

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

A regular meeting of the Buckhannon City Council was held on Thursday, August 18, 2022, at 7:00pm in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	David McCauley	Present
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present - GTM
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present - GTM
Buckhannon Police Department	Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Absent
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present - GTM
MyBuckhannon.com	Beth Broschart	Present
Record Delta	Kristen Harvey	Present - GTM

Guests: Dr. Sara Lewis-Stankus, Superintendent Upshur County Schools; Jeffrey Perkins, Treasurer Upshur County Schools; Ron Pugh.

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 the Council Chambers of City Hall
Meeting Agenda for Thursday, August 18, 2022***

- 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 Dr. Sara Lewis-Stankus, Superintendent Upshur County Schools RE: The Excess Levy Renewal
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Police Chief- Matthew Gregory
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 Report of Cat & Dog Activity –Upshur County Commission-June 2022
 - D.2 Letter of Concern-Non Functioning Generator to Mountain State Electrical Contractors, LLC RE: Brooke Street Lift Station Emergency Power Generator FEMA
 - D.3 Notice of Police Civil Service Commission-Accepting Applications for Probationary Police Officer Eligibility List
 - D.4 Notice Accepting Letters of Intent for Competitive Examination for Position of the Rank of Lieutenant in the BFD
 - D.5 Letter of Resignation- Dennis Cortes- Upshur County Parks & Recreation Advisory Board
 - D.6 Letter from David McCauley-Gift Supporting to SYCC Capital Campaign
 - D.7 Mayor's Welcome Letter-84th Mountain State Forest Festival
 - D.8 Par Mar Oil Company- Zoning Form to ABCA
 - D.9 Police Officer Official Oath- Dylan Major
 - D.10 Town Hall Meeting–Public Input Survey Results on SYCC Multi-Purpose Building
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 07/07/2022, 07/21/2022, 08/02/2022, Special Meeting 07/12/2022
 - 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 Approval to Accept Bid Opening Results –New Excavator for Street Department
 - F.2 Approval of Financing for the New Excavator
 - F.3 Approval Mutual Aid Agreement between Buckhannon Police Department & the Harrison County Sheriff's Department.
 - F.4 Approval City Organizational Chart
 - F.5 Continued Discussion Council Vacancy Protocol
 - F.6 Authorization to Explore Interest Rates for the SYCC Building Project

F.7 Approval to Reschedule the City Council Meeting Dates in September to Tuesday 09/06/22 & Tuesday 09/20/22
F.8 Approval City of Buckhannon Appointments FY 2022/2023-Continued from July 7th

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 C J Rylands
- G.3 David Thomas
- G.4 Jack Reger
- G.5 David McCauley
- G.6 Randall Sanders

H. Mayor’s Comments and Announcements

I. Adjournment

Posted 08/15/2022

A. **Call to Order:** Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for August 18, 2022 to order and asked all to join him in the Moment of Silence and then the Superintendent of the Upshur County Schools, Dr. Sara Lewis-Stankus, led those in attendance in the Pledge to the Flag of the United States of America.

B. Recognized Guests:

B.1 **Dr. Sara Lewis-Stankus, Superintendent Upshur County Schools:** Mayor Skinner again recognized Dr. Sara Lewis-Stankus and congratulated her on her recent appointment as a Deputy State Superintendent for the West Virginia Department of Education. He thanked her for her years of service to both the Upshur County school system and community.

Dr. Lewis-Stankus then recognized Mr. Jeffrey Perkins, Treasurer of the Upshur County Schools and together they provided an overview on the upcoming Upshur County Schools Excess Levy Renewal for the fiscal years beginning July 1st of 2024, 2025, 2026, 2027 and 2028. A Q & A with the Council took place as well as questions coming from attendees. Mayor Skinner and several Council Members stated strong support for the Upshur County Schools Excess Levy Renewal.



Upshur County Schools

Levy Renewal

FOR THE FISCAL YEARS BEGINNING
JULY 1ST OF 2024, 2025, 2026, 2027, & 2028

**CURRENT TAX RATE
WILL NOT INCREASE.**



THE UPSHUR COUNTY BOARD OF
EDUCATION AUTHORIZES
CONTINUATION OF ADDITIONAL
LEVIES IN THE AMOUNT OF \$3,248,000.

