

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, October 4, 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	Present
Board Member	Sam Nolte	Present
Board Member	Troy “Buddy” Brady	Absent
Board Member	Tammy Samples	Absent
Board Member	Melissa Franke	Present - by GTM
Board Member	Don Nestor	Present
Board Member	Robert Rupp	Absent
Board Member	Nancy C. Shobe	Absent
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Present

Guests: Jerry Arnold, COB Director of Public Works and Jay Hollen, COB Engineer; David Sharp, Potesta & Associates, Inc., and Michael Mills, Mills Group LLC

*City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers
Meeting Agenda for Monday, October 4, 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 Notice Accepting Application for Activities Coordinator/Administrative Position
 - E.2 Bid Award to Potesta & Associates, Inc. for On Call Professional Engineering Services & Professional Surveying Services for Future Projects (City Council Approval)
 - E.3 The Demolition of 65 E Main Street Structure (KOP Building) will begin on 10/04/21
- F. Consent Agenda
 - F.1 Approval of Minutes: 09/07/2021
- G. Strategic Issues for discussion and vote
 - G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
 - G.2 Discussion/Possible Vote Approval Potesta & Associates, Inc. for Engineering Design Process
- H. Board Members Comments and Announcements
- I. Adjournment

Posted 09/30/2021

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 first explained the process the City had gone through in choosing an On Call Firm for Professional Engineering Services, Professional Surveying Services, Professional Architectural Designs for future projects including the new SYCC building. He then recognized Michael Mills, of the Mills Group, LLC, and David B. Sharp, P.E., of Potesta & Associates, Inc., who have been chosen as the City of Buckhannon’s On Call Professional Engineering Firm. Each introduced themselves and gave a brief background of the projects they have worked on in and around Buckhannon.

Discussions then took place on the potential dimensions of the new SYCC building and the possible design of the new building. Debora Brockleman provided an overview of what the additional space could do regarding the expansion of the current programs and the addition of new programs at SYCC. All felt it would be best to schedule the working session that Mr. Sanders had recommended, as soon as possible, to fully discuss the necessary requirements of the new building and then ask Potesta & Associates and the Mills Group to advise us what can be done. Mr. Mills will create a list of questions for the Board members to address that will help with the design criteria.

Amberle Jenkins presented and explained the following financial information:

08/31/2020	Law, Roy donation memorial	742288	\$	175.00			
09/02/2020	Donations to SYCC	742983	\$	25.00			
09/10/2020	Law, Roy donation memorial	744856	\$	300.00	DayaWright\$50,alexRoss\$100,BillThurman\$100,Bhunter\$50BurtonNancyHunter\$100,KellyCunningham\$50,GaryHess\$75		
09/23/2020	Law, Roy donation memorial	747516	\$	225.00		\$ 725.00	put in SYCC Savings 10-5-20
09/30/2020	book int 9-30-20		\$	21.75		\$ 21.75	
10/07/2020	Law, Roy donation memorial	750505	\$	100.00	joyce harris-thacker		
10/14/2020	McCauley in honor Law, Roy	751807	\$	200.00	david mccauley		
11/16/2020	Kwanis Club Captcam	758877	\$	1,042.80			
	McCauley, David New Yr						put in SYCC savings 1-
12/30/2020	gift	767225	\$	200.00		\$ 1,542.80	7-21
12/30/2020	book int 12-30-20		\$	20.69		\$ 20.69	
	McCauley, David in						put in SYCC savings 5-
02/16/2021	honor Toots Bennett	777625	\$	200.00		\$ 200.00	26-21
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			
capital campaign Contributions	\$ 428,387.16						
from Utility Bills			needs updated				
						\$12,000.00	D Thomas Pledge not received yet
Total receive	\$ 428,387.16						
with pledges	\$ 440,387.16					\$12,000.00	

