County Solid Waste Authority To Provide Free Residential Paper-Shredding Event, April 17th!

March 12, 2021, BUCKHANNON, WV: The Upshur County Solid Waste Authority will be holding a Free Residential Paper-Shredding Event at 395 Mudlick Road on Saturday, April 17, 2021, from 9:00 a.m. to 12:00 noon. This is a change in location from previous years and will be safer and more effective for the public. Just follow the signs that will be posted on Mudlick Road for your convenience and ease.

If you have any questions, please contact Belinda Lewis, Director at (814) 327-5218.

Randy Sanders
City Recorder
Chairman of WAMSB 2023 Organizing Committee
Buckhannon, WV
Direct - 304/472-4026
City Hall - 304/472-1651

D.4 Letter from Daniel Williams RE: Trade of Land Parcels

Mayor Robbie Skinner
Buckhannon City Council

Daniel and Dianne Williams
41 Leonard Street; 304-472-9590

Subject: Trade of Land Parcels

March 1, 2021

Ladies and Gentlemen,

I am interested in the trade of two small parcels: one piece that we are paying taxes on, on which is a street; in exchange for an area of nearly equal size, that adjoins our property on another side.

The city's current property is located off of Beech Street, opposite and on the other side of the street from property belonging to Ed Poach. It is roughly triangular, and seems to be about 1/2 acre.

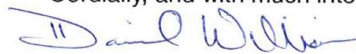
Our property, that we would wish to officially deed to the city, is also roughly triangular, less than 1/2 acre, and is a funny piece that now has a paved portion of Leonard Street.

Almost 20 years ago, Burl Smith and I discussed the then-present dirt road ("old farm road") between Lemon and Ambrose upon this particular tract, to be paved. It is the bottom access to our driveway; currently serves another household, too; is used by the general public, including a mail route; and is cleared by the city in bad weather - we appreciate that.

I think it would be advantageous to both parties, Buckhannon and the Williams', to have a clear disposition of this parcel, and suggest a "swap" with the Beech Street parcel as a means of remedy. On one of these beautiful days ahead that will soon grace us this spring, could I walk this property with a city employee, or several, for a discussion?

We welcome your time, attention, and consideration.

Cordially, and with much interest,



Daniel Williams

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

E.1 Approval of Minutes Regular Meeting 03/04/2021

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
75019	VOID												
75020	Lumos Networks Inc N Spring St, Willard wAy to 34 N Kanawha St	Segra Gudenkauf LLC	ROW Permit Fiber Optic Cable Project	\$17,780.38			\$11,274.00						
75021	Keith Carr 88 Randolph St	Self	Storage Building 10'x12'	\$902.00			\$10.00	X		X			
75022	A&T Enterprises LLC Harris 937 Brushy Fork Road	Morton Buildings Inc	Auction House Project Shell Only (48'x100/48'x100') 2 Sections	\$426,000.00			\$2,343.00	X					
75023	Rebecca Weese	Self	10x12 Storage Bldg, Above Ground Pool, 6' Fence	\$7,000.00			\$77.00	X		X		X	
75024	Steve Nanners	Triangle Heating & Cooling	Replacing Heating / AC Unit Using Existing Electric	\$6,700.00			\$73.70						
75025	Stephanie Ocheltree	Self	Re-Roof Metal over Shingle	\$5,500.00			\$60.50						
75026	Travis Abel 172 S. Kanawha St	Self	200 AMP Service Upgrade		B2	\$100.00							
75027	Lola Cutlip 34 Boggess St	Self	22'x36' Addition	\$35,000.00	B2	\$100.00	\$315.00	X					
75028	JP Morgan Chase Bank 32 E. Main St	Scott Wesney Constsruction	Install After Hours Depository	\$16,021.00			\$136.18						
75029	Jerry Henderson 17 N. Kanawha St	Self	Interior Remodel	\$5,000.00			\$47.50						
75030	Roger Gregory 12 Park St	Self	Re-Roof House & Garage	\$5,000.00			\$55.00		X				
75031	Mountain Mama Market & Artistry 14 N. Kanawha Sst	Self	32"x22" Oval Sign & 2 Vinyl Window Display	\$100.00			\$15.00	X					
75032	Johnnaston Kimble 9 Thurman Ave	Self	Re-Roof House & Garage Metal over Shingles	\$4,000.00			\$44.00						
75033	Robert Bush 16 Boggess St	Self	Inside Remodel	\$10,000.00	B2	\$100.00	\$110.00						
75034	Bradley Popovic 7 Meade St	Dustin Wamsley	Eelectrical Service Upgrade	\$1,200.00	B2	\$100.00							
75035	Ed & Margaret Balli 25 Central Ave	Reliable Roofing	Re-Roof	\$41,502.00			\$373.52		X				
75036	John Grew 78 College Ave	Self/Friend	Re-Roof Storage Bldg	\$2,000.00					X				
75037	Aref Mohamed- Mohsok Magrad 34 1/2 N. Locust St Smoke Shop	Floyd Sign Co.	33.5 Sq. Ft LED Sign Flat against Bldg	\$4,800.00			\$45.60	X					
75038	Mona Helmick 94 Elm St	Self/Friend	Re-Roof Shingles	\$2,000.00			\$22.00		X				
75039	Roger Gregory 12 Park St	Self	6' Vinyl & Chainlink Fence	\$2,000.00			\$22.00	X					
TOTAL				\$592,505.38		\$400.00	\$15,024.00						

