

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

A regular meeting of the Buckhannon City Planning Commission was held in Council Chambers at City Hall, 70 East Main on Monday, January 19, 2021 at 7:00 pm with the following in attendance:

Susan Aloï	President (Chair)	Present - by GoToMeeting
Richard Clemens	Vice-President (Vice-Chair)	Present - by GoToMeeting
Randy Sanders	City Recorder	Present
CJ Rylands	Member/Council Rep	Absent
Vincent Smith	Member/Building Code Enforcement	Present
Curtis Wilkerson	Member	Present – by GoToMeeting
Dean Everett	Member	Present
Sean Harris	Member	Present – by phone
Mike Sharpolisky	Member	Present – by phone
Kelley Tierney	Member	Present
Callie Cronin Sams	Grants & Information Coordinator	Present – by phone
Thomas O’Neill	City Attorney	Present - by GoToMeeting

Guests: Kelly Arnold, Water Department Superintendent and Mayor Robbie Skinner.

Meeting Agenda & Notice:

*City of Buckhannon Planning Commission -
Meeting Agenda for Monday, January 19, 2021 at 7:00pm at City Hall in Council Chambers*

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Recognized Guest**
 - B.1 Kelly Arnold, Water Department Superintendent**
 - B.2 Randy Sanders, City Recorder & Chair of the WAMSB 2023 World Competition**
- C. Consent Agenda**
 - C.1 Approval of Minutes - Regular Meeting 10/19/2020**
- D. Correspondence & Information**
 - D.1**
- E. Strategic Issues for Discussion and/or Vote**
 - E.1 Overview of the Water Department’s Planning Goals related to the Comprehensive Plan**
 - E.2 Overview of the WAMSB 2023 World Competition Proposal & Items of Interest for the Planning Commission**
 - E.3 Planning Commission Goals for 2021**
- F. Comments and Announcements**
- G. Adjournment**

Posted 01/14/2021 Next Meeting Date is April 19, 2021

December 4, 2020

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

Dear Sirs:

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

Tuesday, December 29, 2020
Tuesday, January 5, 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 at City Hall: (304-472-1651) or <amby.jenkins@buckhannonwv.org> Thank you for your assistance in this matter. This letter and attached legal advertisements have been sent to you by US Mail and by email.

Thank you,
Amberle Jenkins
Director of Finance & Administration

Enclosure:

A regular meeting of **the Buckhannon City Planning Commission** will be held on **January 19, 2021 at 7:00 p.m.** The meeting will be held in the City Council Chambers at City Hall, 70 East Main Street, Buckhannon WV. This is an open meeting (per WV code § 6-9A-3) and all interested parties are welcome to attend.

A. Call to Order - The meeting was called to order by the Chair, President of the Planning Commission, Dr. Susan Aloï.

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

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

B. Recognized Guest

B.1 Kelly Arnold, Water Department Superintendent – President Aloï recognized Kelly Arnold who provided the Board with the following report:

WATER DEPARTMENT

11/10/2020

A. MISSION STATEMENT

1. Service to Customers

The first element of the Water Department Mission Statement is “Provide quality service to water customers and the community in general”. This means that the Water Department strives to pump, treat, and distribute the safest drinking water with high standards of performance and cost effectiveness. It also means supporting community goals by protecting water quality and supporting development projects requiring water service.

2. Regulatory obligations

The second element of the Water Department Mission Statement is “Satisfy regulatory requirements”. It is an obligation of the Water Department to satisfy the requirements of the several different agencies which regulate aspects of its functions. A balance must, however, be maintained between the regulatory oversight and proper stewardship of the available community resources.

3. Back flow and Cross connection Program

Each water system has to have an back flow program in place currently we have 500 hundred commercial customers of which 200 have back flow protection we continue to try to achieve 100% as goal.

B. PERFORMANCE

1. 2015 Goals

The 2015 goals were either very broad “Continue to provide essential city services and meet or exceed regulatory standards in our water system we participate in a program the Environmental Engineers, Department of Health recommended which is called Area Wide Optimization Program. In this program we use it to meet new regulations by using different treatment techniques. Also in the distribution we have constructed in house things like automatic end of line flushers that help maintain a optimum chlorine residual required by Department of Health.

2. Accomplishments

The Water Department has seen various projects take place from 2015 to present such as upgrades to our monitoring system, basin repairs, floc motors, valves in pipe gallery, filter repair, high service pumps and motors, intake pumps and motors, variable frequency for high service and intake pumps which will reduce electric usage, 4000 water meters were changed in this period to radio read which enables us to have data logs on each service when customer has issue with high bills, we have seen main line replaced in route 20 north, Leggett addition, and Brushy Fork areas, a new 1.2 million gallon tank installed at Victoria Hill site and St. Joseph tank decommissioned and tore down, we have painted exterior of 3 other water tanks in our system, as well as a total rehab on Deer Creek tank.

C. GOALS

1. General

The Water Department currently has a very effective organization with a history of achievement. Consequently, many of the goals are oriented toward maintaining this capacity. Changes in personnel and structure can make this challenging.

2. Water Department staff is made up of plant operators and distribution operators we are classified as a class IV plant because of population which makes it difficult to compete with bigger systems such as Clarksburg, Morgantown and West Virginia American water for operators. Several key staff members are considering retirement during the next few years and there are always unplanned losses.

3. Maintain equipment fleet

During the past few years, major steps have been taken to upgrade the equipment fleet with new replacements and additions, but this is a continuous process and must always be addressed to maintain an effective operation.