10-04-2021 07:55 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

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	563.00	0.00	1,937.00	22.52
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	1,142.00	8,514.50	0.00	9,685.50	46.78
001-362-000-03 SYC DRILL TEAM FEES	4,500	0.00	0.00	0.00	4,500.00	0.00
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	0.00	0.00	20,000.00	0.00
001-362-000-05 SYC ROOM RENTAL FEES	6,000	150.00	210.00	0.00	5,790.00	3.50
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	43,034.50	64,684.50	0.00 (29,684.50)	184.81
001-362-000-08 SYC DRINK/SNACK MACHINE	0	511.85	511.85	0.00 (511.85)	0.00
001-362-000-09 SYC DONATIONS	2,000	60.00	12,060.00	0.00 (10,060.00)	603.00
001-362-000-10 SYC KARATE FEES	1,000	200.00	560.00	0.00	440.00	56.00
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	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	50.00	350.00	0.00 (350.00)	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	140.00	485.00	0.00	1,515.00	24.25
001-362-000-18 YOGA FITNESS CLASS REVENU	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 BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	136,200	45,469.35	107,938.85	0.00	28,261.15	79.25

10-04-2021 07:55 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

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	10,768.97	38,507.16	0.00	111,492.84	25.67
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	907.40	10,010.50	0.00	13,989.50	41.71
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	893.10	3,740.10	0.00	9,759.90	27.70
001-907-105-00 GROUP INSURANCE	27,950	1,111.00	7,665.80	0.00	20,284.20	27.43
001-907-106-00 GROUP RETIREMENT	10,600	827.01	2,395.34	0.00	8,204.66	22.60
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	227,050	14,507.48	62,693.90	0.00	164,356.10	27.61

10-04-2021 07:55 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	250.70	967.50	0.00	2,632.50	26.88
001-907-213-00 UTILITIES	17,000	1,275.53	5,034.68	0.00	11,965.32	29.62
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	483.29	2,255.72	0.00	4,744.28	32.22
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	1,046.83	2,865.53	0.00	10,134.47	22.04
001-907-230-00 SYC CONTRACTURAL 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	3,056.35	11,123.43	0.00	33,501.57	24.93
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	381.58	1,356.94	0.00	4,643.06	22.62
001-907-341-01 OPERATING EXPENSES	2,500	274.46	639.88	0.00	1,860.12	25.60
001-907-343-00 SYC AUTO SUPPLIES	2,500	262.46	262.46	0.00	2,237.54	10.50
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	0.00	375.00	0.00	17,625.00	2.08
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	88.37	739.51	0.00	3,760.49	16.43
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	644.88	1,061.73	0.00	3,938.27	21.23
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	184.00	588.00	0.00	912.00	39.20
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	104.00	520.00	0.00	980.00	34.67
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	1,939.75	5,543.52	0.00	49,706.48	10.03
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	238.86	238.86	0.00	1,011.14	19.11
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	238.86	43,637.86	0.00	30,512.14	58.85
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	19,742.44	122,998.71	0.00	278,076.29	30.67

Motion Nestor/Bucklew to accept the financial report. Motion carried.

D. Department Report-Debra Brockleman:

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

Programs

All programs are going well including Karate, Little Ninjas, and Kickboxing. After School is going well and we are at maximum capacity, which is 60 per day.

Children's Festival

The Children's Festival was held on September 18, at Jawbone Park as a drive through event. The event went very well and was attended by approximately 450 children.

SYCC Basketball

We will hold basketball sign ups on Oct 20 and 27th. We plan to start practices after the Thanksgiving break and start games in January. We will follow the CDC guidelines as well as the BOE guidelines for using their gyms for practices and games.

Custodian/Maintenance/Bus Driver

We have hired a new custodian with a multiple job description. He will also act as the City maintenance person as well as SYCC's bus driver. His first day was last Wednesday.

Full Time Position

We are now accepting applications for SYCC Activities Coordinator/Administrative position. Applications will be accepted until October 15, 2021. The position was vacated last Monday by Michelle Harter.

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

E.1 Notice Accepting Application for Activities Coordinator/Administrative Position

Stockert Youth and Community Center-Activities Coordinator/Administrative Position

The City of Buckhannon is accepting applications to fill one activities coordinator/administrative full-time position at the Stockert Youth and Community Center. This position includes retirement and health benefits. Candidates that are considered for the position will be subject to background check, drug test, and physical exam.