E.3 Approval of Payment of the Bills

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
COUNCIL	RAIDION PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	WINDOW ENVELOPES, TAGS	89.10
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE & WCB1005474	2-1-21 TO 3-1-2	4.82
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF MAR 2021 HEALTH INS	970.80
		409-105-00	MAYOR'S INSURANCE	GF MAR 2021 SUBSIDY	160.00
	WV STRAWBERRY FESTIVAL ASSOC	409-341-05	EVENT/FIREWORK EXPEN	2021 SPONSORSHIP	10,000.00
	HART OFFICE SOLUTIONS INC	409-341-00	MAYOR'S SUPPLIES & M	FIX TERESA'S COMP TO PRINT	11.87
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	FEBRUARY 2021 CREDIT CARD	841.72
	BADZIK PRINTING SERVICE, INC	409-341-00	MAYOR'S SUPPLIES & M	UTILITY BILLS	582.56
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	PCRD-MONITOR CLN KIT LETTE	3.79
	DELUX BUSINESS FORMS	409-341-00	MAYOR'S SUPPLIES & M	PCRD-1095C FORMS	58.35
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	22.39
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	5.24
	IWORQ	409-341-00	MAYOR'S SUPPLIES & M	4/21-3/22 CITZ ENGAGEMENT	636.00
	LOG ME IN - GOTOMEETING	409-341-00	MAYOR'S SUPPLIES & M	PCRD-GO TO MEETING	19.00
	IRVIN & TOEDT LLC	409-341-00	MAYOR'S SUPPLIES & M	MAR-JUN LIVESTREAM CC MEE	800.00
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	67.41
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.18
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	366.87
				TOTAL:	14,664.10
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCB1005474 2-1-21 TO 3-1-2	0.27
				TOTAL:	0.27
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCB1005474 2-1-21 TO 3-1-2	0.24
				TOTAL:	0.24
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCB1005474 2-1-21 TO 3-1-2	0.98
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF MAR 2021 HEALTH INS	2.40
		413-105-00	TREASURER'S GROUP IN	GF MAR 2021 SUBSIDY	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 & MATCHE	4.51
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	310.79
				TOTAL:	497.91
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCB1005474 2-1-21 TO 3-1-2	0.61
				TOTAL:	0.61
CITY ATTORNEY	ENCOVA INSURANCE	417-226-00	CITY ATTORNEY INS UN	WCB1005474 2-1-21 TO 3-1-2	1.04
	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	31.00
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	7.25

\$10,000.00 - WV Strawberry Festival Assoc - 2021 Sponsorship
\$2,721.00 - George L. Wilson- Doors at City Hall
\$3,343.90 - Sisolak Truck Repair Inc - Bushing & Spring Repair S10 Dump Trk
\$2,984.00 - Raven Rock - Service & Equipment New building

