

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

A regular meeting of the Buckhannon City Council was held on Thursday, November 4, 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	Pam Bucklew	Absent
Council Member	Shelia Lewis-Sines	Present - by Phone
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O’Neill	Present
BPD	Lt. Doug Loudin	Present
Director of Public Works	Jerry Arnold	Present
Channel 3	Dennis Cortes	Present
Channel 3	Rodney Irvin	Absent
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Absent
Record Delta	Macie Queen	Present

Guests: Tammy Reger, Buckhannon-Upshur Chamber of Commerce; Shane Whitehair, Region VII Planning and Development Council; Sarah Malinchak; Jamie Powell, Loudin Insurance Agency; Dennis P. Cortes

To participate in a City Council meeting 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, NOVEMBER 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
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Fire Chief- JB Kimble
 - C.4 City Attorney- Tom O’Neill
- D. Correspondence & Information**
 - D.1 Proclamations-Alpha Delta Kappa & National American Indian Heritage Month
 - D.2 Notice-City Hall Roof Repair to begin November 8, 2021 with hours of operation altered
 - D.3 PR: Upshur County Schools Donate Bus to the Buckhannon Fire Department
 - D.4 2021 Veterans Day Parade, sponsored by the American Legion Post 7 will be Thursday, November 11, at 9am
 - D.5 2021 Christmas Parade, sponsored by the Buckhannon Fire Department, will be Friday, December 3, at 6:00pm
 - D.6 Buckhannon-Upshur Chamber of Commerce thanks City of Buckhannon for annual awards dinner sponsorship
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 10/07/2021 & 10/21/2021 & Special 10/25/2021
 - 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 Planning Commission Suggestion to Create/Hire Position of Buckhannon Recreational Park Facilities Director
 - F.2 Police Civil Service Commission Recommendation of Top 3 Candidates to Council for Consideration of Hiring & to Set Date of Interviews for Position of Probationary Police Officer
 - F.3 Approval Revised Resolution 2021-09 Budget Revision #2 General Fund FY 2021/22
 - F.4 Set/Approval 2022 Holiday Schedule
 - F.5 Approval of Authorization to obtain Artwork Exhibition Insurance per Quote Received by Markel INS Co/Westfield Specialty Brokerage Services
 - F.6 Approval Municipal Home Rule Pilot Program 2021 Progress Report
 - F.7 Approval to Donate the Buckhannon Fire Department’s Old Scissor Lift to the Fred W. Eberle Technical Center
 - F.8 Approval of the Expense of COVID Block Grant Money Designated for the City through Upshur County Commission
 - F.9 Approval Use of Office Space at City Hall for the WAMSB Event Planning
 - F.10 Approval for Vincent Smith, Code Enforcement Officer, to Attend the Upshur County Tax Lien Property Sale
 - F.11 Approval Property Purchase Agreement-Fronting E Main St Parcel 3-4-361 & Fronting S Florida St Parcel 3-4-363
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 C J Rylands
 - G.3 David Thomas
 - G.4 Jack Reger
 - G.5 Shelia Lewis-Sines
 - G.6 Randall Sanders
- H. Mayor’s Comments and Announcements**

I. Executive Session Per WV Code § 6-9A-4- Property Matters

J. Adjournment

Posted 11/01/2021

Next Regular Scheduled City Council Meeting Thursday, November 18, 2021

REVISED 11/02/2021

A. Call to Order - Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for Thursday, November 4, 2021, to order and asked all present to join him in a Moment of Silence. He then led all those in attendance in the Pledge to the Flag of the United States of America.

B. Recognized Guests

B.1 Shane Whitehair, Executive Director of the Region VII Planning and Development Council

- Mayor Skinner announced that he had recently contacted Shane Whitehair, Executive Director of the Region VII Planning and Development Council, and invited him to make a presentation to City Council to update us on Region VII's activities and areas where they are working with, and where they could be working closer with, the City of Buckhannon. The Mayor then introduced Mr. Whitehair who addressed the City Council. He began by presenting a handout to the Council members and then provided an overview of it to the Members. He noted that Region VII Planning and Development Council is one of eleven (11) planning and development councils in the state of West Virginia. They serve as a "development district" to more effectively utilize funding resources and maximize the communities' chances of attracting funds from federal, state, and local organizations to foster community and economic development and intergovernmental cooperation throughout the state. By coordinating closely with their affiliates in the region, they assist local jurisdictions with grant writing and project planning. Region VII serves a total of 31 jurisdictions which include the seven (7) counties of Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur and the 24 municipalities therein. The Council's expertise is in Grant Writing, Project Development, Preparing Loan/Grant Applications, Project Management/Administration, Technical Assistance, Procurement, Geographic, Information Systems (GIS), Hazard Mitigation, Strategic Planning, and Funding Searches. A question & answer session took place with Shane Whitehair and Council members covering the current projects Region VII is working on with the City of Buckhannon, potential funding opportunities and other projects happening throughout West Virginia. The Mayor congratulated Shane for recently being named the Businessman of the Year by the Buckhannon-Upshur Chamber of Commerce.

Sarah Malinchak - Sarah Malinchak requested to speak to the City Council and was recognized by Mayor Skinner. Sarah introduced herself with a brief background of her educational achievements. She addressed Council regarding a recent Council meeting that Laura Foulks had attended where she addressed City Council with questions regarding minority rights and Sarah felt Laura had been "rudely shut down" by Council. She also stated that she had researched the appointment of Sheila Sines to the City Council and the social media posts by Sheila Sines that she feels were hateful and bigoted. She urged Shelia Sines to resign or the City Council remove her. If not, she suggested the entire City Council be replaced during the next election. She concluded by thanking Council for listening to her comments.

Dennis P. Cortes - Dennis Cortes requested to speak to the City Council and was recognized by Mayor Skinner. Mr. Cortes updated the City Council regarding the Upshur County Parks & Recreation Board in that they will not have a meeting until January so his next report will not be until later that month Mr. Cortes then asked the City Council about the installation of what appears to be flex lines along Route 33 and Mayor Skinner confirmed those are lines for the broadband infrastructure that is being installed along Corridor H.


F.5 Approval of Authorization to obtain Artwork Exhibition Insurance per Quote Received By Markel Ins Co/Westfield Specialty Brokerage Services - The Mayor asked that Council bring to the table for discussion and/or vote Strategic Issues item F.5.

Motion to move F.5 Approval of Authorization to obtain Artwork Exhibition Insurance per Quote Received By Markel Ins Co/Westfield Specialty Brokerage Services to the table for discussion and/or vote was made by Rylands/Thomas. Motion carried.

Mayor Skinner recognized Jamie Powell of the Loudin Insurance Agency who led a discussion on the search for appropriate insurance coverage for Artwork Exhibitions that he had been asked by the City to conduct. Amby Jenkins provided an overview of the need by explaining that ART26201 arranges for art exhibits at the Colonial Arts Center Gallery and our existing insurance policy does not provide enough coverage for the value of some of the art that is brought into the Gallery. She then turned the presentation over to Mr. Powell who explained what coverage we currently do have and what he had found through Markel Ins Co/Westfield Specialty Brokerage Services that would

provide the necessary coverages, as explained in the Quote Proposal Cover and Museum Coverage Form that is part of the meeting packet. The yearly premium of the proposed policy is \$1,450. Mr. Powell explained that it will cover up to \$50,000 of art.

Motion to approve the authorization to obtain Artwork Exhibition Insurance per Quote Received By Markel Ins Co/Westfield Specialty Brokerage Services of \$1,450 was made by Rylands/Sanders. Discussion took place with Mr. Sanders asking if the coverage extended for artwork that is accepted for the purpose of a showing only and artwork that is accepted for the purpose of a showing and for sale by the artist and Mr. Powell confirmed that it did cover both instances. Mr. Reger asked if vandalism was covered and Mr. Powell confirmed that it was. Mr. Thomas suggested that artists pay a fee to show their art and that would help cover the costs; Mr. Rylands suggested that by bringing in the artists for showings, we many times end up with Ambassadors for our City who take the positive story of Buckhannon with them when they leave and the goodwill it creates is well worth the investment. Amby Jenkins estimated that there is an average of six shows a year and Mr. Sanders noted the cost of the insurance to be approximately \$240 a show. **The Mayor gave a call for the question and without objection the vote took place and the motion passed with all members voting Yes with the exception of Mrs. Lewis-Sines who voted No.** Regarding the vote, Mrs. Lewis-Sines wanted it to be noted that she simply felt the artists should provide their own insurance and that she was not against the art exhibits in general.



Quote Proposal Cover

Thank you for the opportunity to provide the attached quote. We understand you have many choices when brokering business. While we strive to always offer the most competitive quote upfront, in the event pricing is close, please let us know and we will do everything possible to win this account.

Westfield Bank offers competitive rates for premium financing for premiums of \$1350 or greater. If a quote is desired, please let us know.

Please read this Quotation carefully as terms quoted may not be consistent with the application. Insurance when effected shall be subject to all terms & conditions of policy (ies) which will be issued, and in the event of any inconsistency herewith, the terms & provisions of such policy (ies) shall prevail. We have captured the premium and commission below but it is important to review all other terms and conditions referenced on the actual quote.

Total Premium (see attached for breakout of taxes & fees)

\$1450 Total

Commission (paid on pure premium only):

7.5%


We must have all of the following in order to bind:

- Written request. Please note that the coverage offered by the carrier may differ from the coverage requested on the application or the coverage on the current policy
- Signed and dated application and any required supplements/ documents listed on quote

Once coverage is bound the following conditions apply:

- All payments must be on an agency check and made payable to Specialty Brokerage Services, net premium is due within 10 days of binding, unless otherwise noted on attached proposal.
- Subject to inspection if required on attached proposal
- Subject to any and all conditions listed on attached quote.

Agent acknowledges that Specialty Brokerage Services may place coverage with insurance market that requires Specialty Brokerage Services to guarantee payment of premiums. In the event that Specialty Brokerage Services places coverage with such an insurance market, Agent hereby guarantees payment to premium to Specialty Brokerage Services.



New Business Quotation

Quote #:	4698030-1	Date Quoted:	10/27/2021
Producer Name:		Underwriter:	
Agent/Broker:		Underwriter Phone#:	
Named Insured:	City of Buckhannon	Underwriter Email:	
Mailing Address:	70 E Main St Buckhannon, WV 26201-2274	Quote Expires:	12/25/2021
Insuring Company:	Markel Insurance Company	Policy Period:	10/26/2021 - 10/26/2022

Type of Coverage:	Museum
Limits:	Property At Your Premises: \$50,000 All Covered Property In Any One Occurrence: \$50,000 Unnamed Location: \$12,500 Property In Transit: \$50,000 Covered Location: 48 East Main Street, Buckhannon, WV 26201
Premium:	Coverage Premium: \$1,250 Terrorism Premium: \$100
Valuation:	As Per Form
Coinurance:	Not Applicable
Perils:	All risks as per form excluding Earthquake
Deductibles:	Deductible: \$1,000
Premium Base:	\$50,000
Payment Plan:	Full Pay

Total Premiums:	
Coverage Premium:	\$1,250
Terrorism Premium:	\$100 optional
Total:	Plus \$100 Broker Fee, \$1450 Total

Form/Edition	Name
MJIL 1000 06 10	Policy Jacket
MPIL 1007 01 20	Privacy Notice
MPIL 1074 02 20	Notice To Policyholders Claim Reporting
MPIL 1083 04 15	U.S. Treasury Department's Office Of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders
MD 005 09 00	Commercial Inland Marine Policy Declarations
MD 034 05 10	Commercial Declaration
IL 00 03 09 08	Calculation of Premium
IL 00 17 11 88	Common Policy Conditions
IL 69 35 07 02	Exclusion of Certain Computer-Related Loss
CM 00 01 09 04	Commercial Inland Marine Conditions
MM 1008 05 14	Museum Coverage Form
CM 01 08 09 02	West Virginia Changes
MM 115 05 10	Mold Exclusion
MM 1305 05 10	Earthquake Exclusion
MIL 1214 09 17	Trade or Economic Sanctions



MARKEL INSURANCE COMPANY

MUSEUM COVERAGE FORM

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties, and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the Company providing this insurance.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section G. Definitions.

A. Coverage

1. Covered Property

- a. We will pay for loss or damage to property consisting of objects of art, rarity, or historic merit of every nature and description, including their frames, crates, cases, and packing materials.
- b. We insure:
 - (1) Property owned by you;
 - (2) Property of others for which you have agreed prior to loss or damage to insure;
 - (3) Property of others offered as gifts to you or for sale to you and while waiting formal acceptance by the Trustees or other authorized representatives; and
 - (4) Your interest in jointly owned property, but only to the extent of your interest at the time of loss or damage.

2. Property Not Covered

- a. Covered Property does not include contraband or property in the course of illegal transportation or trade; or
- b. Property while on exhibition at fair grounds or on the premises of any national or international exposition, unless this coverage is added by endorsement and an additional premium is paid.

3. Additional Coverage

a. Bailee Legal Liability

- (1) This policy covers your liability as bailee of all loan properties for which you have been instructed not to insure excluding however, any property for which you have obtained a signed release of liability from the owner. We will pay up to 25% of the policy limit.

In the event of any action involving you for loss or damage to such property, we will defend to the monetary extent of your proportionate interest as bailee in this insurance, all such actions and pay a proportionate share of all legal fees, court costs or judgments commensurate with your interest as bailee.

- (2) You shall not voluntarily assume any liability nor incur any expense nor settle any claim, except at your own cost. You shall not interfere in any negotiation for settlement or in any legal proceedings, but whenever requested and at our expense, you shall aid in securing information and evidence and the attendance of witnesses, and shall cooperate with us, except in a pecuniary way, in all matters which we may deem necessary in the defense of any suit or the prosecution of any appeal.

C. Deductible

Each claim for loss or damage separately occurring shall be adjusted separately. We will not pay for loss or damage until the amount of loss or damage exceeds the applicable Deductible. We will then pay the amount of loss or damage in excess of that Deductible up to the applicable Limit of Insurance. In the event of any recovery or salvage on loss or damage which has been or is being paid thereunder, such recovery or salvage shall accrue entirely to our benefit under this policy until the sum we paid has been made up.

This Deductible shall not apply, however, to property on loan to you nor to property of others offered as gifts or for sale to you while awaiting formal acceptance by the Trustees or other authorized representative.

D. Valuation

GENERAL CONDITIOIN F. Valuation of the Commercial Inland Marine Conditions is replaced by the following:

Valuation

In the event of loss or damage, Covered Property will be settled as follows:

1. For total loss or damage, we will pay the following amounts:

- a. Property owned by you. We shall not be liable beyond the "current market value" of the property at the time the loss or damage occurs. The loss or damage shall be ascertained or estimated according to such current market.
- b. Property acquired or to be acquired by you as a gift or under wills or similar bequests, shall be valued at "current market value" at the time loss or damage occurs. In no event however, shall this policy cover beyond your interest therein, and in the event of loss or damage of such property, such interest at the time of loss or damage shall be that as stipulated in the will, bequest, contract or other document executed between you and the donor of said property.
- c. Property of others on loan to you and which you have been instructed to insure or for which you may be liable, shall be valued at amounts agreed upon by you and the owners, or otherwise we shall not be liable beyond the "current market value" of the property at the time loss or damage occurs and in no event for an amount in excess of that specified in the policy.

In the event of total loss or damage, you will surrender the property to us.