Levy = Learning!

THE PURPOSE FOR WHICH ADDITIONAL FUNDS ARE NEEDED INCLUDE:

➤ INSTRUCTIONAL PROGRAMS, SUPPLIES, MATERIALS (INCLUDING \$200 PER CLASSROOM TEACHER)

- Textbooks, Library Books, and Essential School Materials and Equipment
- Summer School
- Alternative Education Programs

➤ TECHNOLOGY ACCESS & IMPROVEMENT

- Purchase/Lease of Hardware and Software
- Technology Specialists and Support Services

➤ CAPITAL IMPROVEMENTS & PREVENTIVE MAINTENANCE

- Safety and Security Improvements
- General Building Maintenance including HVAC

➤ CONTRACTED SERVICES

- Prevention Resource Officer (PRO)
- Tech Services and Athletic Trainers
- Bus Expenses for Extracurricular and Field Trips

➤ COMMUNITY SUPPORT

- County Libraries
- 4-H & Extension Office
- Stockert Youth Center

➤ ANNUAL PASSES FOR STUDENTS AND FAMILIES

- Upshur County Recreational Park
- West Virginia Wildlife Center

➤ UPSHUR COUNTY STUDENT ACCIDENT INSURANCE

➤ SUBSTITUTE EMPLOYEES

➤ STUDENT RELATED COMMUNITY SERVICES

➤ EXTRACURRICULAR ACTIVITIES & EXTENDED EMPLOYEE AGREEMENTS

Upshur County students, active service and veteran military residents, and residents 60 years of age and older receive free admission to all regular school extracurricular events in Upshur County with school issued pass.

C. Department & Board Reports

C.1 Public Works Director- Jerry Arnold: Mr. Arnold was not present so Mayor Skinner presented the following report:

From the Director:

- I continue working on the Madison St. Project. I have hired a couple of contractors to assist in the final grade work. Then our departments will be installing water, sewer, and electrical utilities.
- I drafted a memorandum of understanding for legal review to be used for the placement of sconce style streetlights on some of the buildings on N. Kanawha and Spring St. where light poles cannot be installed.
- *Ref: F.1 Approval to accept bid opening results- new excavator for Street Department.* We conducted a bid opening Thursday, August 4, 2022, for a new 35,000 lb. excavator with a blade and hydraulic thumb to be used in the Street Department. We received 3- bids: Cleveland Brothers \$230,000.00, State Equipment \$173,575.00, Appalachian Equipment Solutions \$148,819.00. The low bid has been reviewed and does meet all applicable specifications. It is my recommendation that we accept the low bid from Appalachian Equipment Solutions for \$148,819.00 for 1- New Sany SY155U Excavator with a hydraulic thumb, 24", 5 years/5,000-hour warranty.

Street Department:

- Continue the working on the N. Kanawha St. and GGW sidewalk projects.
- Completed asphalt repairs for Water and Sewer Departments and installed an overlay on Walnut St.
- Completed WVDOT punch list on the GGW Northside Project.

Sanitary Department:

- Crews continue to work on the WVWC sewer project.
- We are having issues with residents blowing grass into the streets and clogging storm drains.

Water Department:

- Nothing new to report.

Waste Department:

- Reminder: The last Make It Shine Day will be conducted this Saturday at the transfer station.

Engineering:

- Tennerton Booster Station – Currently review Contracts A and B from Potesta for project compliance. Contract A will be performed by contractors and Contract B will be performed by the Water Department.
- FEMA Generator Hazard Mitigation Grant No. 2 – The last of the six generators has been installed. Commissioning and load bank testing has been completed for five of the six generators. Brooke Street LS has a cracked cylinder head (after only 43 hours) and Cummins is aware of the situation and replacement parts have been ordered. However, given the severity of the potential failure, I have submitted a letter to the Contractor that the entire generator be replaced.
- FEMA Generator Hazard Mitigation Grant No. 1 – Contractor is constructing the WWTP's generator pad and I have begun review of the PSC's elevated steel platform submittal. The generator for the RWI Building will arrive mid-February 2023. The generator for the WWTP will arrive mid-January 2023. The generator for the PSC will arrive mid-January 2023.
- Elizabeth J. "Binky" Poundstone Riverwalk Trail Extension No. 4 – Received the Notice to Proceed for the design of the project, which is \$50,000.00. No money for the construction of the project has been awarded at this time.
- WAMSB Facility Bleacher Update – Contacted BK Rental in regard to the need for an agreement / contract for the installation, use and removal of +/- 4,620 bleacher seats needed for the 2023 WAMSB event and am awaiting for the arrival of the DRAFT contract for review by myself and Legal.