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	500.00
				TOTAL:	539.29
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCB1005474 2-1-21 TO 3-1-2	0.00
				TOTAL:	0.00
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCB1005474 2-1-21 TO 3-1-2	69.28
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF MAR 2021 HEALTH INS	159.40
		437-105-00	ZONING HEALTH INS	GF MAR 2021 SUBSIDY	160.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	87.18
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.39
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	1,406.15
				TOTAL:	1,902.40
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	PLOTTER REPAIR DEPLOY MACH	42.50
	COMMUNITY BANK	439-459-00	DATA PROCESSING CAPI	ACCT#771901071 MAR COMP S	385.84
	SUDDENLINK	439-230-00	DATA PROCESSING	3621-4521 SERVICE	32.12
				TOTAL:	460.46
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCB1005474 12-2-20 TO 1-3-	65.30
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF MAR 2021 HEALTH INS	123.15
		440-105-00	CITY HALL JANITOR IN	GF MAR 2021 SUBSIDY	160.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	147.42
	GEORGE L. WILSON INC.	440-216-00	CITY HALL MAINTENANC	DOORS FOR CITY HALL	2,721.00
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	ANNUAL RENEWAL FEE-TERMITE	200.00
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CITY HALL SUPPLIES	40.36
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	73.39
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	17.16
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	1,198.40
				TOTAL:	4,746.18
POLICE	LYKINS OIL COMPANY	700-343-00	POLICE DEPT. AUTO SU	POLICE FEB 2021 FUEL BILL	1,358.69
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCB1005474 2-1-21 TO 3-1-2	1,140.67
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF MAR 2021 HEALTH INS	4,283.00
		700-105-00	POLICE DEPT. GROUP I	GF MAR 2021 SUBSIDY	1,600.00
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	UNIFORM BOOTS GARRIS	154.91
	JENKINS FORD INC	700-343-00	POLICE DEPT. AUTO SU	REPLACED BATTERY	134.95
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE COPIER 321	161.70
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22H2S3 2017 INTERCEPTOR PY	591.08
		700-459-00	POLICE DEPT. NEW EQU	22HZSX 2017 INTERCEPTOR PY	616.19
		700-459-00	POLICE DEPT. NEW EQU	22SFZ4 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SFZ7 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SCZ2 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64H MIAINT OLDER CRUISER	0.00
		700-343-00	POLICE DEPT. AUTO SU	23H64M MAINT OLDER CRUISER	0.00
		700-343-00	POLICE DEPT. AUTO SU	23H64Q MAINT OLDER CRUISER	0.00
		700-343-00	POLICE DEPT. AUTO SU	23H655 MAINT OLDER CRUISER	133.83
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64Z MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	796.87
	RAVEN ROCK NETWORKS INC	700-341-00	POLICE DEPT. MAT & S	IT SERVICE	467.50