2. For partial loss or damage, the most we will pay is the least of the following:

- a. The cost to repair the property to its value immediately before the loss or damage;
- b. The difference between the value of the property before and after the loss or damage; or
- c. The cost to restore the property as nearly as possible to its condition immediately before the loss or damage. If the restored value is less than the value immediately before the loss or damage, we will pay the difference between the restored value and the value immediately before the loss or damage.

The most we will pay for total or partial loss or damage is the sum insured.

E. Pair, Sets Or Parts

LOSS CONDITION G. Pair, Sets Or Parts of the Commercial Inland Marine Conditions is replaced by the following:

Pair, Sets Or Parts

In the event that any portion of the property insured hereunder is lost, damaged, or destroyed and which affects the value of the remaining portion, at your option we agree to pay:

- 1. The value of the entire property in accordance with the Valuation clause, and you agree to surrender the damaged and sound portions to us; or
- 2. The reasonable and fair proportion of the total value of the set, giving consideration to the importance of said article(s), but in no event shall it be considered a total loss.

F. Additional Conditions

1. Packing

You represent and agree that the Covered Property will be packed and unpacked by packers who are trained and skilled in utilizing procedures and materials necessary to protect the Covered Property.

b. Art Reference Library

In addition to the items set forth in Covered Property, we will also pay for loss or damage to your art reference library, including books, catalogues and "computer media" at your premises. We will pay the "actual cash value", not to exceed 25% of the policy limit.

4. Covered Causes Of Loss

We will pay for direct physical loss or damage to Covered Property unless the loss or damage is excluded in Section B. Exclusions.

B. Exclusions

- 1. We will not pay for loss or damage caused directly or indirectly by any of the following. Such loss or damage is excluded regardless of any other cause or event.

a. War And Military Action

- (1) War, including undeclared war, civil war;
- (2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power or action taken by governmental authority in hindering or defending against any of these.

b. Governmental Action

Seizure or destruction of property by order of governmental authority.

However, we will pay for loss or damage caused by or resulting from acts of destruction ordered by governmental authority and taken at the time of a fire to prevent its spread, if the fire would be covered under this Coverage Form.

c. Nuclear Hazard

Nuclear reaction or radiation, or radioactive contamination, however caused.

But if nuclear reaction or radiation, or radioactive contamination results in fire, we will pay for the direct loss or damage caused by that fire if the fire would be covered under this Coverage Form.

Exclusions B.1.a. through B.1.c. apply whether or not the loss event results in widespread damage or affects a substantial area.

- 2. We will not pay for loss or damage caused by or resulting from any of the following:

- a. Wear and tear, any quality in the product which causes it to damage or destroy itself, gradual deterioration.
- b. Insects, vermin, or rodents.
- c. Misappropriation, secretion, conversion, any fraudulent, dishonest, or criminal act or acts committed by:
 - (1) You, anyone else with an interest in the property or your or their employees (including temporary employees and leased workers) whether or not committed alone or in collusion with others; or
 - (2) Any person (except carriers for hire) to whom you entrust the property for any purpose, whether acting alone or in collusion with any other party.

This exclusion applies whether or not an act occurs during normal hours of operation.

- d. Neglect of an insured to use all reasonable means to save and preserve property from further damage at and after the time of loss.

2. Records

You will keep a detailed and itemized inventory of all Covered Property. All records pertaining to this insurance shall be open to inspection by our authorized representative at any reasonable time.

3. Coverage Territory

We cover property wherever located, except where U.S. foreign trade sanctions apply.

G. Definitions

"Actual cash value" means a calculation of value that pays damages equal to the replacement value of damaged property minus depreciation.

"Computer media" means magnetic tapes, discs, or other storage devices, including the information recorded on them.

"Current market value" means the amount at the time of the loss or damage that it would cost to replace a property with another of similar age, quality, origin, appearance and condition within a reasonable length of time in an appropriate and relevant market.

C. Department & Board Reports

C.1 Public Works Director- Jerry Arnold - Jerry Arnold presented the following to City Council:

**Buckhannon City Council
Public Works Director Report
November 4, 2021
Jerry Arnold**

Director:

- I, Jay and the utility supervisors are attending weekly Iworqs training sessions on the new software modules.
- The entire Street Department staff will attend a WVLTA webinar on the 16th on curb ramp inspection.

Street:

- The crews continue to work on sidewalks on N. Spring Street.

Sewer:

- Nothing new to report.

Water:

- Nothing new to report.

Waste:

- Nothing new to report.

Engineer:

- FEMA Generator Hazard Mitigation Grant No. 2 – Contractor will start installation of electrical conduit and construction of generator pad at the Water Treatment Plant this week (weather permitting).
- Gateway West Phase III Construction – Held a meeting with members of the Finance Committee on October 29, 2021 to discuss property exchange issues and clogged drain pipes. This involves the Catholic Diocese of Wheeling who owns the property at the bottom of St. Joseph Hill.
- City Hall Roof Replacement – Tri State Roofing will begin roof replacement activities on Monday, November 8, 2021 and is anticipating two weeks to complete the project. The replacement schedule is weather dependent.
- Vicksburg Utility Development – GPS surveying the property corners of the development was completed last week for future reference and utility layout coordination as developers will begin site preparations for at least two lots in the near future.
- Stockert Youth & Community Center Multi-Use Facility Project – A site visit by The Mills Group was held on Monday, November 1, 2021.
- WAMSB Facility Site Tours – Conducted a site visit on Monday, November 1, 2021 of the bleachers at Ross Field on the campus of WVWC to determine the seating capacity for the 2023 band competition.

Q&A session took place regarding the bright yellow curbs that are starting to be more visible around the community. Jerry noted that the City has a contractor performing the work this year. The Mayor asked about the paving projects and Jerry provided an update on Lincoln Street and N. Spring Street; both are to be done within the next few weeks. Mr. Thomas asked about the leaves on the Walk Trail and Jerry noted that we don't typically remove those and that even if someone did, it wouldn't help because this time of the year the leaves continue to fall. Mr. Sanders noted that the Waste Department was back to running on schedule and other than one truck currently being repaired and the department being one driver down, the department was running well.

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

Amby report 11-4-21

Balances October 31, 2021

General Fund mm checking	\$1,151,670	CD \$86,093
Historic Landmark savings	\$3,026	
Fire truck savings	\$38,479	
Stockert Youth Center Capitol Campaign	\$428,430 + 12,000 pledge =\$440,430.	
Coal Tax	\$56,155	
Municipal Stabilization Fund	\$914,839	
Flood Control Acct	\$78,248.	
Consolidated Public Works Board	\$109,047	Cem CD \$234,186
Sales Tax	\$1,901,358	Remind Council that \$1.3 million of this is already committed to General Funds 2021-22 budget

We received \$10,000 from the Culture Arts Grant to be used to install stair lifts at the Colonial Arts Center.

In October we transferred \$70,000 to Flood Control Account. \$100,000 to Municipal Stabilization and \$75,000 to Storm water account.

D.2 Roof Repair – Starting Monday, for the next two weeks, City Hall will be closed to any public or outside access until noon each day. Office staff will be in the building and can answer calls and take payments over the phone or communicate with email and faxes. Then at noon the public can enter the building. Phone number 304-472-1651.

F.3 – PSC met and certified the three candidates for Council to consider for hire. There was a suggestion that if one of the top three were unavailable then they would recommend moving to the next person on the list, but that will not be necessary as the top tree are available for interviews if Council so chooses to do that.

F.4 – I drafted the list of Sixteen holiday’s for 2022 and sent that out by email to Council ahead of time in case they had any questions. 12 are Federal Holidays, 4 are not.

F.5 – Art26201 arranges to get the artist to display their works to the public free of charge in the Colonial Art Center MIB Gallery. The City’s fine arts coverage limits is not always enough to cover the artwork that is being displayed. Through Westfield Specialty Brokerage Service, Markel Insurance Company is willing to insured the borrowed pieces of art annually at a cost of \$1450 with a \$1000 deductible.

F.8 – Carrie Wallace notified me that the city still has \$3663 of Covid Block Grant Funds, held by the County that must be expended by December. We were going to use it toward the sound system in City

Hall but that contractor will not complete the work in time. Carrie has told me that funds can be used toward food baskets that local groups such as the Parish House prepare. Would Council want me to reach out to the local charitable organizations such as the Parish House and Salvation Army to see is they are doing food baskets this year and donate toward that?

F.10- Tax sale: The Upshur County Tax sale will take place on November 17th at the Event Center.

Council may recall in 2019 the City acquired two “problem” properties that were in the sale at that time, which were located on Upper Drive and Sedgwick St. It took about 18 months to get final possession of those properties. The house on Upper Drive had to be razed and the one on Sedgwick is a viable house but the outside building will be removed. Both will be auctioned, we anticipate early next year.

The current list of properties eligible for the tax sale, has six properties that have code enforcement issues. We expect most of them to be redeemed before the sale.

In the event they are not redeemed, the Code Enforcement Officer would like permission to bid on these properties. The owners will have several months to redeem the properties. The City would be refunded what was paid at the sale.

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	837,290	66,884.69	513,238.56	0.00	324,051.44	61.30
001-301-000-02 PRIOR YEAR TAXES	25,000	11,764.47	22,660.09	0.00	2,339.91	90.64
001-303-000-00 GAS & OIL SEVERANCE TAX	10,000	9,568.01	9,568.01	0.00	431.99	95.68
001-304-000-00 2% UTILITY TAX	240,000	8,926.30	58,412.94	0.00	181,587.06	24.34
001-305-000-00 B & O TAX	1,250,000	149,680.80	546,597.76	0.00	703,402.24	43.73
001-305-000-01 B&O CONTRACTORS	95,000	71,693.18	86,035.43	0.00	8,964.57	90.56
001-306-000-00 LIQUOR TAX	75,000	19,990.89	41,640.28	0.00	33,359.72	55.52
001-307-000-00 ANIMAL CONTROL TAXES	1,100	118.80	753.30	0.00	346.70	68.48
001-308-000-00 HOTEL MOTEL TAX	115,000	15,783.04	53,227.49	0.00	61,772.51	46.28
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,648,390	354,410.18	1,332,133.86	0.00	1,316,256.14	50.30
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	23,000	594.00	4,025.86	0.00	18,974.14	17.50
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	400.00	700.00	0.00	700.00	0.00
001-320-000-02 POLICE FEE -CITATION	6,000	325.00	1,665.00	0.00	4,335.00	27.75
001-320-000-03 POLICE/FINGERPRINT REVENU	50	10.00	20.00	0.00	30.00	40.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	20.00	80.00	0.00	80.00	0.00
001-321-000-00 LOT 5 (OLD D&L/CVB PROPER	0	0.00	0.00	0.00	0.00	0.00
TOTAL FINES AND FEES	29,050	1,349.00	6,490.86	0.00	22,559.14	22.34
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	17,000	525.00	20,867.00	0.00	3,867.00	122.75
001-326-000-00 BUILDING PERMIT FEES	35,000	10,909.18	25,633.88	0.00	9,366.12	73.24
001-326-000-10 PROPERTY REGIST -VACANT	0	0.00	0.00	0.00	0.00	0.00
001-328-000-00 FRANCHISE FEES	55,000	12,110.35	24,536.69	0.00	30,463.31	44.61
001-330-000-00 IRP TRUCK FEE	45,000	0.00	20,673.56	0.00	24,326.44	45.94
TOTAL LIC PERMITS & FRANCHISE	152,000	23,544.53	91,711.13	0.00	60,288.87	60.34
OTHER FEES						
001-340-000-00 DONATION THEATRE UTLBILL	1,000	10.00	5,040.00	0.00	4,040.00	504.00
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00	25.50	0.00	25.50	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	500.00	4,000.00	0.00	26,000.00	13.33
TOTAL OTHER FEES	31,000	510.00	9,014.50	0.00	21,985.50	29.08
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,200.32	24,709.56	0.00	50,290.44	32.95
001-352-000-00 FIRE PROTECTION FEES	152,000	12,636.33	50,371.32	0.00	101,628.68	33.14
TOTAL HEALTH AND SAFETY	227,000	18,836.65	75,080.88	0.00	151,919.12	33.08
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 BUCANNER 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

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CITY OF BUCKHANNON
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001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	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	100.00	585.00	0.00	1,415.00	29.25
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	28,126.90	136,065.75	0.00	134.25	99.90
GRANTS						
001-365-000-00 POLICE DEPT.- RECOVERY GR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-01 USDA GRANT-FARMERS MARKET	0	0.00	0.00	0.00	0.00	0.00
001-365-000-02 LWCF GRANT/ NB PARK	0	0.00	0.00	0.00	0.00	0.00
001-365-000-35 FEMA GRANT #2 GENERATOR	0	1,881.59	58,288.96	0.00	58,288.96	0.00
001-365-000-36 FEMA GRANT #1 GENERATOR	0	105.99	1,732.11	0.00	1,732.11	0.00
001-366-000-00 POLICE DEPT. - GRANTS	23,000	0.00	0.00	0.00	23,000.00	0.00
001-366-000-01 SYCC FAMILIES LEAD CHNG G	0	0.00	0.00	0.00	0.00	0.00
001-366-000-02 RIVER WALK TRAIL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-04 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-05 HISTORIC LAND MARK GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-06 STREET DEPT. GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-07 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-366-000-08 SAFE ROUTES POLICE GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-09 VOLUNTEER COORDINATOR GRA	0	0.00	0.00	0.00	0.00	0.00
001-366-000-10 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-11 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-12 GATEWAY WEST GRANT REV	0	0.00	44,693.30	0.00	44,693.30	0.00
001-366-000-13 LAND WATR CONS GRT(LWCF)F	0	0.00	0.00	0.00	0.00	0.00
001-366-000-14 CULTURE ARTS GRNT (THEATR	39,000	0.00	0.00	0.00	39,000.00	0.00
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	10,000	10,000.00	10,000.00	0.00	0.00	100.00
001-366-000-99 FIRE TRUCK GRANT/LOAN	0	0.00	0.00	0.00	0.00	0.00
001-368-000-01 CONTRIBUTION VOL. FIRE DE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-02 2010 BOND ISSUE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-03 CONTRIBUTIONS BOE-PRO OFF	0	0.00	0.00	0.00	0.00	0.00
001-368-000-04 SANITARY REPAY LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	72,000	11,987.58	114,714.37	0.00	42,714.37	159.33

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REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
INTRAFUND CONTR/CHARGES						
001-369-000-00 CONTRIBUTION FUNDS-BRUSHY	0	0.00	(3,879.88)	0.00	3,879.88	0.00
001-369-000-01 CONTRIBUTION FRM MUN STAB	0	0.00	0.00	0.00	0.00	0.00
001-369-000-02 CONTRIB FROM SALESTAX FU	1,361,366	0.00	0.00	0.00	1,361,366.00	0.00
001-370-000-00 LATE CHARGES - GEN FUND	200	53.91	193.80	0.00	6.20	96.90
TOTAL INTRAFUND CONTR/CHARGES	1,361,566	53.91	(3,686.08)	0.00	1,365,252.08	0.27-
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	902.83	3,753.51	0.00	6,246.49	37.54
001-377-000-00 RECRD CAPITAL TRNS FRM CS	0	0.00	0.00	0.00	0.00	0.00
001-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
001-380-000-00 GENERAL FUND INTEREST	400	51.46	139.95	0.00	260.05	34.99
001-381-000-00 STREET DEPT. BILLING/PCAR	4,000	0.00	4,125.00	0.00	(125.00)	103.13
001-382-000-00 REBATES-REFUNDS PCARD	3,500	466.73	1,229.53	0.00	2,270.47	35.13
001-394-000-00 POLICE FORFEITURE CONFISC	0	0.00	579.40	0.00	(579.40)	0.00
001-397-000-00 VIDEO LOTTERY	17,000	0.00	6,019.08	0.00	10,980.92	35.41
001-399-000-00 MISCELLANEOUS REVENUE	20,000	12,363.44	16,358.07	0.00	3,641.93	81.79
001-399-000-01 CAT TAG REGISTRATION	0	0.00	0.00	0.00	0.00	0.00
001-399-000-02 HISTORIC LANDMARKS REV	0	0.00	0.00	0.00	0.00	0.00
001-399-000-05 EVENT/FIREWORK REVENUE	0	0.00	250.00	0.00	(250.00)	0.00
TOTAL OTHER REVENUE	54,900	13,784.46	32,454.54	0.00	22,445.46	59.12
TOTAL REVENUE	4,712,106	452,603.21	1,793,979.81	0.00	2,918,126.19	38.07

