

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

A regular meeting of the Stockert Youth & Community Center Board was held on Monday, November 1, 2021, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Absent
Board Member	Sam Nolte	Present
Board Member	Troy “Buddy” Brady	Absent
Board Member	Tammy Samples	Present
Board Member	Melissa Franke	Present - by GTM
Board Member	Don Nestor	Present
Board Member	Robert Rupp	Absent
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Present

Guests: Michael Mills, Mills Group LLC; Jay Hollen, City Engineer.

*City of Buckhannon Stockert Youth & Community Center  
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers  
Meeting Agenda for Monday, November 1, 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 Potesta & Associates, Inc.-David B. Sharp, P.E.
- C. **Financial Report**
- D. **Department Report- Debora Brockleman**
  - D.1 Staff Report: Upcoming Events and Current Programs
- E. **Correspondence & Information**
  - E.1 Letter from David McCauley-Gift Supporting to SYCC Capital Campaign
- F. **Consent Agenda**
  - F.1 Approval of Minutes: 10/04/2021 & 10/14/2021
- G. **Strategic Issues for discussion and vote**
  - G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
- H. **Board Members Comments and Announcements**
- I. **Adjournment**

Posted 10/28/2021

**A. Call to Order** - The meeting was called to order by Mayor Skinner followed by a moment of silence and pledge to the flag.

**B. Recognized Guests:** Mayor Skinner recognized Michael Mills, of the Mills Group, LLC, and noted that he will be available for the Strategic Issues for discussion and vote period, specifically for G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision, later in the meeting.

**C. Financial Report:** Amberle Jenkins presented and explained the following financial information:

05/04/2020	David McCauley	717311	\$	100.00		
05/06/2020	Citizens Bank	718324	\$	100,000.00		
06/02/2020	David McCauley	723999	\$	100.00	\$	104,043.00
	book interest 3-31-20		\$	25.22	\$	25.22
06/30/2020	book int 6-30-2020		\$	30.07	\$	30.07
	Law, Roy donation					
08/31/2020	memorial	742288	\$	175.00		
09/02/2020	Donations to SYCC	742983	\$	25.00		
	Law, Roy donation					
09/10/2020	memorial	744856	\$	300.00		
	Law, Roy donation					
09/23/2020	memorial	747516	\$	225.00	\$	725.00
09/30/2020	book int 9-30-20		\$	21.75	\$	21.75
	Law, Roy donation					
10/07/2020	memorial	750505	\$	100.00		
	McCauley in honor Law,					
10/14/2020	Roy	751807	\$	200.00		
	Kwanis Club Captcam	758877	\$	1,042.80		
	McCauley, David New Yr					
12/30/2020	gift	767225	\$	200.00	\$	1,542.80
12/30/2020	book int 12-30-20		\$	20.69	\$	20.69
	McCauley, David in					
02/16/2021	honor Toots Bennett	777625	\$	200.00	\$	200.00
03/31/2021	book interest 3/31/21		\$	20.40	\$	20.40
06/30/2021	book interest 6/30/21		\$	20.65	\$	20.65
			\$	276,108.30		
09/27/2021	Tolliver, Melissa		\$	60.00		
10/19/2021	McCauley, David		\$	100.00	\$	160.00

capital campaign \$ 428,547.16  
Contributions

from Utility Bills needs updated

\$12,000.00

Total receive \$ 428,547.16  
with pledges \$ 440,547.16  
\$12,000.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

PAGE: 66

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER =====						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	150,000	17,468.99	55,976.15	0.00	94,023.85	37.32
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	1,245.63	11,256.13	0.00	12,743.87	46.90
001-907-103-01 SYC BUS DRIVERS	1,000	0.00	375.00	0.00	625.00	37.50
001-907-104-00 FICA TAX	13,500	1,431.53	5,171.63	0.00	8,328.37	38.31
001-907-105-00 GROUP INSURANCE	27,950	2,117.50	9,783.30	0.00	18,166.70	35.00
001-907-106-00 GROUP RETIREMENT	10,600	1,210.13	3,605.47	0.00	6,994.53	34.01
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	227,050	23,473.78	86,167.68	0.00	140,882.32	37.95
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	247.93	1,215.43	0.00	2,384.57	33.76
001-907-213-00 UTILITIES	17,000	1,015.62	6,050.30	0.00	10,949.70	35.59
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	515.52	2,771.24	0.00	4,228.76	39.59
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	383.15	3,772.98	0.00	9,227.02	29.02
001-907-230-00 SYC CONTRACTUAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,625	2,162.22	13,809.95	0.00	30,815.05	30.95
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	260.00	1,652.69	0.00	4,347.31	27.54
001-907-341-01 OPERATING EXPENSES	2,500	172.81	812.69	0.00	1,687.31	32.51
001-907-343-00 SYC AUTO SUPPLIES	2,500	480.00	742.46	0.00	1,757.54	29.70
001-907-354-00 DRILL TEAM	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	225.00	600.00	0.00	17,400.00	3.33
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	0.08	739.59	0.00	3,760.41	16.44
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	139.95	1,201.68	0.00	3,798.32	24.03
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	136.00	724.00	0.00	776.00	48.27
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,500	96.00	616.00	0.00	884.00	41.07
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	0.00	0.00	0.00	2,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	55,250	1,509.84	7,089.11	0.00	48,160.89	12.83
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,250	380.26	619.12	0.00	630.88	49.53
001-907-458-02 SYCC BUILDING	38,400	0.00	0.00	0.00	38,400.00	0.00
001-907-459-00 CAPITAL OUTLAY	34,500	0.00	43,399.00	0.00	8,899.00	125.79
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	74,150	380.26	44,018.12	0.00	30,131.88	59.36
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	401,075	27,526.10	151,084.86	0.00	249,990.14	37.67