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POLICE	DOUG LOUDIN	700-343-00	POLICE DEPT. AUTO SU	FUEL	10.00
		700-341-00	POLICE DEPT. MAT & S	MAILING OUT PKG TO LAB	4.80
	ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. MAT & S	JACOB GARRISON PRE EMPLOY	50.00
		700-341-00	POLICE DEPT. MAT & S	JACOB GARRISON PRE EMPLOY	133.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,452.85
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	339.76
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-SD CARD DIGITAL CAMER	183.65
		700-341-00	POLICE DEPT. MAT & S	PCRD-NAME PLATE	10.93
	CORRIDOR H TIRE INC	700-343-00	POLICE DEPT. AUTO SU	PCRD-TIRES FOR CAR 10	639.80
		700-343-00	POLICE DEPT. AUTO SU	PCRD-TIRES CAR #7	639.80
	CHEWY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-DOG FOOD	99.98
	SIRCHIE FINGER PRINT LAB INC	700-341-00	POLICE DEPT. MAT & S	PCRD-PRINTED SWAB BXS	80.09
	FRONTIER	700-104-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	87.74
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	23,865.21
				TOTAL:	42,537.95
FIRE	LYKINS OIL COMPANY	706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT FEB 2021 FUEL BI	429.27
	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	2ND QTR 2021 BFD INSTALLME	4,965.00
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCB1005474 2-1-21 TO 3-1-2	1,151.68
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF MAR 2021 HEALTH INS	2,419.80
		706-105-00	FIRE DEPT. GROUP INS	GF MAR 2021 SUBSIDY	1,120.00
	INSIGHT TRAINING LLC	706-221-00	FIRE DEPT. TRAINING	PCRD-MAX FIRE BX FUEL LOAD	100.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	927.57
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	216.93
	OZARK MOUNTAIN LEATHER WORKS	706-345-00	FIRE DEPT. UNIFORMS	PCRD-GLOVE STRAP RADIO SLI	203.00
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	15,020.25
				TOTAL:	26,553.50
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110123905108 25 N LOCUST S	9.79
		750-213-00	STREET DEPT. UTILITI	110148156588 RT 6 395 MUDL	516.01
		750-213-00	STREET DEPT. UTILITI	110148255778 395 MUDLICK R	430.67
	LYKINS OIL COMPANY	750-343-00	STREET DEPT. AUTO SU	STREET FEB 2021 FUEL BILL	2,012.56
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCB1005474 2-1-21 TO 3-1-2	1,189.16
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF MAR 2021 HEALTH INS	3,159.40
		750-105-00	STREET DEPT. GROUP I	GF MAR 2021 SUBSIDY	1,760.00
	MOUNTAINEER GAS COMPANY	750-213-00	STREET DEPT. UTILITI	341416-404855 17 1/2 FACTO	64.01
		750-213-00	STREET DEPT. UTILITI	269254-314209 4 FACTORY ST	170.17
		750-213-00	STREET DEPT. UTILITI	269255-492564 6 FACTORY ST	693.30
	CRITES ELECTRICAL INC	750-341-00	STREET DEPT. MAT & S	Supplies for garge door	21.71
	HARBOR FREIGHT TOOLS	750-343-00	STREET DEPT. AUTO SU	PCRD-FLOOR JACK	137.99
	LOWES BUSINESS ACCOUNTS	750-343-00	STREET DEPT. AUTO SU	Trickle battery charger	47.94
		750-341-00	STREET DEPT. MAT & S	14' Chains	70.26
	SISOLACK TRUCK REPAIR INC	750-343-00	STREET DEPT. AUTO SU	Bushing and spring repair	3,343.90
	UNIONTOWN AUTO SPRING CO., I	750-343-00	STREET DEPT. AUTO SU	Springs and bolts	725.40
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	22WCNZ 2019 RAM 1500	649.79
		750-459-00	STREET DEPT. CAPITAL	22WGHW 5500 CHASSIS DUMP T	961.06
		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	757.08
		750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	750.65
		750-459-00	STREET DEPT. CAPITAL	2-Computer Boxes	1,301.00
		750-341-00	STREET DEPT. MAT & S	SERVICE & EQUIP NEW BLDG	1,683.00
		750-343-00	STREET DEPT. AUTO SU	PCRD-TRL TIRE & HITCH	204.95
		750-341-00	STREET DEPT. MAT & S	PCRD-LIFTING SLINGS & SHAC	115.30
		750-341-00	STREET DEPT. MAT & S	LOGAN EDWARDS LAB TEST	20.00
		750-341-00	STREET DEPT. MAT & S	COVID-19 TESTING	220.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STREET	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	870.03
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	203.48
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD-KEY PAD GARAGE DOOR O	67.98
		750-341-00	STREET DEPT. MAT & S	PCRD-MASK	31.48
		750-341-00	STREET DEPT. MAT & S	PCRD-BEVERAGE REFRIG	244.60
		750-341-00	STREET DEPT. MAT & S	PCRD-KEY SWITCH DOOR OPERA	48.84
		750-341-00	STREET DEPT. MAT & S	PCRD-2 WALL PK LIGHTS	89.98
		750-341-00	STREET DEPT. MAT & S	PCARD-CURTAIN DOOR STRIPS	169.90
		750-343-00	STREET DEPT. AUTO SU	PCRD-TRANSFORMER FOR SILO	144.95
		750-341-00	STREET DEPT. MAT & S	PCRD-LONG ARM TV MOUNT	172.99
		750-343-00	STREET DEPT. AUTO SU	PCRD-CONTACTORS FOR SILO	84.99
		750-343-00	STREET DEPT. AUTO SU	PCRD-DRIVE BELT FOR MULE	59.95
		750-343-00	STREET DEPT. AUTO SU	PCRD-AX;ES & WHL BEARINGS	179.98
		750-343-00	STREET DEPT. AUTO SU	PCRD-BRAKE DRUM	107.00
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	MARCH 2021 PUBLIC WRKS BLD	9,774.80
	WV OPERATION WILDFLOWER	750-458-05	STREET DEPT PROJECTS	WILD FLOWER PROGRAM	600.00
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	86.99
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	14,096.00
				TOTAL:	48,049.04
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,175.06
				TOTAL:	5,175.06
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT. 119	45.80
		752-213-00	TRAFFIC SIGNALS POWE	110088985624 RT. 20 BRN C	55.38
		752-213-00	TRAFFIC SIGNALS POWE	110081822063 W. MAIN ST	5.21
		752-213-00	TRAFFIC SIGNALS POWE	110088820243 MAIN ST	35.54
		752-230-00	SIGNS & SIGNALS	PCARD-1/8 X48X96 SHEETS	1,120.00
				TOTAL:	1,261.93
SNOW REMOVAL	TRACTOR SUPPLY CREDIT PLAN	753-341-00	SNOW REMOVAL	PCRD-HYD CYL & PINS	135.47
				TOTAL:	135.47
PARK 40% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	FEB 2021 HOTEL-MOTEL TAX	1,097.74
				TOTAL:	1,097.74
CVB 60% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	FEB 2021 HOTEL-MOTEL TAX	2,561.37
				TOTAL:	2,561.37
ARTS-THEATRE	MON POWER	906-450-01	THEATRE BUILDING	110122154542 48 E. MAIN ST	129.84
	MOUNTAINEER GAS COMPANY	906-450-01	THEATRE BUILDING	268704-483167 48 E. MAIN S	443.10
	SHERWIN WILLIAMS-ELKINS	906-450-01	THEATRE BUILDING	PAINT FOR THEATRE PROJECT	341.73
		906-450-01	THEATRE BUILDING	PAINT FOR THEATRE PROJECT	39.96
		906-450-01	THEATRE BUILDING	PAINT FOR THEATRE PROJECT	100.79
		906-450-01	THEATRE BUILDING	PAINT FOR THEATRE PROJECT	43.74
		906-450-01	THEATRE BUILDING	PAINT FOR THEATRE PROJECT	50.39
		906-450-01	THEATRE BUILDING	PAINT FOR THEATRE	146.98
				TOTAL:	1,296.53
STOCKERT YOUTH CENTER	FOX'S PIZZA	907-356-00	YOUTH BASKETBALL	PIZZA FLAM FUNDRAISER	140.00
	LYKINS OIL COMPANY	907-216-00	MAINTENANCE	SYC FEB 2021 FUEL BILL	164.84
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE11606604	170.21
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCB1005474 2-1-21 TO 3-1-2	81.57
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRU	KARATE INSTRUCTOR	128.00

