

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON; TO-WIT:

A meeting of the Buckhannon Housing Enforcement Board was held Wednesday, January 27, 2021 at 3:00 pm in City Hall. The following persons were present (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present – by GTM
Recorder	Randy Sanders	Present
Building Code Enforcement Officer	Vincent Smith	Present
City Engineer & Board Member	Jay Hollen	Present
Board Member	David Thomas	Present – by phone
Upshur County Health Dept Officer	Sue McKisic; RN, BSN	Absent
BFD Chief	J.B. Kimble	Present – by GTM
Grants & Information Coordinator	Callie Cronin-Sams	Present – by GTM

Meeting Agenda Posted 1/21/2021

*City of Buckhannon Housing Enforcement Board – 3:00 pm in Council Chambers
Meeting Agenda for Wednesday, January 27, 2021*

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Recognized Guests**
 - B.1**
- C. Department Report-Update Regarding the Progress of Properties of Primary Concern**
 - **209 Camden Avenue**
 - **217 Randolph Street**
 - **City Facility Inspections**
- D. Correspondence**
 - D.1 2021 Meeting Schedule**
- E. Consent Agenda**
 - E.1 Approval of Minutes – Regular Meeting 11/04/2020**
- F. Board Members Comments and Announcements**
- G. Adjournment**

POSTED 01/21/2021

Next Meeting April 28, 2021 at 3:00 PM

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

A.1 Moment of Silence – The Mayor invited all to join in a Moment of Silence remembering Council Members Pam Bucklew and Mary Albaugh in our thoughts and prayers.

A.2 Pledge to the Flag of the United States of America – The Pledge to the Flag of the United States of America was led by City Recorder, Randy Sanders.

B. Recognized Guests – None

C. Department Report-Update Regarding the Progress of Properties of Primary Concern - Housing Enforcement Officer-Vincent Smith reviewed the following property concerns with the Board:

- **209 Camden Avenue** - See below
- **217 Randolph Street** - See below

Building Code Enforcement Officer Vincent Smith provided a recap of the ongoing problems with both the 209 Camden Avenue and 217 Randolph Street properties and the past attempts to cause them to stay in compliance.

Mr. Smith explained that in recent actions taken by the Municipal Court, it was stipulated that property owners must stay in compliance for a year or an automatic citation would be issued. It is recommended that the same be applied with these properties.

The Board agreed that this falls within the Enforcement Officer's rights to issue the citations and the Municipal Courts authority to assign such compliance requirements. No further action was deemed necessary by the Board.



209 Camden Avenue



217 Randolph Street

- **City Facility Inspections**

Vincent Smith explained the procedure that he and BFD Officer Tanner Smith have been performing regarding the Code Enforcement Inspections of all City Facilities. This included an update of all properties that had been inspected, what are to be inspected and what improvements have been made to date.

D. Correspondence - The Mayor reviewed the following with the Board.

D.1 2021 Meeting Schedule

January 27, 2021

April 28, 2021

July 28, 2021

October 27, 2021

The Board discussed the dates and agreed on one change concerning the last meeting, changing it from October 27, 2021 to October 20, 2021:

Motion to approve the 2021 Housing Enforcement Board Meeting Schedule of January 27, 2021, April 28, 2021, July 28, 2021, October 20, 2021 was made by Thomas/Hollen. Motion carried.

E. Consent Agenda

E.1 Approval of Minutes – Regular Meeting 11/04/2020

Motion to approve the Minutes of the last Regular Meeting of 11/04/2020 was made by Hollen/Thomas. Motion carried.

F. Board Member Comments and Announcements:

- **Thomas** – Mr. Thomas asked about certain property on Victoria Street and Mr. Smith provided a report. Discussion took place.
- **Hollen** – Mr. Hollen mentioned that at the next meeting, we will be hearing from Joalde Rentals concerning vacant properties.
- **Smith** – Mr. Smith informed the Board that he will be working with the City Attorney regarding vacant trailers (those that are vacant for 6 consecutive months or more) and imposing appropriate enforcement action. Board Member Thomas asked about the distressed properties owned by WVWC and Mr. Smith updated the Board regarding those.

Mr. Smith further reported that he is being more proactive in enforcement as evidenced by the lighter agenda today. He hopes that this will continue where he will not have to bring that many problems to the Board.

Finally, he reported on the FEMA requirements concerning storage buildings that residents are adding to their property without proper anchoring or meeting elevation requirements. Vince will address this at the February 18, 2021 City Council meeting where he is scheduled to appear.

- **Kimble** - Nothing further.
- **McKisic** – Absent.
- **Sanders** - Nothing further.

G. Adjournment

There being no further business to be transacted, Motion made by Thomas/Hollen to adjourn at 3:38 PM. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____