- FEMA Grant Application – Upshur County Regional Airport Booster Station Generator – I have started the application, including the cost estimates and Benefit Cost Analysis (BCA) for the installation of a backup emergency power generator and automatic transfer switch (ATS) as the UCRA. The application is due by November 1, 2022. If successful, the generator and ATS would supply a reliable source of generator power for the continual supply of potable water for consumption and firefighting capabilities at the airport and would result in all water-related booster stations and all major sanitary sewer lift stations having permanent backup emergency power generator and automatic transfer switches (ATS).
- WVDEP REAP RDAPP Grant Application – I have completed and submitted the grant application for the WVDEP REAP Reclamation of Abandoned and Dilapidated Properties Program (RADPP), which would provide \$100,000.00 to the City for use in the demolition of abandoned, dilapidated or unsafe structures that have been identified by the City. The grant application has been received by both the WVDEP and SHPO and the City can expect a decision before the end of the year. If awarded the grant, no structures would be demolished until at least late February / early March.
- **C.2 Finance Director- Amberle Jenkins:** Mayor Skinner recognized Finance Director, Amberle Jenkins, who provided the following report.

Amby report 8-18-2022

Balances in the Enterprise Funds July 31, 2022

Waste Collection Board	mm/cking	\$1,190,522	cd/sav \$58,674
			Plus a letter of credit for \$64,000
Water Board	mm/cking	\$614,092	work/capital& savings \$874,337
Sanitary Board	mm/cking	\$781,763	work/capital \$457,191
Storm water Fund	mm/cking	\$241,889	

Financing for Sany Excavator in the amount of \$148,819.00
Solicited four local banks. Citizens Bank came in with the lowest rate for a five year, annually renewed term at 3.45%.

Without objection, ***F.1Approval to Accept Bid Opening Results –New Excavator for Street Department*** was moved to the table for discussion and/or vote.

CITY OF BUCKHANNON
ADVERTISEMENT FOR BIDS

The City of Buckhannon will be accepting sealed bids for One (1) New 35,000 Class Excavator. Bids will be received until Thursday, August 4, 2022, at 1:00 pm.

A complete bid packet may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201, from 8:30 am to 4:30 pm Monday – Friday.

Please direct all questions to Brad Hawkins at 304-472-4443 ext. 1402.
The City of Buckhannon reserves the right to reject any and all bids.

Run dates RD 7/19/22, 7/26/22

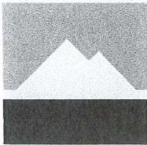
Motion to accept the low bid from Appalachian Equipment Solutions for \$148,819.00 for 1- New Sany SY155U Excavator with a hydraulic thumb, 24”, 5 years/5,000-hour warranty for the new excavator for Street Department was made by Bucklew/Reger. Motion carried.

Bid Opening Sign-In and Results Sheet - August 4, 2022, 1:00 PM

Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
Jerry Arnold	City of Buckhannon, WV	jarnold.buckhannon@gmail.com	304-677-3862		
Bradley Hawkins	City of Buckhannon, WV	streetdept@gmail.com	304-642-1601		
Justin Phillips	Appalachian Equipment Solutions		304-786-9587	n/a	\$148,819.00
Tom Conner	State Equipment, Inc.	tconner@stateequipment.com	304-669-0442	n/a	\$173,575.00
Josh Hinkle	Cleveland Brothers			n/a	\$230,000.00

Note:

Upon review of the three received bids for compliance with the Bid Package, Drawings and Project Specifications, the Apparent Low Bidder Is Appalachian Equipment Solutions