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ECONOMIC DEVELOPMENT =====						
CONTRIBUTIONS						
001-402-567-00 ECONOMIC DEVELOPMENT	40,000	0.00	15,000.00	0.00	25,000.00	37.50
TOTAL CONTRIBUTIONS	40,000	0.00	15,000.00	0.00	25,000.00	37.50
TOTAL ECONOMIC DEVELOPMENT	40,000	0.00	15,000.00	0.00	25,000.00	37.50
MAYOR'S OFFICE =====						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	1,000.00	0.00	2,000.00	33.33
001-409-103-00 MAYOR'S ASSISTANT SALARY	32,000	2,776.98	8,524.31	0.00	23,475.69	26.64
001-409-104-00 MAYOR'S F.I.C.A.	2,450	229.79	721.54	0.00	1,728.46	29.45
001-409-105-00 MAYOR'S INSURANCE	22,300	1,303.00	9,505.80	0.00	12,794.20	42.63
001-409-106-00 MAYOR'S RETIREMENT	3,200	235.62	684.13	0.00	2,515.87	21.38
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	62,950	4,795.39	20,435.78	0.00	42,514.22	32.46
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	204.93	977.17	0.00	2,022.83	32.57
001-409-214-00 MAYOR'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-409-218-00 MAYOR'S POSTAGE	10,000	930.70	3,350.31	0.00	6,649.69	33.50
001-409-220-00 MAYOR'S LEGAL PUBLICATION	5,000	832.85	1,020.41	0.00	3,979.59	20.41
001-409-222-00 MAYOR'S DUES	1,500	2,000.00	3,115.02	0.00	(1,615.02)	207.67
001-409-223-00 PROFESSIONAL SERVICES	11,000	0.00	5,000.00	0.00	6,000.00	45.45
001-409-223-01 PROFESSIONAL (surveys)	25,000	0.00	0.00	0.00	25,000.00	0.00
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	4.84	28.09	0.00	1,471.91	1.87
TOTAL CONTRACTUAL SERVICES	57,000	3,973.32	13,491.00	0.00	43,509.00	23.67
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	51,300	3,277.42	15,460.77	0.00	35,839.23	30.14
001-409-341-05 EVENT/FIREWORK EXPENSE	39,000	0.00	9,000.00	0.00	30,000.00	23.08
001-409-341-06 VOLUNTEER COORDINATOR EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	90,300	3,277.42	24,460.77	0.00	65,839.23	27.09
CAPITAL OUTLAY						
001-409-457-00 MAYOR'S CAPITAL OUTLAY MI	0	0.00	0.00	0.00	0.00	0.00
001-409-458-00 MAYOR'S REPAY SANITARY/WA	0	0.00	0.00	0.00	0.00	0.00
001-409-458-01 TRANSFER TO SANITARY FUND	0	0.00	0.00	0.00	0.00	0.00
001-409-460-00 SANITARY BD (BRUSHY FOR)L	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-409-568-00 CONTRIBUTIONS	25,000	0.00	25,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	25,000	0.00	25,000.00	0.00	0.00	100.00
NON-OPERATING EXPENSES						
001-409-670-00 PROG BNK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAYOR'S OFFICE	235,250	12,046.13	83,387.55	0.00	151,862.45	35.45
COUNCIL						
=====						
SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	4,000.00	0.00	8,000.00	33.33
001-410-103-00 CAT CONTROL SALARY	1,000	220.00	320.00	0.00	680.00	32.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	93.40	330.58	0.00	669.42	33.06
001-410-106-00 COUNCIL'S RETIREMENT	340	39.35	109.03	0.00	230.97	32.07
TOTAL SALARIES & BENEFITS	14,340	1,352.75	4,759.61	0.00	9,580.39	33.19
CONTRACTUAL SERVICES						
001-410-211-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-214-00 COUNCIL TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-410-223-00 PROFESSIONAL (LEGAL)	0	0.00	0.00	0.00	0.00	0.00
001-410-226-00 COUNCIL INSURANCE (PROPER	9,100	344.62	4,404.38	0.00	4,695.62	48.40
TOTAL CONTRACTUAL SERVICES	9,100	344.62	4,404.38	0.00	4,695.62	48.40
COMMODITIES						
001-410-341-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY						
001-410-450-01 THEATRE BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-410-450-02 THEATRE CAPITAL	0	0.00	0.00	0.00	0.00	0.00
001-410-450-03 THEATRE ADA GRANT EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-457-00 CAP PUBLIC SAFETY COMP RE	0	0.00	0.00	0.00	0.00	0.00
001-410-459-00 COUNCIL CAPITAL OUTLAY	0	0.00	724.25	0.00 (724.25)	0.00
001-410-459-01 PROPERTY PURCHASE 48EMAIN	0	0.00	0.00	0.00	0.00	0.00
001-410-459-02 PROPERTY PURCHASE MADISON	0	0.00	0.00	0.00	0.00	0.00
001-410-460-00 CAT CONTROL EXPENSE	500	0.00	50.00	0.00	450.00	10.00
TOTAL CAPITAL OUTLAY	500	0.00	774.25	0.00 (274.25)	154.85
CONTRIBUTIONS						
001-410-568-00 CONTRIBUTIONS(facade)	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
001-410-999-00 Reclassify SanNote Ord 36	0	0.00	0.00	0.00	0.00	0.00
001-410-999-50 RecordCapPavCostPdByCoalT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL COUNCIL	28,940	1,697.37	9,938.24	0.00	19,001.76	34.34
RECORDER						
=====						
SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	2,000.00	0.00	4,000.00	33.33
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	153.00	0.00	307.00	33.26
001-411-106-00 RECORDER'S RETIREMENT	600	19.21	76.84	0.00	523.16	12.81
TOTAL SALARIES & BENEFITS	7,060	557.46	2,229.84	0.00	4,830.16	31.58
CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	0.00	300.00	0.00	300.00	50.00
001-411-222-00 RECORDER DUES	50	0.00	35.00	0.00	15.00	70.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	0.27	1.20	0.00	998.80	0.12
TOTAL CONTRACTUAL SERVICES	1,650	0.27	336.20	0.00	1,313.80	20.38
TOTAL RECORDER	8,710	557.73	2,566.04	0.00	6,143.96	29.46
TREASURER						
=====						
SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	8,150	939.56	2,818.91	0.00	5,331.09	34.59
001-413-103-00 TREASURER'S ASSISTANT SAL	0	0.00	0.00	0.00	0.00	0.00
001-413-104-00 TREASURER'S F.I.C.A.	625	71.88	215.66	0.00	409.34	34.51
001-413-105-00 TREASURER'S GROUP INSURAN	2,050	124.50	644.90	0.00	1,405.10	31.46
001-413-106-00 TREASURER'S RETIREMENT	815	93.96	281.90	0.00	533.10	34.59
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,640	1,229.90	3,961.37	0.00	7,678.63	34.03
CONTRACTUAL SERVICES						
001-413-214-00 TREASURER'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-413-224-00 AUDIT	3,500	0.00	169.75	1,000.00	2,330.25	33.42
001-413-226-00 TREASURER'S INSURANCE & B	1,000	1.00	4.69	0.00	995.31	0.47
TOTAL CONTRACTUAL SERVICES	4,500	1.00	174.44	1,000.00	3,325.56	26.10
TOTAL TREASURER	16,140	1,230.90	4,135.81	1,000.00	11,004.19	31.82

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COURT						
=====						
SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	7,500	625.00	2,500.00	0.00	5,000.00	33.33
001-416-104-00 POLICE JUDGE FICA	575	47.81	191.24	0.00	383.76	33.26
001-416-105-00 POLICE JUDGE INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	8,075	672.81	2,691.24	0.00	5,383.76	33.33
CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	150	0.00	0.00	0.00	150.00	0.00
001-416-226-00 POLICE JUDGE INS BONDS	300	0.61	35.69	0.00	264.31	11.90
TOTAL CONTRACTUAL SERVICES	450	0.61	35.69	0.00	414.31	7.93
TOTAL COURT	8,525	673.42	2,726.93	0.00	5,798.07	31.99

CITY ATTORNEY
=====

SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	13,619 (9,171.32)	4,713.33	0.00	8,905.67	34.61
001-417-103-00 CITY ATTORNEY (ASSISTANT)	0	0.00	0.00	0.00	0.00	0.00
001-417-104-00 CITY ATTORNEY FICA	1,045	293.80	1,355.96	0.00 (310.96)	129.76
001-417-105-00 CITY ATTORNEY INSURANCE	4,000	3.25	503.25	0.00	3,496.75	12.58
001-417-106-00 CITY ATTORNEY RETIREMENT	1,362	384.06	1,772.51	0.00 (410.51)	130.14
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	20,026 (8,490.21)	8,345.05	0.00	11,680.95	41.67
CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	500	0.00	346.18	0.00	153.82	69.24
001-417-222-00 CITY ATTORNEY DUES	0	0.00	0.00	0.00	0.00	0.00
001-417-226-00 CITY ATTORNEY INS UNEMPL	325	1.06	4.98	0.00	320.02	1.53
TOTAL CONTRACTUAL SERVICES	825	1.06	351.16	0.00	473.84	42.56
TOTAL CITY ATTORNEY	20,851 (8,489.15)	8,696.21	0.00	12,154.79	41.71

CITY ENGINEER
=====

SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	20,000	2,325.70	6,977.11	0.00	13,022.89	34.89
001-420-104-00 CITY ENGINEER FICA TAX	1,530	179.64	538.92	0.00	991.08	35.22
001-420-106-00 CITY ENGINEER RETIREMENT	2,000	232.56	697.68	0.00	1,302.32	34.88
TOTAL SALARIES & BENEFITS	23,530	2,737.90	8,213.71	0.00	15,316.29	34.91

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

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-420-221-00 ENGINEER TRAINING	500	0.00	0.00	0.00	500.00	0.00
001-420-223-00 CITY ARCHITECT	6,000	0.00	3,000.00	0.00	3,000.00	50.00
001-420-226-00 CITY ENGINEER INS & BONDS	600	0.00	0.00	0.00	600.00	0.00
TOTAL CONTRACTUAL SERVICES	7,100	0.00	3,000.00	0.00	4,100.00	42.25
TOTAL CITY ENGINEER	30,630	2,737.90	11,213.71	0.00	19,416.29	36.61
REGIONAL DUES						
=====						
CONTRACTUAL SERVICES						
001-435-222-00 REGIONAL DUES	6,485	0.00	6,485.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	6,485	0.00	6,485.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	6,485	0.00	6,485.00	0.00	0.00	100.00
HOUSING						
=====						
COMMODITIES						
001-436-341-99 CLEAN UP ASSISTANCE EXP	5,000	0.00	702.80	0.00	4,297.20	14.06
001-436-354-00 HOUSING ENFORCEMENT	30,000	2,950.00	8,265.57	1,000.00	20,734.43	30.89
TOTAL COMMODITIES	35,000	2,950.00	8,968.37	1,000.00	25,031.63	28.48
TOTAL HOUSING	35,000	2,950.00	8,968.37	1,000.00	25,031.63	28.48
ZONING						
=====						
SALARIES & BENEFITS						
001-437-103-00 ZONING SALARY	37,035	4,290.45	12,874.55	0.00	24,160.45	34.76
001-437-104-00 ZONING F.I.C.A.	2,840	328.23	984.93	0.00	1,855.07	34.68
001-437-105-00 ZONING HEALTH INS	6,200	325.50	2,448.90	0.00	3,751.10	39.50
001-437-106-00 ZONING RETIREMENT	3,710	429.06	1,287.50	0.00	2,422.50	34.70
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	49,785	5,373.24	17,595.88	0.00	32,189.12	35.34
CONTRACTUAL SERVICES						
001-437-214-00 TRAVEL EXPENSE	1,450	222.88	454.72	0.00	995.28	31.36
001-437-221-00 ZONING TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	70.14	329.92	0.00	1,420.08	18.85
TOTAL CONTRACTUAL SERVICES	4,200	293.02	784.64	0.00	3,415.36	18.68

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001-GENERAL FUND

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-437-341-00 ZONING SUPPLIES	1,500	0.00	75.99	0.00	1,424.01	5.07
TOTAL COMMODITIES	1,500	0.00	75.99	0.00	1,424.01	5.07
TOTAL ZONING	55,485	5,666.26	18,456.51	0.00	37,028.49	33.26
ELECTION						
=====						
SALARIES & BENEFITS						
001-438-103-00 ELECTION SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
001-438-230-00 ELECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTION	0	0.00	0.00	0.00	0.00	0.00
DATA PROCESSING						
=====						
CONTRACTUAL SERVICES						
001-439-230-00 DATA PROCESSING	24,000	2,168.70	13,380.71	0.00	10,619.29	55.75
TOTAL CONTRACTUAL SERVICES	24,000	2,168.70	13,380.71	0.00	10,619.29	55.75
CAPITAL OUTLAY						
001-439-459-00 DATA PROCESSING CAPITAL O	12,000	385.84	4,345.20	0.00	7,654.80	36.21
TOTAL CAPITAL OUTLAY	12,000	385.84	4,345.20	0.00	7,654.80	36.21
NON-OPERATING EXPENSES						
001-439-670-00 RDT SERVER ACCRD INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL DATA PROCESSING	36,000	2,554.54	17,725.91	0.00	18,274.09	49.24

CITY HALL
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SALARIES & BENEFITS						
001-440-103-00 CITY HALL JANITOR SALARY	37,000	3,758.88	11,242.26	0.00	25,757.74	30.38
001-440-104-00 CITY HALL FICA	2,831	285.30	851.03	0.00	1,979.97	30.06
001-440-105-00 CITY HALL JANITOR INSURAN	2,100	285.50	1,201.15	0.00	898.85	57.20
001-440-106-00 CITY HALL INSURANCE & BON	3,700	375.89	1,124.23	0.00	2,575.77	30.38
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	45,631	4,705.57	14,418.67	0.00	31,212.33	31.60