03-18-2021 10:40 AM		DISBURSEMENTS 3-04-21 TO 3-17-21			PAGE: 5
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF MAR 2021 HEALTH INS	796.60
		907-105-00	GROUP INSURANCE	GF MAR 2021 SUBSIDY	320.00
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	ALAN RENNIX LAB TEST	50.00
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTERSCHOOL SNACKS	153.08
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL CUPS	49.64
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC MARCH PEST INSPECTION	36.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	356.02
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	83.26
	APRIL E SMALL	907-368-01	ZUMBA	KICK BOXING INSTRUCTOR	72.00
	AMAZON.COM	907-341-00	MATERIALS & SUPPLIES	PCRD-GLUE PAPER INK	89.47
		907-341-00	MATERIALS & SUPPLIES	PCRD- GLUE PAPER INK	30.16
		907-459-00	CAPITAL OUTLAY	PCRD-GYM ACOUSTIC SOUND PA	657.65
	AK ATHLETIC EQUIPMENT	907-459-00	CAPITAL OUTLAY	PCRD-WALL PADS POLE PADS	1,392.00
	STEPHANIE LANE	907-368-01	ZUMBA	ZUMBA INSTRUCTOR	212.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	192.87
	COMFORTECH LLC	907-216-00	MAINTENANCE	GYM HEATER REPAIR	700.40
	**PAYROLL EXPENSES			3/04/2021 - 3/17/2021	5,744.92
				TOTAL:	11,621.19
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONFERENCE CENTER MAR 2021	3,351.00
				TOTAL:	3,351.00
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110088783078 22 S FLORIDA	1,188.75
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE DEPT FEB 21 PEST IN	45.00
				TOTAL:	1,233.75

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

F. Strategic Issues for Discussion and/or Vote:
F.1 JH Consulting Proposal for a Study of the Delivery of Emergency Services in Upshur County - Discussed with action taken earlier in the meeting.

F.2 Approval to Purchase Soil Screening Equipment - Discussed with action taken earlier in the meeting.

F.3 Approve Budget FY 2021-2022 - Discussed with action taken earlier in the meeting.

F.4 Approve Ordinance No. 450 Creation of the Colonial Theatre Board-2nd /Final Reading - City Attorney O’Neill presented Ordinance No. 450 - Creation of the Colonial Theatre Board for its 2nd and final reading.

Motion to approve the creation of the Colonial Theatre Board on its 2nd and final reading was made by Albaugh/Rylands. Motion carried.

ORDINANCE NO. 450 OF THE CITY OF BUCKHANNON, AN ORDINANCE ESTABLISHING A GOVERNING BOARD FOR THE CITY’S COLONIAL THEATRE; SETTING THE NUMBER AND QUALIFICATIONS OF BOARD MEMBERS; ENUMERATING ITS RESPONSIBILITIES AND SETTING ITS AUTHORITY; ESTABLISHING THAT BOARD MEMBERS SERVE AT-WILL AND NOT FOR A TERM

WHEREAS, the Council of the City of Buckhannon, by Ordinance No. 411 adopted on December 1, 2016, authorized the purchase of that property located at 48 East Main Street, in Buckhannon; and,

WHEREAS, by deed dated January 3, 2017 and recorded in the office of the Clerk of the County Commission of Upshur County, West Virginia in Deed Book 539, at page 615; and,

WHEREAS, the Council of the City of Buckhannon has dedicated the property located at 48 East Main Street for use as a theater and public space dedicated to local visual and performing arts, restoring its name as the Colonial Theatre, and owning and operating the same for the benefit of the artistic, educational, and cultural benefit of the greater Buckhannon-Upshur community; and,