QUOTE

APPALACHIAN EQUIPMENT SOLUTIONS

1750 Hackers Creek Road
Jane Lew, WV 26378
Ph: 304-786-9587
Justin Phillips

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Justin Phillips	Quote 7/28/2022	Due on receipt	

QTY		UNIT PRICE	LINE TOTAL
1	Sany/SY155U Excavator with hydraulic thumb, 24" bucket, Camera, led lights, Steel Shoes		148,819.00
	5 year/5000 hour warranty including travel time		
SALES TAX WILL APPLY IF NO EXEMPTION or Out of State		SUBTOTAL	148,819.00
		SALES TAX	Exempt
		TOTAL	148,819.00

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: This quote is good for 30 days.

To accept this quotation, sign here and return: _____

Without objection, ***F.2 Approval of Financing for the New Excavator*** was moved to the table for discussion and/or vote.

Motion made by Sanders/Thomas to approve the financing of a Sany Sy155U Excavator, to be purchased from Appalachian Equipment Solutions, through Citizens Bank of WV. Financing terms are at 3.45% for five years and terms will also contain a non-appropriation clause. Motion carried.

Without objection, ***F.6 Authorization to Explore Interest Rates for the SYCC Building Project*** was moved to the table for discussion and/or vote.

Motion to authorize Amberle Jenkins to explore interest rates for the SYCC Building was made by McCauley/Rylands. Motion carried.

C.3 Police Chief – Matthew Gregory: Mayor Skinner recognized Police Chief Matthew Gregory who provided the following report.



City Council Report

8/18/22

- 1. The police department recently underwent its first annual web assessment with CALEA. Feedback from the Compliance Service Member indicated that there were zero issues with the assessment.
- 2. Dylan Major was sworn in on Monday, August 15 and has joined Wade Loudin and Jonathan Warner in orientation training, which is ongoing. Each of their applications are currently at the state police academy in hopes of a January start date.
- 3. On Friday, August 19, the police department will host WVWC RAs at the public safety complex for a meet and greet / training.
- 4. The police department also recently hosted the WVWC Football team for a meet and greet.
- 5. The police department is currently accepting applications for its eligibility list until Sept. 9.

POLICE ACTIVITIES

MONTH: July

YEAR: 2022

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:	25
By Officers:	2
TOTAL ISSUED:	27
Citations Issued:	1
Misdemeanor Arrests:	26
Felony Arrests:	6
Calls Answered:	441
Complaint Reports:	42
Accidents Investigated:	13
Community Policing Hours:	16
Patrol Mileage:	6,342

MONTHLY ACTIVITY REPORT
July 2022

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	19	36	66	100	42	57	10	55	2	28	26		441
Community Policing		2						10		3	3		18
Road Patrol	3	34	88	76	64	130	40	45	19	3	2		504
Traffic Hours	3	3	71	19			2		1	7	3		109
Criminal Inv.	14	25	10	38	41	59	116	45	1	23	19		391
Court Hours											2		2
Report Writing	17	49	7	19	10		50	38	1	16	22		229
Other Hours	111	8		16	2			11		110	104		362
Miles													5,992
Accidents - Prop.			3	4		2	1	2					12
Injury				1									1
Fatality													
Parking Tickets				1				1					2
Criminal Reports	1	9	2	8	2	1	9	10					42
Reports Cleared	1	1	1	4	2	0	6	5					20
Clearance Rate	100%	11%	50%	50%	100%	0%	67%	50%					48%

MISDEMEANOR ARRESTS - July 2022

	TOTAL
CONTRIBUTING TO MINOR	1
DESTRUCTION OF PROPERTY	3
DOMESTIC ASSAULT	2
DOMESTIC BATTERY	1
DRIVING REVOKED 3RD OFFENSE	1
DUI	2
LEAVING SCENE OF ACCIDENT	1
OBSTRUCTING POLICE OFFICER	1
SHOPLIFTING	7
TRESPASSING	1
WARRANT FROM OTHER JURISDICTION	6
TOTAL MISDEMEANORS	26

FELONY ARRESTS - July 2022

	TOTAL
BREAKING AND ENTERING	1
BURGLARY	1
DOMESTIC 3RD OFFENSE	1
ESCAPE	1
POSSESSION OF STOLEN VEHICLE	1
STRANGULATION	1
TOTAL FELONIES	6