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

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-440-213-00 CITY HALL UTILITIES	21,000	1,152.80	6,412.38	0.00	14,587.62	30.54
001-440-216-00 CITY HALL MAINTENANCE & R	6,000	161.65	1,669.91	0.00	4,330.09	27.83
001-440-226-00 CITY HALL INSURANCE & BON	1,500	66.11	310.97	0.00	1,189.03	20.73
TOTAL CONTRACTUAL SERVICES	28,500	1,380.56	8,393.26	0.00	20,106.74	29.45
COMMODITIES						
001-440-341-00 CITY HALL SUPPLIES	1,000	15.11	188.28	39.63	772.09	22.79
TOTAL COMMODITIES	1,000	15.11	188.28	39.63	772.09	22.79
CAPITAL OUTLAY						
001-440-459-00 CITY HALL CAPITAL	160,100	0.00	5,070.97	0.00	155,029.03	3.17
TOTAL CAPITAL OUTLAY	160,100	0.00	5,070.97	0.00	155,029.03	3.17
CONTRIBUTIONS						
001-440-570-00 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 CITY HALL	235,231	6,101.24	28,071.18	39.63	207,120.19	11.95
MUN FINANCE CONTRIB						
=====						
SALARIES & BENEFITS						
001-444-000-00 TRANSF TO MUN FINANC STAB	100,000	100,000.00	100,000.00	0.00	0.00	100.00
001-444-000-01 TRANSF TO FLOOD CONTROL	70,000	70,000.00	70,000.00	0.00	0.00	100.00
TOTAL SALARIES & BENEFITS	170,000	170,000.00	170,000.00	0.00	0.00	100.00
CONTRIBUTIONS						
001-444-566-00 CONTRIBUTION TO RAINY DAY	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 MUN FINANCE CONTRIB	170,000	170,000.00	170,000.00	0.00	0.00	100.00
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
001-550-676-00 BAD DEBT EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

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001-GENERAL FUND

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-565-230-00 ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
CONTINGENCY						
=====						
CONTRIBUTIONS						
001-699-568-00 CONTINGENCY COUNCIL DETER	26,490	0.00	0.00	0.00	26,490.00	0.00
TOTAL CONTRIBUTIONS	26,490	0.00	0.00	0.00	26,490.00	0.00
TOTAL CONTINGENCY	26,490	0.00	0.00	0.00	26,490.00	0.00
POLICE						
=====						
SALARIES & BENEFITS						
001-700-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-700-103-00 POLICE DEPT. SALARIES	752,360	82,331.16	239,856.51	0.00	512,503.49	31.88
001-700-103-25 POLICE DEPT PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-104-00 POLICE DEPT. FICA TAX	57,556	5,932.75	17,783.27	0.00	39,772.73	30.90
001-700-105-00 POLICE DEPT. GROUP INSURA	100,000	5,972.25	45,387.25	0.00	54,612.75	45.39
001-700-106-00 POLICE DEPT. RETIREMENT	75,236	7,499.48	22,570.96	0.00	52,665.04	30.00
001-700-106-25 POLICE RET PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-108-00 RECOVERY GRANT OVERTIME E	0	0.00	0.00	0.00	0.00	0.00
001-700-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	985,152	101,735.64	325,597.99	0.00	659,554.01	33.05
CONTRACTUAL SERVICES						
001-700-211-00 POLICE DEPT. TELEPHONES	11,000	1,018.80	4,218.59	0.00	6,781.41	38.35
001-700-213-00 POLICE DEPT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-700-214-00 POLICE DEPT. TRAVEL EXPEN	3,000	507.36	507.36	0.00	2,492.64	16.91
001-700-221-00 POLICE DEPT. TRAINING	15,500	0.00	1,408.23	0.00	14,091.77	9.09
001-700-221-01 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-700-225-00 POLICE DEPT. UNIFORM MAIN	500	0.00	0.00	0.00	500.00	0.00
001-700-226-00 POLICE DEPT. INSURANCE &	40,000	2,965.08	17,034.87	0.00	22,965.13	42.59
001-700-233-00 POLICE DEPT. CRIMINAL INV	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	72,000	4,491.24	23,169.05	0.00	48,830.95	32.18
COMMODITIES						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	29,800	1,101.28	7,420.28	0.00	22,379.72	24.90
001-700-341-01 POLICE HMLAND GRANT RADIO	0	0.00	0.00	0.00	0.00	0.00
001-700-341-02 POLICE GRANT-(AUDIO SURVE	0	0.00	0.00	0.00	0.00	0.00
001-700-341-03 POLICE GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-700-341-04 CVR-LET-RJ FEES EXPENSED	10,000	833.00	1,376.86	0.00	8,623.14	13.77

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-700-341-05 POLICE VIPS EXPENSES	17,000	0.00	1,750.00	0.00	15,250.00	10.29
001-700-341-06 POLICE FORFEITURE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-700-343-00 POLICE DEPT. AUTO SUPPLIE	32,000	2,004.89	8,428.00	0.00	23,572.00	26.34
001-700-344-00 POLICE DEPT. FEEDING PRIS	0	0.00	0.00	0.00	0.00	0.00
001-700-345-00 POLICE DEPT. UNIFORMS	8,000	834.99	1,284.30	0.00	6,715.70	16.05
001-700-353-00 RECOVERY GRANT SOFT/HARDW	0	0.00	0.00	0.00	0.00	0.00
001-700-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	96,800	4,774.16	20,259.44	0.00	76,540.56	20.93
CAPITAL OUTLAY						
001-700-459-00 POLICE DEPT. NEW EQUIP.	127,856	7,706.80	65,109.50	0.00	62,746.50	50.92
TOTAL CAPITAL OUTLAY	127,856	7,706.80	65,109.50	0.00	62,746.50	50.92
CONTRIBUTIONS						
001-700-570-00 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
NON-OPERATING EXPENSES						
001-700-670-00 FORD NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-01 LEASE PYMNT CRUISER RDT	0	0.00	0.00	0.00	0.00	0.00
001-700-670-02 RDT LEASE CRUISER EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-03 NOTE PAYABLE INT POL CRUI	0	0.00	0.00	0.00	0.00	0.00
001-700-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,281,808	118,707.84	434,135.98	0.00	847,672.02	33.87
FIRE						
=====						
SALARIES & BENEFITS						
001-706-103-00 FIRE DEPT. SALARIES	567,000	47,056.73	142,071.72	0.00	424,928.28	25.06
001-706-104-00 FIRE DEPT. FICA TAX	43,475	3,590.67	10,831.93	0.00	32,643.07	24.92
001-706-105-00 FIRE DEPT. GROUP INSURANC	65,300	3,592.25	26,368.05	0.00	38,931.95	40.38
001-706-106-00 FIRE DEPT. GROUP RETIREME	54,450	4,340.39	13,127.64	0.00	41,322.36	24.11
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	730,225	58,580.04	192,399.34	0.00	537,825.66	26.35
CONTRACTUAL SERVICES						
001-706-211-00 FIRE DEPT. TELEPHONES	2,000	174.72	698.18	0.00	1,301.82	34.91
001-706-213-00 FIRE DEPT. UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-706-214-00 FIRE DEPT. TRAVEL EXPENSE	2,500	0.00	0.00	0.00	2,500.00	0.00
001-706-216-00 FIRE DEPT. MAINTENANCE	7,500	2,817.93	3,144.80	0.00	4,355.20	41.93
001-706-221-00 FIRE DEPT. TRAINING	10,000	0.00	0.00	0.00	10,000.00	0.00
001-706-226-00 FIRE DEPT. INSURANCE & BO	48,105	1,627.47	12,690.82	0.00	35,414.18	26.38
TOTAL CONTRACTUAL SERVICES	70,105	4,620.12	16,533.80	0.00	53,571.20	23.58

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<u>COMMODITIES</u>						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	22,500	635.52	1,666.56	0.00	20,833.44	7.41
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	25,000	1,681.16	9,366.97	0.00	15,633.03	37.47
001-706-345-00 FIRE DEPT. UNIFORMS	3,500	0.00	0.00	0.00	3,500.00	0.00
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	500	0.00	0.00	0.00	500.00	0.00
TOTAL COMMODITIES	51,500	2,316.68	11,033.53	0.00	40,466.47	21.42
<u>CAPITAL OUTLAY</u>						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	140,938	3,678.20	25,375.99	0.00	115,562.01	18.01
001-706-461-00 NEW FIRE STATION PAYMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	140,938	3,678.20	25,375.99	0.00	115,562.01	18.01
<u>CONTRIBUTIONS</u>						
001-706-570-00 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
<u>NON-OPERATING EXPENSES</u>						
001-706-670-00 FIRE TRK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
001-706-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FIRE	992,768	69,195.04	245,342.66	0.00	747,425.34	24.71
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DOG WARDEN - CONTRACTED
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<u>CONTRACTUAL SERVICES</u>						
001-707-230-00 DOG WARDEN CONTRACTED SER	1,100	0.00	0.00	0.00	1,100.00	0.00
TOTAL CONTRACTUAL SERVICES	1,100	0.00	0.00	0.00	1,100.00	0.00

TOTAL DOG WARDEN - CONTRACTED	1,100	0.00	0.00	0.00	1,100.00	0.00
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FLOOD CONTROL
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<u>CONTRACTUAL SERVICES</u>						
001-714-230-00 FLOOD CONTROL-RIVER CLEAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FLOOD CONTROL	0	0.00	0.00	0.00	0.00	0.00
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<u>CONTRACTUAL SERVICES</u>						
001-715-230-00 FIRE DEP CONTRACTED/HYDRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
<u>STREET</u> =====						
<u>SALARIES & BENEFITS</u>						
001-750-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-750-103-00 STREET DEPT. SALARIES	532,000	52,879.09	157,296.80	0.00	374,703.20	29.57
001-750-104-00 STREET DEPT. FICA TAX	40,698	4,037.86	11,990.61	0.00	28,707.39	29.46
001-750-105-00 STREET DEPT. GROUP INSURA	87,000	5,585.00	34,880.10	0.00	52,119.90	40.09
001-750-106-00 STREET DEPT. GROUP RETIRE	50,400	5,223.17	14,761.52	0.00	35,638.48	29.29
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	710,098	67,725.12	218,929.03	0.00	491,168.97	30.83

<u>CONTRACTUAL SERVICES</u>						
001-750-211-00 STREET DEPT. TELEPHONES	7,100	576.44	2,402.25	0.00	4,697.75	33.83
001-750-213-00 STREET DEPT. UTILITIES	12,800	2,340.94	7,025.89	0.00	5,774.11	54.89
001-750-215-00 CONTRIBUTION TO FLOWER CP	135,000	0.00	0.00	0.00	135,000.00	0.00
001-750-226-00 STREET DEPT. INSURANCE &	50,000	2,494.11	15,709.86	0.00	34,290.14	31.42
TOTAL CONTRACTUAL SERVICES	204,900	5,411.49	25,138.00	0.00	179,762.00	12.27

<u>COMMODITIES</u>						
001-750-341-00 STREET DEPT. MAT & SUPPLI	100,000	7,632.58	26,200.19	1,946.94	71,852.87	28.15
001-750-343-00 STREET DEPT. AUTO SUPPLIE	40,000	3,223.77	12,366.51	1,275.31	26,358.18	34.10
001-750-345-00 STREET DEPT. UNIFORMS	6,000	558.88	1,651.92	0.00	4,348.08	27.53
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	146,000	11,415.23	40,218.62	3,222.25	102,559.13	29.75

<u>CAPITAL OUTLAY</u>						
001-750-458-00 WALK TRAIL	0	0.00	0.00	0.00	0.00	0.00
001-750-458-01 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-750-458-02 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-03 DOG PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-04 TRANSPORTATION ENHANCE GR	0	0.00	0.00	0.00	0.00	0.00
001-750-458-05 STREET DEPT PROJECTS	196,515	18,921.03	52,291.81	2,723.04	141,500.15	28.00
001-750-458-06 PROJECTS STREET DEPT MISC	0	0.00	0.00	5,076.50 (5,076.50)	0.00
001-750-458-07 LWCF/ NORTH BUCK. PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-08 GATEWAY WEST GRANT EXPENS	0	217.98	217.98	0.00 (217.98)	0.00
001-750-459-00 STREET DEPT. CAPITAL OUTL	98,100	12,408.32	41,785.12	128,899.00 (72,584.12)	173.99
001-750-459-22 PROPERTY PAYMENT MUDLICK	117,300	9,774.80	39,069.20	0.00	78,230.80	33.31
001-750-459-99 STREET PV JE-RDT	0	0.00	0.00	0.00	0.00	0.00
001-750-461-00 STREET PAVING	282,000	55,800.00	56,152.59	0.00	225,847.41	19.91
TOTAL CAPITAL OUTLAY	693,915	97,122.13	189,516.70	136,698.54	367,699.76	47.01

001-GENERAL FUND % OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-750-570-00 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
NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00
001-750-670-04 RDT RECORD LEASE PMNT RAM	0	0.00	0.00	0.00	0.00	0.00
001-750-670-05 NOTE PAYABLE INT EXP CONC	0	0.00	0.00	0.00	0.00	0.00
001-750-670-06 N/P INT EXP ENTERPRISE RA	0	0.00	0.00	0.00	0.00	0.00
001-750-672-00 N/P INT 2020 BOND MUDLICK	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL STREET	1,754,913	181,673.97	473,802.35	139,920.79	1,141,189.86	34.97
STREET LIGHTS =====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	70,000	5,480.29	21,982.02	0.00	48,017.98	31.40
TOTAL CONTRACTUAL SERVICES	70,000	5,480.29	21,982.02	0.00	48,017.98	31.40
TOTAL STREET LIGHTS	70,000	5,480.29	21,982.02	0.00	48,017.98	31.40
TRAFFIC SIGNALS & SIGNS =====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	3,500	239.08	916.77	0.00	2,583.23	26.19
001-752-230-00 SIGNS & SIGNALS	16,000	0.00	457.79	0.00	15,542.21	2.86
TOTAL CONTRACTUAL SERVICES	19,500	239.08	1,374.56	0.00	18,125.44	7.05
TOTAL TRAFFIC SIGNALS & SIGNS	19,500	239.08	1,374.56	0.00	18,125.44	7.05
SNOW REMOVAL =====						
COMMODITIES						
001-753-341-00 SNOW REMOVAL	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL COMMODITIES	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL SNOW REMOVAL	20,000	0.00	0.00	0.00	20,000.00	0.00

001-GENERAL FUND % OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	15,000	0.00	7,500.00	0.00	7,500.00	50.00
TOTAL CONTRIBUTIONS	15,000	0.00	7,500.00	0.00	7,500.00	50.00
TOTAL AIRPORT	15,000	0.00	7,500.00	0.00	7,500.00	50.00
PUBLIC TRANSIT =====						
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	10,000	0.00	5,000.00	0.00	5,000.00	50.00
TOTAL CONTRIBUTIONS	10,000	0.00	5,000.00	0.00	5,000.00	50.00
TOTAL PUBLIC TRANSIT	10,000	0.00	5,000.00	0.00	5,000.00	50.00
HEALTH DEPT =====						
CONTRIBUTIONS						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	0.00	2,500.00	0.00	2,500.00	50.00
TOTAL CONTRIBUTIONS	5,000	0.00	2,500.00	0.00	2,500.00	50.00
TOTAL HEALTH DEPT	5,000	0.00	2,500.00	0.00	2,500.00	50.00
STORM WATER =====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	150,000	75,000.00	75,000.00	0.00	75,000.00	50.00
TOTAL COMMODITIES	150,000	75,000.00	75,000.00	0.00	75,000.00	50.00
TOTAL STORM WATER	150,000	75,000.00	75,000.00	0.00	75,000.00	50.00
PARK 25% TO CPWB =====						
SALARIES & BENEFITS						
001-900-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00