WHEREAS, the City Council now deems it to be reasonable, necessary and appropriate to establish a governing board for the operations of the said Colonial Theatre, delegating certain functions to said board.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I - COMPOSITION OF COLONIAL THEATRE BOARD OF DIRECTORS;

COMPENSATION; CONDUCT OF MEETINGS:

- (A) There shall be a Board of five (5) Directors, appointed by the Council of the City of Buckhannon, each Director serving at the will and pleasure of the Council.
- (B) Board members are not required to be residents of the City of Buckhannon, but shall be residents of Upshur County, West Virginia.
- (C) No fewer than three (3) Directors shall be active in the Buckhannon-Upshur arts community.
- (D) Directors will not be monetarily compensated for their service on the Board; however, Directors shall be entitled to reimbursement for their expenses as are approved in advance by the Board.
- (E) The Board shall conduct itself as a public agency, observing the requirements of open meetings laws, ethics acts, and other directives the City of Buckhannon is required to observe. The Board may establish its own rules of procedure, including setting the frequency of its meetings (which frequency shall be no less than annually), provided that those rules are written and are ratified by the City Council. The Board may establish its own committees as it deems necessary and proper.

ARTICLE II – DUTIES OF THE BOARD:

- (A) The Board shall establish policies with respect to the use of the Colonial Theatre, including policies regarding usage fees, priorities of use, the establishment of form agreements, and operating guidelines; *Provided*, that the City of Buckhannon will have first priority in use of the Colonial Theatre, and will be exempt from the payment of any facility rental fees. Policies adopted or modified by the Board shall be subject to the approval or ratification of the City Council, which approval or ratification may be by motion and recorded in the minutes of the Council.
- (B) The Board may recommend to the City Council such matters, such as the hiring of full- and part-time staff and capital improvements, that it may deem advisable. The City Council reserves to itself the power to approve or disapprove such recommendations.
- (C) The City of Buckhannon shall approve or disapprove all expenditures for the Colonial Theatre, and all revenue generated by the Board's operation of the Theatre shall be remitted to the City of Buckhannon.
- (D) The Board may negotiate agreements with donors, which agreements may include the right of a donor to direct the naming of facilities within the Theatre pursuant to the terms thereof; however, any such donor agreement is subject to the approval of the City Council.

ARTICLE III - EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., April 17, 2021.

FIRST READING:

March 4, 2021

SECOND READING, PASSAGE AND ADOPTION:

March 18, 2021

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 450 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on March 18, 2021.

Randall Sanders, City Recorder

F.5 Discussion/Possible action – Appointment of Colonial Theatre Board Members -
The Mayor asked to table this matter until a future meeting.

Motion to table the creation of appointment of Colonial Theatre Board Members was made by Thomas/Rylands. Motion carried.

F.6 Discussion/Possible action – Purchase/Sale Agreement 63 East Main Street - City Attorney O'Neill reported that the Attorney for the Knights of Pythias had confirmed they were holding firm on a price of \$145,000 for the sale of the property at 63 East Main Street, Buckhannon, WV 26201. Mr. O'Neill provided a copy of the purchase/sale agreement to Council for discussion/possible action.

Motion to approve the purchase/sale agreement of 63 East Main Street, Buckhannon WV 26201 (Corporation District, Map 4, Parcel 362 –a.k.a. 65 East Main Street) was made by Thomas/Albaugh. Motion carried unanimously.

THIS AGREEMENT FOR THE SALE AND PURCHASE OF REAL ESTATE ("Agreement")

is by and between

The Buckhannon Lodge of the Knights of Pythias

("Seller"),

AND

The City of Buckhannon, West Virginia, a municipal corporation ("Purchaser"),

(together, the "Parties")

and is dated this _____ day of March, 2021

WHEREAS:

A. Seller owns a certain parcel of real estate with a commonly known address of **65 East Main Street**, Buckhannon, West Virginia, and which is identified on the real property tax records of Upshur County, West Virginia as **Corporation District, Map 4, Parcel 362**, together with all improvements thereon and appurtenances thereunto belonging, including all fixtures (the "Subject Property"), and desire to sell the same;

B. Purchaser desires to purchase the Subject Property;

C. The Purchaser, as a West Virginia municipality, must complete certain steps in order to legally acquire title to the Subject Property, including the adoption of a municipal ordinance. This Agreement is intended to secure to the Purchaser a reasonable opportunity to undertake its required due diligence in furtherance of the acquisition.