July 2022 Accidents								
Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name
1	7/6/2022 0:00	1722	Wednesday	OHIO ST	CAMDENA AVE		Right Angle	THOMAS POSEY
2	7/9/2022 0:00	540	Saturday	ROUTE 20	PRESTON STREET	IN FRONT OF HILLSIDE AU	Single Vehicle Crash	SGT. O'CONNOR
3	7/9/2022 0:00	951	Saturday	W MAIN ST	S KANAWHA ST		Sideswipe, Same Direction	THOMAS POSEY
4	7/10/2022 0:00	1922	Sunday	NORTH LOCUST	ALLEYWAY		Angle (Front to Side) Same Direc	SGT DK HISSAM
5	7/12/2022 0:00	1428	Tuesday	KANAWHA STREET	REGER STREET	PAPA JOHN'S	Rear End	SGT. T.M. STEWART
6	7/13/2022 0:00	* 1017	Wednesday			WALMART	Right Angle	M. STEWART
7	7/13/2022 0:00	1500	Wednesday			WALMART PARKING LOT	Single Vehicle Crash	THOMAS POSEY
8	7/15/2022 0:00	640	Friday	32 SEDGWICK STREET	N/A		Single Vehicle Crash	D. HISSAM
9	7/18/2022 0:00	1037	Monday	KANAWHA ST	BOGGESS		Rear End	SGT. M. STEWART
10	7/26/2022 0:00	805	Tuesday	KANAWHA STREET	REGER STREET	GO MART	Angle (Front to Side) Same Direc	SGT.T.M. STEWART
11	7/29/2022 0:00	1035	Friday	NORTH LOCUST ST	MAIN STREET	FIRST CENTURY BANK	Angle (Front to Side) Same Direc	SGT.T.M. STEWART
12	7/22/2022 0:00	1555	Friday	ROUTE 33 WEST	WBUC ROAD		Sideswipe, Same Direction	PFC. MCCAULEY
13	7/29/2022 0:00	1821	Friday		BRUSHY FORK		Rear End	MCCAULEY
		* = Injury						
		# = Alcohol / Drug Related						
		~ = Fatality						

Councilman Bucklew requested that Chief Gregory consider having his officers make appearances at SYCC. She also noted that she has seen police officers following some very predictable patrol routines and she feels that they should change those routines up some. The Chief agrees that having officers interacting with the children at SYCC would be a great community exercise. He noted that police officers should already be changing their daily routines up and he will follow-up on this observation.

Mayor Skinner would like the host the three new recruits for a day or two and introduce them to the business owners downtown and to various members of the community.

Without objection, *F.3 Approval Mutual Aid Agreement between Buckhannon Police Department & the Harrison County Sheriff's Department* was moved to the table for discussion and/or vote. Chief Gregory provided an overview of the agreement.

Motion to approve the Mutual Aid Agreement between the Buckhannon Police Department & the Harrison County Sheriff's Department was made by McCauley/Reger. Motion carried.