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

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	34,500	2,708.18	10,471.03	0.00	24,028.97	30.35
TOTAL COMMODITIES	34,500	2,708.18	10,471.03	0.00	24,028.97	30.35
CONTRIBUTIONS						
001-900-570-00 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 PARK 25% TO CPWB	34,500	2,708.18	10,471.03	0.00	24,028.97	30.35
CVB 75% TO CVB =====						
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	80,500	6,319.09	24,432.36	0.00	56,067.64	30.35
TOTAL CONTRACTUAL SERVICES	80,500	6,319.09	24,432.36	0.00	56,067.64	30.35
TOTAL CVB 75% TO CVB	80,500	6,319.09	24,432.36	0.00	56,067.64	30.35
ARTS & HUMANITIES =====						
CONTRACTUAL SERVICES						
001-906-216-00 THEATRE MAINTENANCE/UTILI	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
CAPITAL OUTLAY						
001-906-450-01 THEATRE BUILDING	20,000	1,777.21	13,829.23	399.82	5,770.95	71.15
001-906-459-00 THEATRE CAPITAL	89,000	5,574.42	22,680.42	406.05	65,913.53	25.94
001-906-459-01 CULTURE ARTS GRANT (ADA T	20,000	0.00	20,000.00	0.00	0.00	100.00
TOTAL CAPITAL OUTLAY	129,000	7,351.63	56,509.65	805.87	71,684.48	44.43
TOTAL ARTS & HUMANITIES	139,000	7,351.63	56,509.65	805.87	81,684.48	41.23
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

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

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

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	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 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	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	173.23	3,625.09	27.50
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	173.23	47,987.66	13.14
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

11-03-2021 07:50 PM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: OCTOBER 31ST, 2021					
001-GENERAL FUND	% OF YEAR COMPLETED: 33.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL STOCKERT YOUTH CENTER	401,075	27,526.10	151,084.86	173.23	249,816.91	37.71
CONVENTION CENTER =====						
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	13,404.00	0.00	26,846.00	33.30
TOTAL CAPITAL OUTLAY	40,250	3,351.00	13,404.00	0.00	26,846.00	33.30
TOTAL CONVENTION CENTER	40,250	3,351.00	13,404.00	0.00	26,846.00	33.30
HISTORIC LANDMARKS =====						
CONTRACTUAL SERVICES						
001-911-223-00 HISTORIC LAND MARK EXPENS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL HISTORIC LANDMARKS	0	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY =====						
CONTRACTUAL SERVICES						
001-976-213-00 SAFETY COMPLEX UTILITIES	24,000	199.55	5,383.86	0.00	18,616.14	22.43
001-976-216-00 SAFETY COMPLEX MAINT	16,000	149.25	502.29	0.00	15,497.71	3.14
001-976-226-00 SAFETY COMPLEX INSURANCE	9,000	0.00	1,212.46	0.00	7,787.54	13.47
TOTAL CONTRACTUAL SERVICES	49,000	348.80	7,098.61	0.00	41,901.39	14.49
CAPITAL OUTLAY						
001-976-459-35 FEMA GRANT#2 GENERATOR EX	0	1,506.60	29,680.20	0.00	29,680.20	0.00
001-976-459-36 FEMA GRANT#1 GENERATOR EX	0	0.00	0.00	0.00	0.00	0.00
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	1,506.60	29,680.20	0.00	29,680.20	0.00
TOTAL PUBLIC SAFETY	49,000	1,855.40	36,778.81	0.00	12,221.19	75.06
TOTAL EXPENDITURES	6,018,151	697,133.96	1,946,689.74	142,939.52	3,928,521.74	34.72
REVENUE OVER/(UNDER) EXPENDITURES	(1,306,045)	(244,530.75)	(152,709.93)	(142,939.52)	(1,010,395.55)	22.64

F.3 Approval Revised Resolution 2021-09 Budget Revision #2 General Fund FY 2021/22 -
Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.3. Amby Jenkins explained the revision that needed to be made and recommended the City Council approve the revisions.

Motion to approve the Revised Resolution 2021-09 Budget Revision #2 General Fund FY 2021/22 was made by Rylands/Sanders. Roll Call Vote followed as:

Rylands - Yes
Thomas - Yes
Reger - Yes

Lewis-Sines - Yes
Sanders - Yes
Skinner - Yes

Motion carried.

RESOLUTION 2021-09

At a regular session of the municipal council, held November 4, 2021, 2021 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (GENERAL FUND) of the City of Buckhannon. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number #2, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by C J Rylands, and duly seconded by Randall W. Sanders the vote thereon was as follows:

SHELIA SINES	<u>on phone - verbal</u>	<u>Yes</u> or No
PAMELA BUCKLEW	<u>Absent</u>	Yes or No
JACK REGER	<u>Phil Reger</u>	<u>Yes</u> or No
C J RYLANDS		<u>Yes</u> or No
J DAVID THOMAS		<u>Yes</u> or No
RANDALL SANDERS	<u>RANDALL SANDERS</u>	<u>Yes</u> or No
ROBERT SKINNER	<u>Robert Skinner</u>	<u>Yes</u> or No

WHEREUPON, RECORDER-RANDALL SANDERS, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the RECORDER is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

LGSD BR (Ver: 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

Fiscal Year Budget: **06/30/2022**

Fund: **1**

Revision Number: **2**

Pages: **1 of 1**

City of Buckhannon

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Amberlie Jenkins**

Phone: **304-472-1651**

Fax: **304-472-0934**

Email: **amby.jenkins@buckhannonwv.org**

70 E Main St

STREET OR PO BOX

Buckhannon

CITY

26201

ZIP CODE

Municipality

Government Type

REVENUES: (net each acct.)					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
362	Charges to Other Entities	136,200	12,000		148,200
366	State Government Grants	72,000	2,231,509		2,303,509
369	Contributions from other Funds - Must Provide Explanation below	1,361,366	177,725		1,539,091
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)	2,421,234
Explanation for Account # 378, Municipal Specific:	
Explanation for Account # 369, Contributions from Other Funds:	From Sales Tax for Equipment,event,study

EXPENDITURES: (net each account category)					
(WV CODE 7-1-9)					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	235,250	18,000		253,250
410	City Council	28,940	725		29,665
699	Contingencies*	26,490		8,000	18,490
750	Streets and Highways	1,754,913	154,000		1,908,913
976	Public Safety		2,231,509		2,231,509
907	Youth Program	401,075	25,000		426,075
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			2,421,234		

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date:

AUTHORIZED SIGNATURE OF ENTITY

11/4/21

APPROVAL DATE

General Fund Budget Revision2 11-4-21 revised from 10-7-21					
		original budget	adjustment	proposed budget	
Expenses					
001-409-223-00	Professional Services	\$ 11,000.00	\$ 10,000.00	\$ 21,000.00	\$10T JHConsult(original budget \$5T for JHConsult); \$5T CPA; \$5T lawsuit deductible
001-409-341-05	Event Expense	\$ 39,000.00	\$ 8,000.00	\$ 47,000.00	\$25T StrawFest;\$5T FastFri; \$6T Fireworks;\$3T Wamsb travel; NEW IS \$5T Christmas dec; \$2000 to BBQ; \$1000 to Chamber for sponsorship
001-410-459-00	Council Cap.Outlay	\$ -	\$ 725.00	\$ 725.00	725 sound equip jawbone
001-699-568-00	Council contingency	\$ 26,490.00	\$ (8,000.00)	\$ 18,490.00	Toward \$5T Christmas Decor; \$2T BBQ; \$1T Chamber
001-750-459-00	Street Dept Capitol	\$ 98,100.00	\$ 154,000.00	\$ 252,100.00	\$129TWheel Loader appr by CC sep2021; \$25T slide by side CC apprvd advertise
001-976-459-35	FEMA GRANT#2 Generator Exp		\$ 1,052,465.00	\$ 1,052,465.00	
001-976-459-36	FEMA GRANT#1 Generator Exp		\$ 1,179,044.00	\$ 1,179,044.00	
001-907-459-00	SYCC Capitol Outlay	\$ 34,500.00	\$ 25,000.00	\$ 59,500.00	\$3900 RecDesk;NEW\$25T bus;\$14.5 Asbestos removal;\$10T debris removal
				\$ -	
			\$ 2,421,234.00		
Revenues					
001-362-000-09	SYC Donations	\$ 2,000.00	\$ 12,000.00	\$ 14,000.00	donation from River Valley CDS used toward bus purchase apprvd by CC 8-19-21
001-366-000-35	FEMA Generator Grant #2		\$ 1,052,465.00	\$ 1,052,465.00	Grants approved in previous yrs. Should have all expensed this year. Grant 1
001-366-000-36	FEMA Generator Grant #1		\$ 1,179,044.00	\$ 1,179,044.00	Grant 1 is for sewer plant, raw water intake, Public Safety Complex generators
001-369-000-02	Contribution From SalesTax	\$ 1,361,566.00	\$ 177,725.00	\$ 1,539,291.00	Grant 2 is for 16 sewer sites ie;booster stations& water plant generator
			\$ 2,421,234.00		

F.4 Set/Approval 2022 Holiday Schedule - Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.4. Amby Jenkins reviewed the proposed 2022 City of Buckhannon Holiday Schedule with the City Council.

Motion to approve the 2022 City of Buckhannon Holiday Schedule as presented was made by Rylands/Lewis-Sines. Motion carried.

2022 Holiday's

December 31, 2021	Friday	New Year's Day 2022 (Observed)
January 17, 2022	Monday	Martin Luther King, Jr. Day
February 21, 2022	Monday	Presidents' Day
April 15, 2022	Friday	Good Friday
May 10, 2022	Tuesday	Primary Election Day
May 30, 2022	Monday	Memorial Day
June 20, 2022	Monday	West Virginia Day & Juneteenth Day observed
July 4, 2022	Monday	Independence Day
September 5, 2022	Monday	Labor Day
October 10, 2022	Monday	Columbus Day
November 8, 2022	Tuesday	General Election Day
November 11, 2022	Friday	Veteran's Day
November 24, 2022	Thursday	Thanksgiving Day
November 25, 2022	Friday	Thanksgiving Friday
December 26, 2022	Monday	Christmas Day (observed)
January 2, 2023	Monday	New Year's 2023 (observed)

F.6 Approval Municipal Home Rule Pilot Program 2021 Progress Report - Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.6. Amby Jenkins reviewed the proposed Municipal Home Rule Pilot Program 2021 Progress Report with the City Council. **Motion to approve the Municipal Home Rule Pilot Program 2021 Progress Report was made by Sanders/Rylands.** Discussion: Mr. Thomas asked if we could still revisit the manner in which we are funding the three new firefighters that are being hired and the answer from Amby was yes.

The Mayor gave a call for the question and without objection the vote took place and the motion passed unanimously.

MUNICIPAL HOME RULE PROGRAM 2021 PROGRESS REPORT

CITY OF BUCKHANNON

West Virginia State Code §8-1-5a (m) provides:

“Commencing December 1, 2015, and each year thereafter, each participating municipality shall give a progress report to the Municipal Home Rule Board and commencing January 1, 2016, and each year thereafter, the Municipal Home Rule Board shall give a summary report of all the participating municipalities to the Joint Committee on Government and Finance.”

The Municipal Home Rule Board has developed this standard format for Home Rule Program participating municipalities to prepare and submit their respective Annual Progress Reports. The intent of this standard format is to gather and compile information in a consistent, easily understood, and efficient manner that will be used to develop a concise and practical summary report to the Joint Committee on Government and Finance.

Annual Progress Reports must be submitted electronically as an individual file in PDF format no later than the close of business on the first business day of December, by emailing to WV Municipal Home Rule Board at MunicipalHomeRule@wv.gov.

A. General Information	
Name of Municipality:	
Certifying Official: Robert Skinner III	Title: Mayor
Contact Person: Amberle Jenkins	Title: Assistant Recorder
Address: 70 E Main St	
City, State, Zip: Buckhannon WV 26201	

Telephone Number: 304-472-1651	Fax Number: 304-472-0934	
E-Mail Address: amby.jenkins@buckhannonwv.org		
2010 Census Population: 5639		
B. Municipal Classification <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input checked="" type="checkbox"/> Class III <input type="checkbox"/> Class IV		
C. Attest I hereby confirm that I am the authorized official for this municipality and certify that the information submitted herein and attached hereto is true and accurate and that this report addresses each and every initiative included in the original Home Rule Pilot Program Plan Application for this municipality and any subsequent amendments, if applicable.		
Type Name of Certifying Official	Signature of Certifying Official	Date

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Property Nuisance Abatement – Tax Lien – On-Site Citations
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? July 19, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance. We continue to have had success with on-site citations and cite residents that ignore warnings. We have had no success in trying to place a tax lien on the property. See narrative in “lessons learned” below. The on-site citations helps with persons that live in the area to help remediate un-kept and vacant properties. After receiving a small grant, we called “Good Neighbor Grant” which was used toward persons that met criteria to help pay for disposal of waste. The City saw success in this as well and have budgeted city funds to continue this practice. Threat of citation give incentive to clean up and grant helps those that struggle financially. Resident is more apt to clean up the property.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

More Legislative action needs taken to make County Assessors and their software vendor recognize the benefit to this strategy. Tax liens have proven to be challenging. The Upshur County Assessor will not place the liens on the property taxes because Software Solutions, the company that controls the tax software will not recognize this as a tax lien. Until they are directed to do so in writing by state law or State Auditor the liens will not be recognized or placed on the property. The City of Buckhannon has lost several thousand dollars. The City of Buckhannon has placed liens on properties, but if the property is sold at a tax sale our liens are not recognized either. In 2019 two representatives from the city bid on properties that had city liens. It appears the city now holds title to them. These are being remedied and the property sold. Profits will be used toward continued property remediation.

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application. Each non-tax related initiative must have a separate page.

Initiative: Part-time police officer and expanding maximum age.			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input type="checkbox"/> Administration	<input checked="" type="checkbox"/> Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when was the ordinance enacted? August 21, 2016			
If no, please describe challenges faced in enacting the related ordinance(s)			
<p>SUCSESSES – In the space below, please provide a brief narrative highlighting successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>Council authorized hiring a part time police officer in May 2017. This was an asset until June 2020. The certified part time officer could no longer serve in that capacity. The process to advertise, hire, train and certify a full time police officer is lengthy. The process to recruit then train and certify an officer takes six to 12 months. A part time police officer can fill the void and continue police services without putting more burden on existing staff. However, filling that position is a challenge at this time. This year Buckhannon shifted the funds that would have been allocated toward the part time position to the City Attorney to take additional time to handle CALEA certification management. Buckhannon may still utilize the part time certified officer position in the future as it is a valuable tool.</p>			

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Recently it has been difficult to retain a certified part time police officer.

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application. Each non-tax related initiative must have a separate page.

Initiative: Online Sale or Disposition of Municipal Property
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization X Administration <input type="checkbox"/> Personnel <input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application X or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? December 15, 2016
If no, please describe challenges faced in enacting the related ordinance(s)
SUCSESSES – In the space below, please provide a brief narrative highlighting successes realized through the implementation of this initiative and any metrics used to track performance. In the 2020 report we noted that he first online auction was held in 2019. All of our departments compiled a list of surplus equipment to be auctioned. We drafted an RFP to select an auctioneer. JJ Kane Auctioneers was awarded our auction service. This proved very successful. It exposed our items to a much larger audience. We received over \$61,000 for all of our departments, in combined revenue. We did not hold an auction in 2020 or 2021. We will hold another auction when we have an inventory of items that need disposed.

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

It was beneficial to solicit an auctioneer. Each auctioneer charge differently for their services. Also, our auctioneer was experienced, and helped us with the whole process.

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application. Each non-tax related initiative must have a separate page.

Initiative: Change hours that non-intoxicating beer, wine and alcoholic liquor may be sold or dispensed from 1:00 pm to 10:00 am on Sundays in the City of Buckhannon
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization <input type="checkbox"/> Administration <input type="checkbox"/> Personnel X Other
Was this non-tax initiative a part of your original plan application yes or NoX a plan amendment X?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? March 2, 2017
If no, please describe challenges faced in enacting the related ordinance(s)

SUCCESES – In the space below, please provide a brief narrative highlighting successes realized through the implementation of this initiative and any metrics used to track performance.