4. Maintain aggressive line construction program

Water upgrades and extensions have been a regular part of the Department operation. Although tremendous improvement has been achieved, it is also a never-ending process with a need to replace old failing water mains and provide extensions for new service.

5. Maintain aggressive plant maintenance program

The condition and performance of the treatment plant facilities is very good as a result of an aggressive preventative maintenance program and a series of projects to upgrade and improve unit processes. Again, this is a process and both the maintenance and upgrade projects must continue in order to maintain the performance of the treatment plant.

6. Maintain plant operating performance

The key to successful plant performance is for the plant facilities and equipment to operate properly, but it is also critically important to have trained, certified, and dedicated personnel to manage the operation.

7. Reduce water breaks and improve fire protection by increasing 4 inch mains to 6 inch or larger where pressure allows when old mains are replaced.

D. PROJECTS

1. General Department Structure

There are well defined projects in every area of activity within the Sewer Department and there is a general understanding of priority. Work activity, however, is very fluid with new opportunities, developing problems, and general operating conditions affecting decisions on what to do next. The following lists identify work to be done.

- a. Seek trainee for distribution operator position.
- b. Continue communication with PSD's on working together about leak issues.
- c. Upgrade electrical components in plant.
- d. Purchase leak detection equipment and replace line tracker equipment.
- e. Continue to replace trucks to keep truck fleet optimally functional

2. Water mains

We have identified several water mains that need to be replaced within the City limits, old cast iron mains and transite or asbestos concrete we will replace them as funds are available the price tag for this in the millions. Also we have water tanks to rehab around 1 million for these

and within the next 5 to 7 years water meters will have to be replaced. See attached list.

3. Water booster stations
 - a. Plan on upgrading Tennerton Booster to accommodate Adrian PSD with more water for Pickens Project.

A Q & A took place with Kelly and the Commission members. A huge concern was with the age of much of our system (the infrastructure), particularly the cast iron mains that have been in place for several decades. He also addressed areas where improvements have been taking place like the water tank rehabs and the installation of new meters. Another area of discussion was with the financial strength of the department and the need for a rate study and a potential rate increase. Water loss issues were discussed as was the efforts to provide quick repairs when necessary. The Commission was appreciative for the presentation provided by Kelly.

B.2 Randy Sanders, City Recorder & Chair of the WAMSB 2023 World Competition – The Chair recognized City Recorder Randy Sanders, who is also serving as the Chair of the World Association of Marching Show Bands (WAMSB) World Championships 2023, which will take place in Buckhannon July 18- 24, 2023.

Randy reported that the organizational aspects of the planning committee was now taking place as well as an aggressive worldwide recruitment effort. We have interest from 74 bands from a total of 21 countries. West Virginia Wesleyan College is the primary partner with the City and has been extremely helpful in the planning and will provide the facilities for all the competitions as well as housing and meals for many of the participants.

Randy recognizes this Commission is involved in long term goals of the City, but still ask for support concerning the current projects that are most visible to visitors, e.g., the Colonial Theatre, Madison Street property, and the Stockert Youth and Community Center.

A Q & A took place with Randy and the Commission members. The Commission was excited with the progress of the event.

C. Consent Agenda

C.1 Approval of Minutes - Regular Meeting 10/19/2020

Motion to approve the Regular Meeting Minutes of 10/19/2020 was made by Everett/Clemens. Motion Carried.

D. Correspondence & Information

D.1 None

E. Strategic Issues for Discussion and/or Vote

E.1 Overview of the Water Department's Planning Goals related to the Comprehensive Plan – Discussed earlier.

E.2 Overview of the WAMSB 2023 World Competition Proposal & Items of Interest for the Planning Commission – Discussed earlier.

E.3 Planning Commission Goals for 2021 – Mayor Robbie Skinner appeared at the request of the Chair to discuss ways to insure the proper implementation of the 2025 Comprehensive Plan. The Mayor put forth the idea of having open meetings with the public having the opportunity to review the Plan and help prioritize the remaining goals. We can utilize the technology available for GoToMeetings to involve as many of our citizens as possible. President Alois mentioned that we should also use a survey (i.e., Survey Monkey) approach for those who are not comfortable with virtual technology platforms but still would like to participate. Rich Clemens stressed that we need to reach a wider audience than simply the Commission, Council Members, and the various City Boards.

Curtis Wilkerson offered that the City of Buckhannon 2025 Comprehensive Plan was created to not only fulfill a requirement by State Code, but also to be a living document comprised of substantial ideas that serve as a blueprint for the City moving forward. Some of these ideas and

recommendations have already been either implemented or addressed and are to be implemented. Others still need to be brought forth for further consideration.

It was agreed that moving forward, our objectives as a Commission should be to:

- Promote the accomplishments that have already been made; create a chart of these accomplishments.
- Prioritize the remaining objectives that are yet to be accomplished.
- Adapt or modify certain objectives that have been affected by the COVID-19 pandemic.
- Plan the next phase (Plan the Planning for the Plan) during February and establish up to two public sessions, including the use of surveys, for March.

- Use these sessions to again share to the content of the Plan with the public.
- Address the first four (4) sections of the Plan in the first session and the final four (4) sections in the second session.
- Submit to City Council recommendations prior to the City's final budget submission, should any adjectives need to be considered.

F. Comments and Announcements

City Recorder Sanders reported that we had an exceptionally good turnout for the meeting, missing only one (1) member.

G. Adjournment

There being no further business to conduct the Chair, President Aloï, adjourned the meeting at 8:07 PM.

Commission President Susan Aloï

City Recorder Randall H. Sanders