City A339

MUTUAL AID AGREEMENT	
<p>THIS AGREEMENT, made and entered into this <u>3rd</u> day of <u>August</u>, 20<u>22</u> by and between the Buckhannon Police Department and the Harrison County Sheriff's Office;</p> <p>WHEREAS, the statutory provisions of Chapter 15, Article 10, Section 2-4 of the West Virginia Code specifically provide that each political subdivision within the State is empowered to make and enter into MUTUAL AID AGREEMENTS with other contiguous, political subdivisions within the State, in order to most effectively allocate law enforcement and other public safety services; and,</p> <p>WHEREAS, the undersigned law enforcement departments as parties to this agreement desire to realize additional law enforcement protection for the citizens of their several political subdivisions which they serve during emergency and other situations by making the most efficient use possible of the law enforcement personnel of the several political subdivisions, and specifically of the two (2) aforementioned law enforcement departments; and,</p> <p>WHEREAS, each of the law enforcement departments hereto agree to voluntarily aid and assist each other in the event that emergency and other situations should occur, by the interchange of law enforcement services and the exchange of criminal investigative and other information; and,</p> <p>WHEREAS, the parties hereto further invoke this voluntary aid and assistance agreement on a continuing basis for the interchange of law enforcement services in their day-to-day operations, particularly relating to drug and violent crime investigations; and,</p> <p>WHEREAS, it is reasonable, necessary, and proper that this written MUTUAL AID AGREEMENT be executed to formalize the agreement for the interchange of such mutual aid on a municipal, countywide, and regional basis.</p> <p>NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the law enforcement departments hereto, as follows:</p> <p>1) As used herein, the phrase "Emergency Situation" means an actual or potential condition within the jurisdiction of one or more of the law enforcement departments that poses an immediate threat to life or property that exceeds the resources and capability of the jurisdiction(s) to successfully bring the situation under control.</p> <p>2) Each department agrees that in the event of any emergency situation, each other party to this Agreement shall furnish such personnel, equipment, facilities, or services as is, in the opinion of the assisting member, available. Provided, however, that each party</p>	<p>reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it is determined that such actions are necessary for the continued protection of the assisting department's primary jurisdiction.</p> <p>3) The following officers shall have the authority to invoke this agreement;</p> <p>Sheriff's Office</p> <p>A. Sheriff</p> <p>B. Chief Deputy</p> <p>C. Captain</p> <p>D. Lieutenant</p> <p>E. Sergeant</p> <p>Police Department</p> <p>A. Chief of Police</p> <p>B. Lieutenant</p> <p>C. On Duty Shift Supervisor</p> <p>All parties shall provide each other with an updated list at least semi-annually, specifying the name, position, telephone number, and any other pertinent contact information of the above officials.</p> <p>4) In order to invoke mutual aid under the provisions of this agreement, the designated official from the requesting department shall be required to contact the designated official of the responding party by telephone, radio, in writing, in person, or by any other reasonable communication. The responding department may request such information from the requesting department as is necessary to confirm the emergency situation and assess the type and amount of assistance that shall be provided.</p> <p>5) During an emergency situation, all personnel from responding agencies shall report and work under the direction and supervision of the designated supervisor of the requesting agency at the emergency site. Provided, however, that at all times, the officers shall adhere to the policies and procedures of their own department, and shall only be required to render assistance, whenever it is determined that such action is violative of their own departmental policies and procedures.</p> <p>6) Personnel responding to any call for mutual aid outside of their appointed jurisdiction shall possess those law enforcement powers as provided for by the State of West Virginia.</p> <p>7) In the event of any mutual aid request involving actual or potential mass arrests, responding department law enforcement officers shall make such arrests only for</p>

offenses directly related to the incident, and shall assist in the processing of arrestees as follows:

- a. Identification of arrestees
- b. Control of property obtained from arrestees
- c. Completion of arrest reports
- d. Transportation of arrestees
- e. Complete proper arrest warrant and prosecutorial procedures, and
- f. Court duty pertaining to arrests.

8) In any emergency situation where the MUTUAL AID AGREEMENT has been invoked, radio communications shall be established between all responding departments.

9) Each department providing personnel under the scope of this Agreement agrees to be exclusively responsible for the wages, pension, and workers' compensation benefits incurred by their own personnel as a result of any emergency situation.

10) Each department providing equipment under the scope of this Agreement agrees to be exclusively responsible for any damage or destruction resulting thereto as a consequence of acting in response to this Agreement.

11) Each department shall be responsible for maintaining and providing to each other on a semi-annual basis, from the date of both parties signing the Agreement, an accurate account of available resources including, but not limited to, available personnel per shift, equipment, and specialized units.

12) All parties shall develop and update on a regular basis, a plan providing for the effective mobilization of all of its resources, equipment, and facilities to cope with any type of emergency situation or unusual occurrence.

13) Mutual aid operational directives shall be cooperatively developed and updated on a regular basis by the parties hereto, and are operative between the parties in accordance with the provisions of such directives.

14) All parties agree to meet on a semi-annual basis to review all mutual aid plans and the provisions of this Agreement.