The purpose of this initiative was to attract persons to downtown area for social gatherings at our local businesses that serve non-intoxicating beer, wine and alcoholic liquor on Sunday morning.

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

There was some public opposition to this, however, we have not experienced any negative affects to this measure. The pandemic greatly reduce social gatherings in 2020 and 2021.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Enterprise Zones-Municipal Real and Personal Property Rebates
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? August 16, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance. As of this date, No revenues have been realized through this initiative.
SUCCESES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.

No business has taken advantage of this at this time.

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Municipal Sales Tax and reduction of B&O tax
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment YesX or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? Home Rule-Nov 1,2018, Sales Tax-Feb 7, 2019
If no, please describe challenges faced in enacting the related ordinance(s).
<p>REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance.</p> <p>B&O was reduced. In addition to the already existing \$1,000.000.00 exemption, the tiered rates were reduced from \$0.25 per hundred to \$0.20 per hundred and \$0.50 per hundred to \$0.45 per hundred. Received \$449692 January 2021; \$430,077 April 2021; \$548,070 July, 2021; \$476,897 October 2021 The City originally expected approximately \$1.2 million per year in revenues.</p>
<p>SUCCESES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.</p> <p>The first receipt of sales tax came in 2020. The last two years show a very brief summary of items that sales tax was instrumental in obtaining.</p> <p>Parks:</p> <ul style="list-style-type: none">• Property purchase for additional space to Jawbone Park, utilized for many public events• In the past two years \$155,000 was designated to be contributed toward operations in our parks and mowing of the cemetery <p>Police Department:</p> <ul style="list-style-type: none">• In-car and Body cameras financed• K-9 purchased for department• Three new cruiser financed and continued payments on five other cruisers. We are able to rotated financed cruisers out through a lease program. This ensures reliable cruisers for department use• Tasers purchased• Police software annual maintenance• CALEA Accreditation was achieved through the help that funds were available for needed expenses to certify the department <p>Fire Department:</p> <ul style="list-style-type: none">• Budgeted for three new fire fighters. Two of them will be hired in December 2021.• Turn out gear• A new fire truck was ordered in 2020, but delivery has been delayed. It will be financed• Thermal drone camera purchased• LED Light upgrade was made to fire station• Exercise equipment obtained for fire fighters work out room• Training and reporting software purchased• Medical equipment• Funds have been budgeted for upgrades to the Public Safety Complex for outdoor lighting and repairs. <p>Street Department:</p>

<ul style="list-style-type: none">• Concrete truck and silo was financed. We have seen a savings owning this in-house for small concrete jobs.• A wheel loader and side-by-side was ordered in October 2021.• Paving projects in Smithfield, Lightburn, Gum• Street Projects for Spring Street and Kanawha, was a large project that entailed upgrade to the storm water infrastructure, sidewalk replacement, and paving of the streets. This project should be completed by the end of 2021.• Property and buildings purchased on the Mudlick Road. The Street Department functions were moved to this complex and will be shared with the Waste Collection Department. The Health Department was in need of space and they are temporarily located in an area of one of the existing buildings for a very low rental fee. <p>Stockert Youth Center:</p> <ul style="list-style-type: none">• Property purchased for future site of additional building that will be a multi-purpose building for both Stockert Youth Center activities and community activities.• Software obtained to help track various youth activities• Computers• New fire alarm installed in existing building• Entry Door upgrades and security system in existing building.
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p>

F.8 Approval of the Expense of COVID Block Grant Money Designated for the City through Upshur County Commission - Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.8. Amby Jenkins noted the Upshur County Commission is still holding \$3,663.00 from the COVID Block Grant Money. She noted that we had hoped to put it towards a new sound system for the Council Chambers. It was suggested that we table a final decision on its use until another meeting. No action was necessary at this time.

F.9 Approval Use of Office Space at City Hall for the WAMSB Event Planning - Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.9. Both Amby Jenkins and Recorder Randy Sanders explained that it would be beneficial to have an office in City Hall for the WAMSB Buckhannon Host Committee, Inc., to use as they continue their work organizing the World Association of Marching Show Bands 2023 World Championships. Amby has an area in the basement that is not being used that will work.

Motion to approve the use of office space at City Hall for the WAMSB Event Planning was made by Rylands/Reger. Motion carried noting that Mr. Sanders had abstained as he is a member of the WAMSB Buckhannon Host Committee, Inc.

F.10 Approval for Vincent Smith, Code Enforcement Officer, to attend the Upshur County Tax Lien Property Sale - Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.10. Amby Jenkins explained that it would be a good idea to have Vincent Smith, the City of Buckhannon’s Code Enforcement Officer, attend the upcoming Upshur County Tax Lien Property Sale.

Motion to approve Vincent Smith, City of Buckhannon Code Enforcement Officer, to attend the Upshur County Tax Lien Property Sale was made by Rylands/Thomas. Motion carried.

C.3 Fire Chief- JB Kimble - Chief Kimble provided the following report to City Council:

**Buckhannon City Council
November 4, 2021
Fire Department Report**

- September 2021 Department activity
- YTD Department activity

- Christmas Parade/First Friday in December - No “make believe” Santa’s are allowed in the parade - only the real Santa Claus will appear in the parade. Discussion took place regarding Santa traveling through town on a Fire Truck, subject to his availability
- District mapping
- Working with insurance to replace destroyed equipment
- Planning live burn training
- Request from Philippi Fire Department for mutual aid
- Agreement with BOE, bus donated
- Volunteer awards banquet
- Recruitment Volunteer/Career
- Talk about education reimbursement possibilities

Hot wash notes

Incident 1017, CAD# 16578

23 East Main Street

10-5-2021

- Initial staffing was an issue, no two in-two out.
- Size of the building mix occupancy, not enough staffing to do an adequate search of apartments and business areas.
- Apparatus placement was good.
- Water supply was very adequate.
- Communications was troubling due to multiple counties involved. Lewis County Company 1 does not have IRP portables.
- Accountability was an issue.
- Urgent call was not heard by IC, it went to a Mayday call.
- Engine 6 operator couldn’t provide water to Truck 11, Station 1 had to pump the truck initially. A non-trained individual was pumping it.
- Junior Fire Dept. responded 4 members, two of which had full beards.
- Aerial operations went well.
- Some members of mutual aid departments were not trained.
- Some members of mutual aid departments were not geared up to do operations
- City and County officials were very good about getting drinks and food for responders
- OEM worked well with Red Cross to get assistance to individuals
- Water department was on scene to stay ahead of any issues
- Crowd control was a concern
- EMS did a good job with rehab

Recommendations for Improvement

- Improved staffing levels to meet quicker Effective Response Force (ERF) guidelines
- Continue to update Pre-planning on multi use buildings
- Continue to work with the water department to stay current on fire flow
- Improve training on accountability
- Work with out of county departments to improve communications
- Provide training on pump operations
- Provide basic firefighter skills training
- Purchase ear pieces for radios, this will allow incident command (IC) to focus on radio traffic
- To communicate to Law Enforcement the need to remove non-operational individuals from the hot-zone

Philippi Volunteer Fire Department
Chief Dave Utt
PO Box 870
Philippi, WV 261416
10/7/2021

Buckhannon Fire Department
Chief Kimble
22 S Florida St
Buckhannon, WV 26201

Chief Kimble and the City of Buckhannon,

It is my request, as Chief of Philippi Fire Department that Buckhannon Fire Department run automatic mutual aid in outlying portions of the county along Route 119. I am making this request due to man power shortages in the volunteer fire service in general.

Any questions, feel free to reach out.

Respectfully,
Dave Utt
Fire Chief

Mr. Rylands asked about the training center that has been discussed and if there were any seminars that our representatives could attend, or other facilities that we could tour that could be helpful in planning for a new facility. The Chief will look into these opportunities. Mr. Rylands also asked about Knox Boxes and if we can utilize those in the downtown area. The Chief reported that there are about 40 in use in our community now and he will explore the costs and get us more information.

F.7 Approval to Donate the Buckhannon Fire Department’s Old Scissor Lift to the Fred W. Eberle Technical Center - Without objection, the Mayor moved to the table Strategic Issues for Discussion and/or Vote Item F.7. Chief Kimble explained the reasoning for donating the Buckhannon Fire Department’s Old Scissor Lift to the Fred W. Eberle Technical Center. Mr. O’Neill has written up a release of liability to cover all concerns.

Motion to approve the donation of the Buckhannon Fire Department’s old scissor lift to the Fred W. Eberle Technical Center was made by Reger/Rylands. Motion carried.

Release Form

The Fred W Eberle Technical Center, hereinafter referred to as FETC, henceforth and forever releases the City of Buckhannon, WV, and all their respective officers, directors, employees, agents, and members from any liability for any reason whatsoever in the acceptance of the following equipment.

Equipment: Blue Scissor Lift

FETC accepts the equipment “AS IS, WHERE IS”. The City of Buckhannon makes no warranties, expressed or implied, with respect to the equipment, and expressly disclaims all warranties, INCLUDING ANY WARRANTY OF MERCHANTANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE. FETC acknowledges that the City of Buckhannon has not made and does not hereby make any representation, warranty, or covenant with respect to the merchantability, condition, quality, description, durability, or suitability of the equipment in any respect or in any connection with or for the purpose of the Buyer.

FETC shall be fully responsible for the installation of the equipment and of any and all devices necessary for the proper operation and use of the equipment and shall be totally responsible for any training of operators and others as necessary in the property operation, use, application and maintenance of the equipment. The City of Buckhannon expressly disclaims any and all responsibility with respect to such matters.

FETC shall indemnify, defend, save and hold harmless, the City of Buckhannon, and all their respective officers, directors, employees, agents, and members from and against any and all claims, demands, losses, suits and judgements and all costs and expenses in connection therewith, including attorney’s fees, arising out of or in any way related to the equipment or this agreement, and including without limitation any of the foregoing involving allegations of negligence on the part of the City or any theory of Citys strict liability in tort.

FETC hereby agrees that none of the equipment has been placed in service by them until after this agreement has been signed.

For Fred Eberle Technical Center:

For the City of Buckhannon:

Signature

Signature

Name printed

Name printed

Title

Title

Date

Date

C.4 City Attorney - Tom O'Neill – Mr. O'Neill had no report at this time.

D. Correspondence & Information – The Mayor reviewed the following with Council:

D.1 Proclamations-Alpha Delta Kappa & National American Indian Heritage Month

MAYOR'S PROCLAMATION

Whereas, ALPHA DELTA KAPPA the international organization for women educators was founded in the summer of 1954 & now has 33 active chapters in West Virginia with 1,125 members; and,

Whereas, the Kappa Chapter comprised of women educators was organized & members were initiated in Clarksburg on October 9, 1959; and,

Whereas, ALPHA DELTA KAPPA is dedicated to educational excellence, altruism, world understanding, & recognition of outstanding women educators;

Whereas, ALPHA DELTA KAPPA supports numerous benevolent & philanthropic purposes including the Julia Kovach Memorial Project, Camp Kno Koma for children with diabetes, the St. Jude's Children Research Hospital, & the Alzheimer's Association; and,

Whereas, ALPHA DELTA KAPPA's major goals are to build a fraternal fellowship among educators contributing to their effectiveness in promoting excellence in education, to establish high standards of education, & to promote educational & charitable projects & activities thereby enriching the lives of individuals everywhere & assisting these individuals into happy, constructive, & fulfilling lives while sponsoring scholarships at the state & chapter levels to contribute to professional development; and,

Whereas, our City now desires to recognize **ALPHA DELTA KAPPA's** members for their many outstanding contributions to our community during their month of celebration in October.

NOW, THEREFORE, I, ROBERT NEAL SKINNER, III, MAYOR OF THE CITY OF BUCKHANNON, pursuant to the power & authority duly vested in me, do hereby proclaim Monday, October 25, 2021 to be "**ALPHA DELTA KAPPA DAY**" throughout our City of Buckhannon.

I further urge all of our residents to thank & commend **ALPHA DELTA KAPPA** & all of their members for their many contributions to education, the advancement & recognition of women educators, & philanthropic support efforts during their most special day.

Given under my hand & the official seal of
The City of Buckhannon, this 25th day of October, 2021

Robert Neal Skinner, III, Mayor

**PROCLAMATION
NATIONAL AMERICAN INDIAN HERITAGE MONTH**

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George H. W. Bush in 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as cultural, artistic, educational and historical activities should be planned;

NOW THEREFORE, I, Robert N. Skinner III, by virtue of the authority vested in me as Mayor of the City of Buckhannon do hereby proclaim **November as National American Indian Heritage Month in the City of Buckhannon**, and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Buckhannon to be affixed this 4th day of November, in the year of our Lord two thousand twenty one.

Robert N. Skinner III, Mayor
City of Buckhannon

D.2 Notice-City Hall Roof Repair to begin November 8, 2021 with hours of operation altered

<https://buckhannonwv.org/city-hall-roof-repairs-to-temporally-alter-city-hall-lobby-hours/>

November 4, 2021, BUCKHANNON, WV: Buckhannon City Hall will have a major roof repair project begin on Monday, November 8, 2021 and continue for 2 to 3 weeks, depending on weather conditions.

During the construction period, City Hall will be operating during its normal hours, Monday through Friday from 8:30 AM until 4:30 PM; however, no one will not be allowed to enter the building until 12:00 noon each day (this includes through the rear entrance).

The lobby will open at 12:00 noon and remain open until 4:30 PM until the project is complete. You are welcome to call City Hall at 304-472-1651, during these regular business hours, with your questions or concerns.

Thank you for your patience during this time period.

Randy Sanders
City of Buckhannon, WV
City Recorder & Information Coordinator
Chairman of WAMSB 2023 Organizing Committee
City Hall - 304/472-1651 Ext: 1052

D.3 PR: Upshur County Schools Donate Bus to the Buckhannon Fire Department

Upshur County school officials, transportation personnel, and firefighters from the Buckhannon Fire Department (BFD) gathered on October 28 at 10:00am to celebrate the donation of a retired school bus.

The out-of-service school bus will be used to provide educational training to emergency service providers in the event a school bus extrication would be necessary. The bus has fulfilled its life span based on West Virginia Department of Education (WVDE) transportation guidelines and the inability to update required safety programs.

Buckhannon Fire Chief, J.B. Kimble states, "The bus donation will benefit many local departments, who will have the opportunity to participate in a training course specific to school bus extrication. The course will be held on our grounds, but open to all emergency response departments throughout the state."

"Knowing that it can be difficult for fire departments to acquire a school bus for training, we are excited to be able to move forward with this donation. Emergency responders will enhance their training skills related to school bus extrication, which will help them understand what students need and the most appropriate way to get them out safely. These types of classes are very important, and we are proud to be able to be a part of these efforts.", shares Upshur County Schools Transportation Director, Jodie Akers.

"I am glad we could work together to provide this educational opportunity to our firefighters. It will help us to further ensure the safety of our team, students, and community members, should we ever need to conduct a bus extrication.", shares Kimble.

Dr. Sara Lewis-Stankus, Upshur County Schools Superintendent, states, "This is another example of Upshur County working together to increase the safety and security of our students and community."