NOW, THEREFORE, WITNESSETH, that the Parties do hereby covenant and agree as follows:

1. Seller agrees to sell, and Purchaser agrees to purchase, the Subject Property for the sale price of ONE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$145,000.00), (the "Purchase Price"), as follows: a) upon execution of this Agreement, the Purchaser shall pay to the Seller the sum of One Thousand Dollars (\$1,000.00) as an earnest money deposit. This deposit shall be credited to the benefit of the Purchaser at the time of closing; and b) at Closing, Purchaser shall tender the remaining balance of One Hundred Forty-Four Thousand Dollars (\$144,000.00) to the Seller, less any deductions, charges, or debits creditable thereto, in current United States funds.

2. The parties covenant and agree that this Agreement vests the Purchaser with equitable title to the Subject Property, with the intent of the Seller to convey legal title thereto to the Purchaser upon full payment of the Purchase Price at closing.

3. This Agreement shall terminate upon the closing of the Subject Property and transfer of legal title thereof with the delivery of a Warranty Deed as provided for in Paragraph 11, below. Closing shall take place no later than May 31, 2021. Prior to closing, Purchaser shall have the right to inspect, appraise, survey, or otherwise test the Subject Property at its sole discretion, and shall have access to the Subject Property as necessary. Upon request by the Purchaser, the Seller agrees to share a copy of the latest appraisal of the Subject Property.

4. [Reserved]

5. Purchaser shall take possession of the Subject Property at the time of closing but shall have reasonable access thereto for purposes of preparing for the closing of the transaction contemplated by this Agreement.

6. Purchaser agrees that the Seller has not made, nor makes any representations or warranties as to the condition of the premises, the condition of the buildings, appurtenances and fixtures located thereon, and/or the location of the boundaries. Purchaser accepts the property in its "as-is" condition.

7. **Taxes and Assessments:** Seller shall pay all taxes, levies, or assessments which are or have been assessed or levied against the Subject Property.

8. **Time is of the Essence:** Time is of the essence in the performance of each and every term and provision in this Agreement by Purchaser.

9. **Title Examination:** Purchaser agrees that any title examination it desires on the Subject Property shall be undertaken at Purchaser's sole expense; Purchaser shall give notice of any title defects in writing to Seller's counsel, being Allison J. Farrell, Jenkins Fenstermaker, PLLC, 215 S. Third Street, Suite 400, Clarksburg, WV 26301, on or before May 1, 2021 and if Purchaser fails to do so then any title objections that could have been made by Purchaser will be deemed waived.

10. **Default:** If the Purchaser shall fail to perform any of the covenants or conditions contained in this Agreement on or before the date on which the performance is required, the Seller shall give Purchaser notice of default or performance, stating the Purchaser is allowed fourteen (14) days from the date of the Notice to cure the default or performance. In the event the default or failure of performance is not cured within the 14 day time period, this Agreement shall stand cancelled upon written notice delivered by the Seller to the Purchaser, and Seller may retain the earnest money deposit specified above as liquidated damages, with such liquidated damages being the limit of any recovery by the Seller. If the Purchaser terminates this Agreement for reasons of a structural, title, or other incurable defect of the Subject Property, Purchaser shall be entitled to a refund of its earnest money deposit upon disclosure of the particular defect which justifies its cancellation of this Agreement; otherwise, Seller may retain said earnest money deposit as liquidated damages.

11. Seller acknowledges that in order to close the transaction contemplated by this Agreement, the Purchaser must, through its City Council, adopt an ordinance authorizing its purchase of the Subject Property. In the event the Buckhannon City Council does not adopt the necessary ordinance then this Agreement shall be voidable by either of the Parties and have no force or effect. If this Agreement is voided due to the City Council's refusal or failure to adopt an ordinance authorizing the purchase of the Subject Property, the Seller shall keep the earnest money deposit as liquidated damages.

12. Upon payment of the Purchase Price and any other amounts due Seller, Seller agrees to deliver to Purchaser a General Warranty Deed to the Subject Property, free and clear of any liens or encumbrances other than taxes and assessments for the current year. Purchaser's counsel will prepare the instrument of transfer. Should Seller be unable or unwilling to deliver such an instrument, Purchaser may initiate an action in the Circuit Court of Upshur County for specific performance of its obligations under this Agreement. At closing, Seller shall be responsible for the payment of any real estate transfer tax or the costs of recording any documents releasing any liens against the Subject Property which may accrue, and the Parties agree to bear their own respective attorney's fees or associated costs. Purchaser shall be responsible for the costs associated with recordation of the deed.