Candidates must:

- Enjoy working with school age children
- At least 21 years of age with at least a high school diploma or GED equivalent
- Capable of lifting up to 50 pounds
- Willing to adapt to a flexible work schedule

Candidates must have:

- At least one year of leadership experience in a school age program or similar setting.
- General knowledge of computers and office programs including social media marketing
- Good communication skills and ability to work with the public and multiple organizations
- Valid Driver license
- WV Stars Child Care Certificate is preferred or must be obtained upon employment

Job duties will include, but not limited to:

- Being well organized and detail oriented
- Managing daily operations of programs, staff and youth
- Planning and organization of SYCC events
- Coordinating multiple programs and groups
- Performing administrative associated duties

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm, or call 304-472-1651 for information. The deadline for applications with resume is October 8, 2021 at 4:30 pm. The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.
Stockert Youth Center position 2021

E.2 Bid Award to Potesta & Associates, Inc. for On Call Professional Engineering Services & Professional Surveying Services for Future Projects (City Council Approval)

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

September 9, 2021

To: Steven A. Cain, PE
Civil & Environmental Consultants, Inc.
120 Genesis Boulevard
Bridgeport, WV 26330

Clay P. Riley, PE
The Thrasher Group, Inc.
600 White Oaks Boulevard
Bridgeport, WV 26330

David B. Sharp, PE
Potesta & Associates, Inc.
125 Lakeview Drive
Morgantown, WV 26508

Subject: City of Buckhannon On-Call Professional Engineering Services
Selection of Consulting Engineering Firm

After evaluating the technical proposals submitted for this project and interviewing with each of you and your firms, the City of Buckhannon (City) has ranked the engineering firms in the following order:

1. Potesta & Associates, Inc.
2. Civil & Environmental Consultants, Inc.
3. The Thrasher Group, Inc.

Throughout this process, it has been the City's objective to select the firm most qualified to provide the services we require for this phase of the project. Accordingly, the City will be entering into contract negotiations with Potesta & Associates, Inc. to provide On-Call Professional Engineering Services.

Please accept our most sincere thanks for the time and effort you have expended on our behalf. Perhaps we will have the opportunity to work together on another project in the near future.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at jay.hollen@buckhannonwv.org.

Sincerely,

James S. Hollen, III, PE, CFM
City Engineer

c: Mayor Robert N. Skinner, III
Members of City Council
Members of the Consolidated Public Works, Sanitary, Waste and Water Boards
Jerry Arnold – Director of Public Works
Buck Samples – Sewer Department Superintendent
Bradley Hawkins – Street Department Superintendent
Kelly Arnold – Water Department Superintendent
Vincent Smith – Building & Code Enforcement Officer
Engineering Files

E.3 The Demolition of 65 E Main Street Structure (KOP Building) will begin on 10/04/21

F. Consent Agenda:

F.1 Approval of minutes 09/07/2021:

Motion Nestor/Martin to approve the minutes of the meeting held September 7, 2021.
Motion carried.

G. Strategic Issues for discussion and vote:

G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision:

Discussion took place regarding what will be included in the building. It was the consensus that it was important to get the working session scheduled. Various ideas were discussed among the Board Members to consider between now and the working session.

G.2 Discussion/Possible Vote Approval Potesta & Associates, Inc. for Engineering Design Process - Tabled to a future meeting.

H. Board member comments and announcements:

Melissa Franks noted that “It Is Finally Happening” referring to the new building, which was a sentiment echoed by Pam Martin, Pam Bucklew, and Don Nestor. Sam Nolte felt that we need to take a look at re-defining our SYCC mission. Amby Jenkins mentioned that the Upshur County BOE was in the process of hiring an Arts Instructor with the CAC, which is to be considered as we work on programing for the SYCC.

I. Adjournment

Motion to adjourn at 5:29 PM was made by Sanders/Bucklew. Motion carried

Mayor Robert N. Skinner III _____

Recorder Randall H. Sanders _____