Dr. Sara Lewis-Stankus, Superintendent
Upshur County Schools
102 Smithfield Street
Buckhannon, West Virginia 26201
Phone: 304-472-5480
Fax: 304-472-0258

MEMORANDUM OF UNDERSTANDING

BETWEEN

BUCKHANNON FIRE DEPARTMENT

AND

UPSHUR COUNTY SCHOOLS

This MEMORANDUM OF UNDESTANDING (MOU) is hereby made and entered into by and between Buckhannon Fire Department, hereinafter referred to as "BFD," and Upshur County Schools, hereinafter referred to as "Upshur Schools."

- A. PURPOSE: To provide a retired school bus for the purpose of firefighter training.
- B. UPSHUR SCHOOLS SHALL:
- Transfer ownership of an out-of-service school bus to the fire department at no charge.
 - Hold harmless the BFD for any damages to the school bus after the transfer of ownership.

- C. BFD SHALL:
- Accept ownership of the school bus upon transfer.
 - Utilize the school bus only for training purposes.
 - Hold harmless Upshur Schools for any injuries or maintenance issues that occur after the transfer of ownership.

- D. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
- FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to Upshur Schools under this instrument may be subject to the Freedom of Information Act (5 U.S.C. 552).
 - PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts Upshur Schools or BFD from participating in similar activities with other public or private agencies, organizations, and individuals.
 - COMMENCEMENT/TERMINATION. This MOU takes effect upon the signature of Upshur Schools and BFD and shall remain in effect until either Upshur Schools or BFD terminate this MOU with a 60-day written notice to the other.
 - RESPONSIBILITIES OF PARTIES. Upshur Schools and BFD and their respective agencies and officers will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
 - PRINCIPAL CONTACTS. This principal contacts for this instrument are:

Upshur Schools Project Contact

Name: Jodie Akers, Director of Transportation

Phone: 304-472-5480, ext. 1020

Fax: 304-472-0258

Email: jakers@k12.wv.us

BFD Project Contact

Name: James Kimble, Chief

Phone: 304-472-2868

Fax: N/A

Email: Jb.kimble@buckhannonwv.org

Upshur Schools Administrative Contact

Name: Dr. Sara Stankus, Superintendent

Phone: 304-472-5480, ext. 1018

Fax: 304-472-0258

Email: sstankus@k12.wv.us

BFD Administrative Contact

Name: James Kimble, Chief

Phone: 304-472-2868

Fax: N/A

Email: Jb.kimble@buckhannonwv.org

- NON-FUND OBLIGATING DOCUMENT. Nothing in this MOU shall obligate either Upshur Schools or BFD to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of Upshur Schools and BFD will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
- ESTABLISHMENT OF RESPONSIBILITY. This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the Governmental Jurisdiction, its agencies, its officers, or any person.
- AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document as representatives of the cooperator are authorized to act in the respective areas for matters related to this agreement.

THE PARTIES HERETO have executed this instrument.

Upshur Schools

[Signature] 10/29/21
DATE

Witness

[Signature] 10/28/21
DATE

BFD

[Signature] 10-28-21
DATE

- D.4 2021 Veterans Day Parade, sponsored by the American Legion Post 7 will be Thursday, November 11, at 9am**
- D.5 2021 Christmas Parade, sponsored by the Buckhannon Fire Department, will be Friday, December 3, at 6:00pm**
- D.6 Buckhannon-Upshur Chamber of Commerce thanks City of Buckhannon for annual awards dinner sponsorship**

- E. Consent Agenda**
- E.1 Approval of Minutes- Regular Meeting Regular Meetings 10/07/2021 & 10/21/2021 & Special 10/25/2021**
- 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
75328	Harry Bergstrom 2 Highland Dr	All About Glass LLC Weaver Roofing	Re-Roof Shingles	\$16,000.00			\$176.00	X					
75329	Christopher Norris 10 Lightburn St	All About Glass LLC Weaver Roofing	Re-Roof Shingles	\$12,000.00			\$132.00	X					X
75330	The Tanning Hut-Lonas 1 Bobcat Ln Ste 101	Tri County Construction	Addition 12'x26'	\$10,000.00	A	\$100.00	\$85.00	X					
75331	Jerry Henderson 54 Fifth St	Self	Razing Outbuilding				\$20.00	X					
75332	Jerry Henderson 56 Cleveland Ave	Self	Inside Remodel	\$2,000.00			\$19.00						
75333	Doug Spears 52 N Florida St	Self	Porch Re-Roof Shingles	\$700.00			\$10.00	X					
75334	Chris Henline 8 Cooper St	Appalachian Environmental	Mold Remediation, Inside Repairs, Roof Repair & Underlayment	\$2,500.00			\$27.50	X					
75335	Prima Marketing LLC 21 Madison St	Core Environmental Services LLC	Environmental Remediation-Soil Excavation				\$n/c	X					X
75336	Vicky Black 3 Iden Lane	Shield Roofing & Construction	Roof Coating	\$5,200.00			\$57.20						
75337	Seth Hoffman 111 Randolph St	J&J Concrete LLC	Foundation Repair & Roofing	\$8,500.00			\$93.50	X					
75338	Buckhannon Housing Authority Hinkle Dr	Greg Kittle Excavating LLC	Repairing Existing Concrete Sidewalks	\$25,000.00			\$187.50						
75339	Argo Books 6 N Spring St	The Sign Guy	Signage 4'x1'	\$350.00			\$15.00	X					X
TOTAL				\$82,250.00		\$100.00	\$822.70						

E.3 Approval of Payment of the Bills

OCTOBER 2021 GENERAL FUND PAYMENT OF BILLS

- \$2,000.00 – WV MUNICIPAL HOME RULE BOARD– 2021 ANNUAL ASSESSMENT FEE
- \$2,817.93 – WITMER PUBLIC SAFETY – ANNUAL SCBA FLOW TEST
- \$3,352.98 – SCOTT ELECTRIC – CONDUIT & PULL BOX SPRING STREET
- \$2,748.93 – BRUFFEY TRUCKING – SAND FOR MIXING CONCRETE
- \$1,817.75 – CENTRAL SUPPLY – 10 YDS CONCRETE FOR SPRING ST
- \$55,800.00 – COOPER ASPHALT – PAVING GUM & LIGHTBURN ST
- \$3,630.84 – ARGOS USA LLC – BULK CEMENT FOR MIXING CONCRETE
- \$3,250.00 – FINAL GRADE EXCAVATION – DEMO & GRADE ON SPRING ST
- \$3,115.00 – ELI’S LAWN CARE – MOWING CITY LOTS FROM 7-26 TO 9-30-2021
- \$6,760.00 – SUPERIOR ENVIROMENTAL – MADISON ST ASBESTOS INSPECTION & REMOVAL
- \$75,000.00 – SANITARY BOARD STORM WATER – 1ST HALF FY 2021-22 BUDGET
- \$3,748.02 - PITTSBURGH WINSUPPLY CORP – SPRINKLER SYSTEM AT THEATRE

Vendor	Amount	Account #	Description
A & A Safety	\$ 1,600.00	001-750-341-00	yellow paint for curbs
ASFPM	\$ 165.00	001-420-221-00	ASFPM membership Jay Hollen
Boyd Company	\$ 5,076.50	001-750-458-06	rent excavator to tear down buildings
Boyd Company	\$ 1,000.00	001-436-354-00	rent excavator to tear down buildings
Carter, Larry	\$ 88.00	001-907-363-00	karate instructor Oct 2021
Central Supply	\$ 327.79	001-750-458-05	screed stakes & screed joint for Spring St
Industrial/ Organizational Solutions	\$ 106.00	001-700-341-00	sergeant testing kit (O'Connor)
Lowe's	\$ 289.82	001-906-450-01	paint for theatre
Lowe's	\$ 102.96	001-750-341-00	air line supplies for shop
McCarty's Portable Toilets	\$ 110.00	001-906-450-01	rent porta pot for theatre
Potesta	\$ 9,150.00	001-750-458-05	field survey & plat for FEMA & City lots E, K, L, M, P, & Q
Rotary Club of Buckhannon-Upshur	\$ 50.00	001-750-341-00	employee blood screening
Scott Electric	\$ 2,395.25	001-750-458-05	2" pvc conduit & pull boxes for Spring St
Small, April	\$ 80.00	001-907-368-01	kick boxing instructor Oct 2021
Smith, Vincent	\$ 100.24	001-437-214-00	code enforcement mileage Oct 2021
Southern States	\$ 243.98	001-750-341-00	boots for Logan E and Andrew L
Walmart	\$ 302.72	001-907-361-00	After School Snacks
Walmart	\$ 39.63	001-440-341-00	supplies for city hall

11-02-2021 12:29 AM		DISBURSEMENT 10-21-21 TO 10-31-21					
FUND: GENERAL FUND							
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
MAYOR'S OFFICE	PITNEY BOWES INC	409-218-00	MAYOR'S POSTAGE	OCT 21 PERMIT PSTG & OVERG	930.70		
	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	OCT 2021 LETTER OF CREDIT	76.25		
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	72.43		
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	72.62		
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	70.56		
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.01		
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	SEPTEMBER 2021 AA FEES	200.78		
	TOSHIBA FINANCIAL SERVICES	409-341-00	MAYOR'S SUPPLIES & M	CITY HALL COPIER LEASE OCT	144.01		
	US CELLULAR	409-211-00	MAYOR'S TELEPHONE	ALL DEPT CELL PHONES OCT 2	60.20		
	JERRY HEARD ASSC.	409-341-00	MAYOR'S SUPPLIES & M	COPY PAPER; PERF PAPER	425.90		
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	99.02		
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.16		
	WV MUNICIPAL HOME RULE BOARD	409-222-00	MAYOR'S DUES	2021 ANNUAL ASSESSMENT FEE	2,000.00		
	DATAMAX CORPORATION	409-341-00	MAYOR'S SUPPLIES & M	AUG 2021 CITY LIC COLLECTI	18.75		
		409-341-00	MAYOR'S SUPPLIES & M	SEP 2021 CITY LIC COLLECTI	1,155.00		
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	304-704-8355 PARKING ENFOR	52.66		
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	67.89		
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.18		
	**PAYROLL EXPENSES				10/21/2021 - 10/31/2021	1,597.07	
					TOTAL:	7,111.19	
COUNCIL	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	19.35		
		410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00		
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00		
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50		
	TRAVELERS INSURANCE	410-226-00	COUNCIL INSURANCE (P	INS PREMIUM AUTO LIAB OCT	344.35		
	**PAYROLL EXPENSES				10/21/2021 - 10/31/2021	1,000.00	
				TOTAL:	1,460.20		
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	19.21		
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00		
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25		

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DISBURSEMENT 10-21-21 TO 10-31-21

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	500.00
				TOTAL:	557.46
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.32
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.32
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.32
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	313.18
				TOTAL:	431.10
COURT	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	625.00
				TOTAL:	672.81
CITY ATTORNEY	WV PUBLIC EMPLOYEES RETIREME	417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	52.37
		417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	52.37
		417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	279.32
	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	32.47
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	7.59
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	523.73
				TOTAL:	947.85
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	48.53
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	11.35
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	775.24
				TOTAL:	1,067.68
HOUSING	SUPERIOR ENVIRONMENTAL SERVI	436-354-00	HOUSING ENFORCEMENT	31 UPPER DR ASBESTOS REMOV	800.00
				TOTAL:	800.00
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.02
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.02
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.02
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	88.67
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.74
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	1,430.15
				TOTAL:	1,968.62
DATA PROCESSING	COMMUNITY BANK	439-459-00	DATA PROCESSING CAPI	NOV 2021 COMPUTER SERVER P	385.84
				TOTAL:	385.84
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	1,119.10
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	OCT 2021 PEST CONTROL CITY	31.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	124.53
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	125.68
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	125.68
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	77.92
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	18.22

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DISBURSEMENT 10-21-21 TO 10-31-21

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	1,256.78
				TOTAL:	2,878.91
POLICE	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES SEP 2021	30.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREME	WV RETIREMENT CONTRIBUTION	1,854.17
		700-106-00	POLICE DEPT. RETIREME	WV RETIREMENT CONTRIBUTION	2,020.27
		700-106-00	POLICE DEPT. RETIREME	WV RETIREMENT CONTRIBUTION	1,736.51
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREME	WV RETIRE MPFRS CONTRIBUTI	641.79
		700-106-00	POLICE DEPT. RETIREME	WV RETIRE MPFRS CONTRIBUTI	658.79
		700-106-00	POLICE DEPT. RETIREME	WV RETIRE MPFRS CONTRIBUTI	587.95
	US CELLULAR	700-211-00	POLICE DEPT. TELEPHO	ALL DEPT CELL PHONES OCT 2	374.58
	SPRINT	700-211-00	POLICE DEPT. TELEPHO	ALL DEPT OCT 2021 GEOTAB	468.74
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,733.11
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	405.32
	TIM SMITH	700-341-00	POLICE DEPT. MAT & S	REIMBURSE ORDER OF DETECTA	122.26
	JEWEL FISHER	700-341-00	POLICE DEPT. MAT & S	REIMB SUPLS LAW ENF BANQUE	623.87
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	100.90
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	INS PREMIUM AUTO LIAB OCT	1,806.27
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	27,953.07
				TOTAL:	41,117.60
FIRE	J.P. MORGAN EQUIPMENT FINAN	706-459-00	FIRE DEPT. CAPITAL O	NOV 2021 FIRE TRK PYMT	3,678.20
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	742.89
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	727.42
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	800.22
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	707.35
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	681.33
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	681.18
	HERITAGE FIRE EQUIPMENT LLC	706-343-00	FIRE DEPT. AUTO SUPP	PUMP TEST ENG 1	230.00
		706-343-00	FIRE DEPT. AUTO SUPP	PUMP TEST ENG 1101	230.00
		706-343-00	FIRE DEPT. AUTO SUPP	PUMP TEST ENG 1102	230.00
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB RESULTS JAMES BRIAN EL	50.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	947.97
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	221.70
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	304-940-4727 ENG 1 CELL &	88.77
	WITMER PUBLIC SAFETY GROUP I	706-216-00	FIRE DEPT. MAINTENAN	ANNUAL SCBA FLOW TEST	2,817.93
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	85.95
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE	INS PREMIUM AUTO LIAB OCT	461.50
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	15,289.88
				TOTAL:	28,672.29
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET DEPT WASTE OCT 2021	60.52
	MON POWER	750-213-00	STREET DEPT. UTILITI	110084762464 20 FACTORY ST	70.47
		750-213-00	STREET DEPT. UTILITI	110088783078 22 S FLORIDA	971.67
		750-213-00	STREET DEPT. UTILITI	110148096107 15 MADISON ST	63.98
	FISHER AUTO PARTS INC	750-343-00	STREET DEPT. AUTO SU	DEF FLUID FOR TRUCKS	27.90
		750-343-00	STREET DEPT. AUTO SU	BATTERY FOR FORD TRACTOR	151.48
	SOUTHERN STATES COOP INC	750-341-00	STREET DEPT. MAT & S	MULCHING STRAW- MADISON	47.94
	GOLDEN EQUIPMENT CO INC	750-343-00	STREET DEPT. AUTO SU	PARTS FOR S-6 SWEEPER	824.23
	RITE-WAY HEATING & PLUMBING	750-458-05	STREET DEPT PROJECTS	3" PVC PIPE FOR SPRING ST	167.77
	J T MARTIN COMPANY INC	750-341-00	STREET DEPT. MAT & S	FIRE EXTING. INSPECTION	112.50
	MOUNTAINEER GAS COMPANY	750-213-00	STREET DEPT. UTILITI	269254-314209 4 FACTORY ST	27.80
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	CONDUIT SPRING ST	2,301.81
		750-458-05	STREET DEPT PROJECTS	PULL BOX SPRING ST	1,051.17