13. All notices required hereunder shall be deemed to have been made when deposited in the U. S. Mail, postage prepaid, certified, return receipt requested, to the Purchaser or Seller at the addresses listed below. All notices required hereunder shall be sent to:

Seller:

Buckhannon Lodge Knights of Pythias

2393 Lee Glass Road
Buckhannon, WV 26201_____
and
Allison J. Farrell, Esq.
Jenkins Fenstermaker, PLLC
215 S. Third Street, Suite 400
Clarksburg, WV 26301

Purchaser: City of Buckhannon, West Virginia
Thomas J. O’Neill, City Attorney
70 East Main Street
Buckhannon, WV 26201

and when mailed, postage prepaid, to said address, shall be binding and conclusively presumed to be served upon said parties respectively.

- 14. Purchaser shall not sell, assign, transfer or convey any interest in the Subject Property or this Agreement, prior to closing, without first securing the prior written consent of the Seller.
- 15. This Agreement embodies and constitutes the entire understanding between the parties with respect to the transactions contemplated herein. All prior or contemporaneous agreements, understandings, representations, oral or written, are merged into this Agreement.
- 16. This Agreement shall not be modified, or amended except by an instrument in writing signed by all parties.
- 17. No delay or failure on the part of any party hereto in exercising any right, power or privilege under this Agreement or under any other documents furnished in connection with or pursuant to this Agreement shall impair any such right, power or privilege or be construed as a waiver of any default or any acquiescence therein. No single or partial exercise of any such right, power or privilege shall preclude the further exercise of such right, power or privilege, or the exercise of any other right, power or privilege. No waiver shall be valid against any party hereto unless made in writing and signed by the party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.
- 18. If any one or more of the provisions contained in this Agreement shall be held illegal or unenforceable by a court, no other provisions shall be affected by this holding. The parties intend that in the event one or more provisions of this agreement are declared invalid or unenforceable, the remaining provisions shall remain enforceable and this agreement shall be interpreted by a Court in favor of survival of all remaining provisions.

AGREED TO BY THE PARTIES ON THE DATE FIRST ABOVE WRITTEN

Purchaser:	Seller:
City of Buckhannon, West Virginia a municipal corporation	Buckhannon Lodge, Knights of Pythias
By: _____	By: _____
Robert N. Skinner, III	
Its: Mayor	By: _____
	Its: Trustees

F.7 Discussion/Possible action – Appoint Randall Sanders as Part-Time Information Coordinator - City Recorder Sanders recused himself from discussion on this matter. The Mayor

explained that with the departure of Callie Cronin-Sams, the City was looking to Region VII Planning and Development Council for the grant writing that Callie handled. The Mayor has been in discussion with City Recorder Sanders regarding the City’s public relations and information coordination efforts. Because of Mr. Sanders’ significant event planning and public relations background, it was the City’s desire to appoint him as the part-time Information Coordinator for the City of Buckhannon. The Mayor and Amby have checked with the State Auditor and State Ethics Commission to be sure the City could offer employment to one of our elected officials and it was confirmed that we could. The Mayor recommends that we offer Mr. Sanders the position at an annual salary of \$25,000.

Motion to appoint Randall Sanders as Part-Time Information Coordinator was made by Bucklew/Albaugh. Motion carried unanimously with Mr. Sanders recusing himself.

F.8 Renewal Travelers Property Insurance - Discussed with action taken earlier in the meeting.

F.9 Buckhannon-Upshur Airport Authority (BUAA) Request for Additional Funding FY 20-21 Budget \$20,000.00 - Discussed with action taken earlier in the meeting.

F.10 Buckhannon-Upshur Airport Authority (BUAA) Request for Additional Funding FY 21-22 Budget \$20,000.00 - Discussed with action taken earlier in the meeting.

G. Comments and Announcements

- **Council Member Albaugh** - Nothing further.
- **Council Member Bucklew** – Nothing further.
- **Council Member Rylands** – Nothing further.
- **Council Member Thomas** – Nothing further.
- **Council Member Reger** – Mr. Reger appreciated working with Council this evening and announced that he will be released from the hospital tomorrow. He thanked all those who have kept him in their thoughts and prayers
- **City Recorder Sanders** – Nothing further.

H. Mayor’s Comments and Announcements – The Mayor called for an Executive Session to discuss a Property Matter Per WV Code § 6-9A-4.

Motion to adjourn from the regular meeting at 9:37 PM was made by Bucklew/Rylands. Motion carried.

Motion to enter the Executive Session at 9:45 PM was made by Sanders/Reger. Motion carried.

Motion to adjourn from the Executive Session at 9:49 PM was made by Rylands/Bucklew. Motion carried.

I. Adjournment

Motion to adjourn at 9:50 PM was made by Rylands/Thomas. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____