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	20,000.00	0.00	25,000.00	44.44
001-362-000-01 SYC UTILITY REVENUE	2,500	181.00	744.00	0.00	1,756.00	29.76
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	70.00	8,584.50	0.00	9,615.50	47.17
001-362-000-03 SYC DRILL TEAM FEES	4,500	5.01	5.01	0.00	4,494.99	0.11
001-362-000-04 SYC BASKETBALL FEES	20,000	5,460.00	5,460.00	0.00	14,540.00	27.30
001-362-000-05 SYC ROOM RENTAL FEES	6,000	630.00	840.00	0.00	5,160.00	14.00
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	35,000	21,470.89	86,155.39	0.00 (	51,155.39)	246.16
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	511.85	0.00 (	511.85)	0.00
001-362-000-09 SYC DONATIONS	2,000	100.00	12,160.00	0.00 (	10,160.00)	608.00
001-362-000-10 SYC KARATE FEES	1,000	110.00	670.00	0.00	330.00	67.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	350.00	0.00 (	350.00)	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	0.00	0.00	0.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	100.00	585.00	0.00	1,415.00	29.25
001-362-000-18 YOGA FITNESS CLASS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	0	0.00	0.00	0.00	0.00	0.00
001-362-000-99 SYC BREQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	136,200	28,126.90	136,065.75	0.00	134.25	99.90

D. Department Report-Debora Brockleman:

D.1 Staff Report-Upcoming Events and Current Programs - Debora provided an overview on the following report:

November 1, 2021  
Stockert Youth & Community Center  
Board of Directors Meeting  
Staff Report

Programs -

Programs are all going well. Karate, Little Ninjas, and Kickboxing are going well. After School is going well and we are at maximum capacity which is 60 per day. The Drill Team is preparing for the upcoming parades.

Tutoring -

We currently have 10 students tutoring. We are getting requests daily and we are working to get students matched up with a tutor as soon as possible.

SYCC Basketball -

We had basketball sign ups on Oct 20th and 27th. And we will have another at Skills Day on November 6th, which will be at the BUMS gym. We plan to start practices after Thanksgiving Break and start games in January. We will follow the CDC guidelines as well as the Upshur County BOE guidelines for using their gyms for practices and games.

Trunk or Treat -

We participated in the City Trunk or Treat drive thru event last Thursday evening. The event was very well attended with parents and kids.

Fifth Quarter -

We are planning to have a Fifth Quarter this Friday, Nov 5. We have a high school student promoting it at the high school and we are currently planning to have music, an open gym and game rooms open with food available.

Full time position -

We are still accepting applications for SYCC Activities Coordinator/Administrative position. Applications will be accepted at City Hall.

Respectfully Submitted,  
Debora Brockleman

A Q & A session with the Board Members and Mrs. Brockleman took place including a discussion about the Technology Help Desk, manned by a student from the Vo Tech School, that is now available at SYCC.

E. Correspondence and Information: The Mayor reviewed the following items with the Board:

E.1 Letters from David McCauley-Gift Supporting to SYCC Capital Campaign

David W. McCauley  
10 Meade Street  
Buckhannon, WV 26201  
mccauley@wvwc.edu  
tel. (304) 472-3028

October 18, 2021

Buckhannon City Council  
City Hall  
70 East Main Street  
Buckhannon, WV 26201

RE: Stockert Youth & Community Center Capital Campaign – gift

Dear Council members:

Greetings again! I am beyond pleased to learn of our City recently securing the Knights of Pythias property that abuts our current SYCC building. Some will recall my years of wrangling in effort to secure it. Good job!

Of course it was critical to secure the land upon which our new Stockert building ultimately will come to be situated. I hope that best efforts now will prove forthcoming to secure the Catherine Cuppari property that is located adjacent to the former Knights of Pythias property.

I want to show my continued support of this amazing project while also honoring my seven grandchildren. I've nearly completed the fifth thousand dollar installment to help out with seed money for our project. Keep up the great work!

Our children, and indeed our entire community- continue to count on us. Let's continue to work hard together to figure out a way to build our awesome new building.

If there is anything else I can do to further help you facilitate exploring and realizing the necessary funding to break ground, please let me know. We can do this!

Very truly yours,

  
David W. McCauley

✓ Enclosure – check - \$100

Cc: Amby Jenkins  
Jerry Arnold  
SYCC Board of Directors

F. Consent Agenda:

F.1 Approval of minutes 10/04/2021 & 10/14/2021

One correction to the minutes was noted that Melissa Franke was present at the 10/14/21 meeting.

**Motion to approve the Consent Agenda, with the correction that Melissa Franke was present at the 10/14/21 meeting, was made by Shobe/Samples. Motion carried.**

G. Strategic Issues for discussion and vote:

**G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision:** The Mayor discussed the potential purchase of additional property to be used for the new SYCC building. He then recognized Michael Mills, Mills Group LLC, to discuss the needs and desired components in the design of the new SYCC building. Mr. Mills was most interested in the programmatic aspects of the new building. A full and in-depth discussion of all aspects including gym seating, locker rooms, multi-purpose rooms, etc., took place. Joy Hollen also provided visuals of the floodplain area and the group had a discussion about the placement of the building, access roads, etc. Melissa Franke noted that the building could be considered for disaster housing. Mr. Mills will have initial plans for our review during the January meeting.

H. Board member comments and announcements:

Nothing further from Board members and attendees

I. Adjournment

**Motion to adjourn at 5:34 PM was made by Sanders/Nolte. Motion carried**

Mayor Robert N. Skinner III

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Recorder Randall H. Sanders

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