11-02-2021 12:29 AM		DISBURSEMENT 10-21-21 TO 10-31-21			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	AUTO ZONE	750-341-00	STREET DEPT. MAT & S	FUNNELS FOR SHOP	8.86
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	FUEL FILTER FOR FORKLIFT	17.38
		750-343-00	STREET DEPT. AUTO SU	FUEL & AIR FILTER FORKL	102.02
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	PARTS FOR DRAINLINE REPAI	18.19
		750-341-00	STREET DEPT. MAT & S	SWBLDES VALVES & BOARDS	119.08
		750-341-00	STREET DEPT. MAT & S	SAW BLADES; VALVE & BOARD	97.15
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	#4 STONE FOR SPRING ST.	560.01
		750-458-05	STREET DEPT PROJECTS	57'S & SAND FOR MIXING CO	1,368.99
		750-458-05	STREET DEPT PROJECTS	#57'S AND SAND MIXING CON	1,379.94
	CENTRAL SUPPLY CO	750-458-05	STREET DEPT PROJECTS	10 YDS CONCRETE SPRING ST	1,817.75
		750-341-00	STREET DEPT. MAT & S	FORM RELEASE & SPRAYER	301.62
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	STREET NOV 21 CONCRETE TRK	2,676.74
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,505.66
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,297.59
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,201.45
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	451.44
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	394.12
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	372.91
	SYLVESTER W. LOWTHER	750-343-00	STREET DEPT. AUTO SU	HYD HOSE FOR RENTAL EXCAV	168.13
	COOPER ASPHALT INC	750-461-00	STREET PAVING	PAVING GUM ST.	31,270.00
		750-461-00	STREET PAVING	ASPHALT PAVING LIGHTBURN	24,530.00
	US CELLULAR	750-211-00	STREET DEPT. TELEPHO	ALL DEPT CELL PHONES OCT 2	250.84
	SPRINT	750-211-00	STREET DEPT. TELEPHO	ALL DEPT OCT 2021 GEOTAB	238.60
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	PEST CONTROL OCT 2021	31.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,064.46
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	248.94
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	STR DEPT MUD LICK GAS 10/2	62.50
	ARGOS USA LLC	750-458-05	STREET DEPT PROJECTS	BULK CEMENT FOR MIXING CO	3,630.84
	FINAL GRADE EXCAVATION & SER	750-458-05	STREET DEPT PROJECTS	DEMO & GRADE ON SPRING ST	3,250.00
	ELI'S LAWN CARE	750-341-00	STREET DEPT. MAT & S	MOWING CTY LTS 7/26-9/30	3,115.00
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	87.00
	TRAVELERS INSURANCE	750-226-00	STREET DEPT. INSURAN	INS PREMIUM AUTO LIAB OCT	1,394.98
	SUPERIOR ENVIRONMENTAL SERVI	750-459-00	STREET DEPT. CAPITAL	MADISON ST ASBEST INSPECT	710.00
		750-459-00	STREET DEPT. CAPITAL	MADISON ST ASBEST REMOVAL	6,050.00
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	17,127.11
				TOTAL:	112,800.04
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	70.93
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	118.28
				TOTAL:	189.21
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110087174485 S. KANAWHA ST	24.03
		752-213-00	TRAFFIC SIGNALS POWE	110088235830 REGER ST RT 2	46.24
				TOTAL:	70.27
STORM WATER	SANITARY BOARD STORM WATER	805-348-00	STORM WATER TO SANIT FY 2021-22 FY BUDGET 1ST H		75,000.00
				TOTAL:	75,000.00
ARTS-THEATRE	BUCKHANNON UTIL BOARDS	906-450-01	THEATRE BUILDING	THEATRE PROJ WASTE OCT 202	59.55
	HARPER LUMBER & BUILDING SUP	906-450-01	THEATRE BUILDING	SCREWS & BITS THEATR	154.34
		906-450-01	THEATRE BUILDING	DRYWALL MUD & SCREWS	290.40
		906-450-01	THEATRE BUILDING	HARDIE BOARD THEATER	836.55
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BUILDING	MORTAR & FOIL TAPE THEATR	38.68
		906-450-01	THEATRE BUILDING	MORTAR & FOIL TAPE THEATR	75.80

11-02-2021 12:29 AM		DISBURSEMENT 10-21-21 TO 10-31-21			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-459-00	THEATRE CAPITAL	MORTAR & GROUT THEATRE	237.26
		906-459-00	THEATRE CAPITAL	MORTAR & GROUT THEATRE	544.52
		906-450-01	THEATRE BUILDING	TOILET RENTAL FOR THEATER	40.34
		906-459-00	THEATRE CAPITAL	SPRINKLER SYS THEATRE	3,553.53
		906-459-00	THEATRE CAPITAL	SPRINKLER SYS THEATRE	194.49
				TOTAL:	6,025.46
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	735.29
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	10.67
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	124.66
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	280.14
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	305.56
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	287.23
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	106.40
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	106.40
	SPRINT	907-211-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	124.40
		907-211-00	TELEPHONES	ALL DEPT OCT 2021 GEOTAB	55.06
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	PRE EMPLOYMENT RANDY JOHNS	50.00
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	OCT 2021 PEST CONTROL SYC	36.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	376.36
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	88.03
	LIPPS WRECKER SERVICE	907-343-00	SYC AUTO SUPPLIES	BUS TOWED FROM ADRIAN	480.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	192.87
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB OCT	300.60
	**PAYROLL EXPENSES			10/21/2021 - 10/31/2021	6,070.34
				TOTAL:	9,730.51
PUBLIC SAFETY	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	49.55
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	OCT 2021 PEST CONTROL	45.00
		976-216-00	SAFETY COMPLEX MAINT	OCT 2021 PEST CONTROL FIRE	42.00
				TOTAL:	136.55

Motion to approve the Consent Agenda items to include the Minutes of the Regular Meeting 10/07/2021 and Special Meeting of 10/25/2021 as well as E.2 and E.3 was made by Reger/Thomas. Motion carried.

F. Strategic Issues for Discussion and/or Vote

F.1 Planning Commission Suggestion to Create/Hire Position of Buckhannon Recreational Park Facilities Director - Mr. Rylands led the discussion on the importance of considering the hiring of Buckhannon Recreational Park Facilities Director to oversee the 6 parks that the City of Buckhannon owns and alleviate the responsibility the Street Department currently has in overseeing them.

Mr. Sanders added that a discussion on this subject has taken place within the Buckhannon Planning Commission and they had appointed an ad hoc committee to research it. Here is an update from that committee:

- 1) We are developing a survey that will be utilized in the community to ascertain recreation needs of various age groups and demographics;
- 2) Have visited the various parks in the city limits and noted numerous physical needs to existing infrastructure;
- 3) Have begun to identify additional opportunities for recreation within city limits;
- 4) Have begun to identify potential collaboration with the County;

Important observation to date: The ad hoc committee notes that there is a significant need for a dedicated Parks and Recreation Director – that would exceed the present matters of just maintenance and look to develop programming. This effort would build upon the Buckhannon 2025 Plan’s first nine goals within the Healthcare section. Additionally, it would begin to address all eleven goals of the Recreation section.

Other Council Members weighed in on the subject and it was determined that we should reach out to the Buckhannon Planning Commission and ask the ad hoc committee to continue their research and to keep the City Council updated with their findings.

F.2 Police Civil Service Commission Recommendation of Top 3 Candidates to Council for Consideration of Hiring & to Set Date of Interviews for Position of Probationary Police Officer - Mayor Skinner reviewed the three candidates, who are Calvin Bert Parks, Jeremy Ryan Cogar, and Corey Lee Moore, and asked that we set a date for their interviews if Council accepts the recommendation of the Police Civil Service Commission.

November 4, 2021

Mayor and City Council Members,

Re: Approval of candidates per the Police Civil Service Commission to interview for probationary police officer:

A Police Civil Service Commission meeting was held on October 29, 2021 to update and certify the current list of eligibles for submittal of three (3) candidates to City Council for hiring consideration. City Council has authorized identification of the top three candidates to arrange for the interviews and make a hiring decision.

Upon completion of the Buckhannon Police Civil Service Commission requirements, we are pleased to advance and certify the following candidates for your consideration as probationary Buckhannon Police Officers;

- | | |
|----------------------|--------|
| 1. Calvin Bert Parks | 86.30% |
| 2. Jeremy Ryan Cogar | 85.62% |
| 3. Corey Lee Moore | 84.16% |

In the event that one of these candidates declines or is unwilling or unable to be available, then the next top scoring candidate(s) will be moved to the certified list.

- | | |
|---------------------------|--------|
| 4. Jason Grady Fitzgerald | 82.97% |
| 5. Paul Wesley Sipe, II | 80.07% |

Commissioner	Sean Harris
Commissioner	Geraldine Henderson
Commissioner	Mark Spencer
City Recorder	Randall Sanders

Motion to accept the Police Civil Service Commission’s recommendation of the Top 3 Candidates being Calvin Bert Parks, Jeremy Ryan Cogar, and Corey Lee Moore, for consideration of hiring & to set the date of interviews for the position of Probationary Police Officer as Monday, November 15, 2021 at 9:30 AM in the conference room of the Safety Complex was made by Rylands/Lewis-Sines. Motion carried.

F.3 Approval Revised Resolution 2021-09 Budget Revision #2 General Fund FY 2021/22 -
Action taken earlier in the meeting.

F.4 Set/Approval 2022 Holiday Schedule - Action taken earlier in the meeting.

F.5 Approval of Authorization to obtain Artwork Exhibition Insurance per Quote Received By Markel Ins Co/Westfield Specialty Brokerage Services - Action taken earlier in the meeting.

F.6 Approval Municipal Home Rule Pilot Program 2021 Progress Report - Action taken earlier in the meeting.

F.7 Approval to Donate the Buckhannon Fire Department’s Old Scissor Lift to the Fred W. Eberle Technical Center - Action taken earlier in the meeting.

F.8 Approval of the Expense of COVID Block Grant Money Designated for the City through Upshur County Commission - Discussed earlier in the meeting.

F.9 Approval Use of Office Space at City Hall for the WAMSB Event Planning - Action taken earlier in the meeting.

F.10 Approval for Vincent Smith, Code Enforcement Officer, to Attend the Upshur County Tax Lien Property Sale - Action taken earlier in the meeting.

F.11 Approval Property Purchase Agreement-Fronting E Main St Parcel 3-4-361 & Fronting S Florida St Parcel 3-4-363 - City Attorney O’Neill explained the Property Purchase Agreement for the property fronting East Main Street of Parcel 3-4-361 & Fronting S Florida St Parcel 3-4-363. The Mayor explained that the purchase of the property would greatly assist in the proposed building of the new Stockert Youth & Community Center building as we will now be able to construct the facility totally out of the flood zone, saving money on flood insurance and greatly reducing the risk of future floods damaging the building.

Motion to approve the Property Purchase Agreement for the property fronting East Main Street, Parcel 3-4-361 & Fronting S Florida St Parcel 3-4-363 was made by Thomas/Sanders. Motion carried.

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

is by and between

CATHERINE CUPPARRI, of Buckhannon, West Virginia
("Seller"),

AND

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

(together, the "Parties")

and is dated this ____ day of November, 2021

WHEREAS:

- A. Seller owns two certain parcels of real estate: **FIRST:** a tract with a commonly known address of 61 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 361**, together with all improvements thereon and appurtenances thereunto belonging, the real property being described on said tax records as "5620 SQ FT MAIN STREET / 52.5 x 137 x 10 x 37 x 42.5 x 100 / (61 E MAIN)"; **SECOND:** a tract with a commonly known address of 6 South Florida Street, Buckhannon, West Virginia, and which is identified on the aforesaid tax records as **Corporation District, Map 4, Parcel 363**, together with all improvements thereon and appurtenances thereunto belonging, the real property being described on said tax records as "PART OF LOT MAIN ST AT FLORIDA / 76.0 x 37.0 REAR OF LOT 364" (these two tracts together being 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 FIFTY THOUSAND DOLLARS (\$150,000.00), (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-Nine Thousand Dollars (\$149,000.00) 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 January 31, 2022. 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. Seller shall maintain a policy or policies of insurance on the Subject Property to protect against fire or other casualty loss during the pendency of this Agreement. If, prior to Closing, a portion of the Subject Property is destroyed by fire or other casualty or is taken or threatened to be taken in condemnation or under the right of eminent domain ("Casualty Loss"), Buyer shall not be obligated to purchase the Subject Property and shall have its earnest money deposit returned. If Buyer elects to purchase, however, the Purchase Price shall be reduced by the estimated cost to repair the Subject Property (with equipment of similar utility), less all insurance proceeds which shall be payable to Buyer, (the reduction being the "Net Casualty Loss"). Seller, at its sole option, may elect to cure such Casualty Loss and, in such event, Seller shall be entitled to all insurance proceeds. If Seller elects to cure such Casualty Loss, Seller may replace any personal property that is the subject of a Casualty

Loss with equipment of similar grade and utility, or replace any real property with real property of similar nature and kind if such property is acceptable to Buyer in its sole discretion.

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 as of the date of closing; however, real estate property taxes shall be prorated between the parties as of the date of closing.

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. **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 title or other incurable defect of the Subject Property, Purchaser shall receive from Seller a refund of its earnest money deposit upon disclosure of the particular defect which justifies its cancellation of this Agreement; otherwise, Purchaser may retain said deposit as liquidated damages.

14. 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.

15. This Agreement shall not be modified or amended except by an instrument in writing signed by all parties.

16. 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.

17. 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	Catherine Cuppari, individually and on behalf of J & C Wholesale, Inc., a WV corporation
By: _____ Robert N. Skinner, III	_____
Its: Mayor	

[Remainder of page intentionally left blank]

10. 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 this Agreement shall be voidable by either of the Parties and have no force or effect.

11. Upon payment of the Purchase Price and any other amounts due Seller, Seller will immediately 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.

12. 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 may be sent to:

Seller:	Catherine Cuppari 66 East Main Street Buckhannon, WV 26201
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.

13. 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.

G. Comments and Announcements

- **Council Member Bucklew** – Absent.
- **Council Member Rylands** – Nothing further.
- **Council Member Thomas** – Mr. Thomas asked that we all keep Mrs. Bucklew’s sister in our thoughts and prayers.
- **Council Member Reger** – Nothing further.
- **Council Member Lewis-Sines** – Mrs. Lewis-Sines thanked all for their patience as she had to call in for the meeting this evening and plans to be at the future meetings in person.
- **City Recorder Sanders** - Mr. Sanders gave a brief update on the World Association of Marching Show Bands 2023 World Championships and thanked the Council for their continued support.

H. Mayor’s Comments and Announcements – Mayor Skinner mentioned that we have several people in the community that need to be kept in our thoughts and prayers including Pam Bucklew’s sister, Debbie Weese, and Debbie Smith. He urged us all to check on our friends and neighbors during this holiday season.

The Mayor reminded us that we need to have an Executive Session per WV Code § 6-9A-4 to discuss Property matters.

I. Executive Session Per WV Code § 6-9A-4- Property Matters

At 8:58 PM, a motion to adjourn and have a 5 to 10 recess before entering into the Executive Session was made by Thomas/Sanders. Motion carried.

At 9:10 PM, a motion to enter the Executive Session was made by Rylands/Reger. Motion carried.

At 9:55 PM, a motion to leave the Executive Session was made by Sanders/Lewis-Sines. Motion carried. A discussion on property matters had taken place with no decisions being made.

J. Adjournment

Motion to adjourn at 9:56 PM was made by Thomas/Reger. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