15) This Agreement shall become effective as to each party's law enforcement department when approved and executed by that department's political subdivision's governing body, and a copy of said Agreement is filed with the office of the Circuit Clerk of the county in which the law enforcement departments involved operate. The Agreement shall remain in effect as between all parties until terminated in writing. Either party to this Agreement may terminate participation in this Agreement upon written notice addressed to the designated law enforcement officials of the other signatory law enforcement departments which are party to this Agreement.

16) The execution of this Agreement shall not give rise to any liability or responsibility for failure to respond to any request for assistance made pursuant to this Agreement. This Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third party.


17) All departments to this Agreement expressly agree to: (1) waive any and all claims against all the other departments hereto that may arise out of their activities performed outside their primary jurisdictions pursuant to this Agreement, and (2) indemnify, defend, save, and hold harmless the other departments to this Agreement from any and all claims asserted by any third parties or personal injury that may arise out of the activities of the other parties performed pursuant to this Agreement, and outside their primary jurisdictions under this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed and approved and is effective and operative as to each of the departments as herein provided.

BUCKHANNON POLICE DEPARTMENT

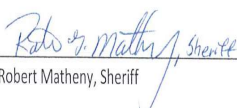

Matthew Gregory, Chief of Police

8/18/22
Date


Robert Skinner III, Mayor of the City of Buckhannon

Aug 18, 2022
Date

HARRISON COUNTY SHERIFF'S OFFICE


Robert Matheny, Sheriff

08/03/2022
Date

C.4 City Attorney- Tom O'Neill: Mr. O'Neill has deferred his remarks until the Strategic Issues part of the agenda.

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

D.1 Report of Cat & Dog Activity –Upshur County Commission-June 2022

- Cats brought in by City Trapper 4
- Cats brought in by Animal Control Officer 0
- Cats brought in by County Residents 41
- Dogs brought by Animal Control Officer 16
- Dogs brought in by County Residents 16

D.2 Letter of Concern-Non Functioning Generator to Mountain State Electrical Contractors, LLC RE: Brooke Street Lift Station Emergency Power Generator FEMA

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

August 1, 2022

Mr. Curt Riggs, Vice President
Mountain State Electrical Contractors, LLC
265 Cleer Road
Bridgeport, WV 26330-6904

Re: **FEMA-DR-4273-WV-0036 Grant**
Contract No. 4 – Brooke Street Lift Station Emergency Power Generator
Letter of Concern – Non-Functioning Generator

Mr. Riggs,

This letter is in regards to issues with the non-functioning 30kW emergency power generator (generator) at the Brooke Street Lift Station located in Buckhannon, West Virginia that was recently installed by Mountain State Electrical Contractors, LLC (MSEC) for the City of Buckhannon (City) via the above-referenced FEMA grant.

MSEC completed, or nearly completed, the installation of the generator, the automatic transfer switch and all appurtenances associated with the generator on April 12, 2022 at the Brooke Street Lift Station located near the Brooke Street / Ohio Street intersection and all final connections were made prior to June 9, 2022, which is when a field technician from Cummins, who is the manufacturer and supplier of the generator, the automatic transfer switch and all associated appurtenances, came to the site to conduct the commissioning services, which included starting up of the generator, performing a building load test, a load bank test and other miscellaneous commissioning services. Prior to the start of the commissioning activities, the generator had 0.4 hours of run time on it. At the conclusion of the commissioning activities, the observed run time on the generator was 1.9 hours.

As part of the commissioning of the generator, the Cummins field technician configured the generator to conduct a start-up and run exercise procedure for approximately (15) to (20) minutes each Tuesday morning per the request of the Sanitary Department in which the “main line” power was disconnected, the generator started up and the lift station was operated entirely on backup emergency generator power. Between the June 9, 2022 commissioning activity and June 28, 2022, the generator ran an additional 0.9 hours due to the next three (3) Tuesday morning start-up and run exercises that followed the June 9, 2022 commissioning and diagnostic services. At the end of the start-up and run exercise procedure on Tuesday, June 28, 2022, the total observed run time on the generator was 2.8 hours.

Sometime between June 28, 2022, when the Sanitary Department’s maintenance personnel last checked the generator and June 29, 2022, Vincent Smith, the City’s Building Code / Enforcement Officer, noticed white smoke coming from the generator site approximately (2) blocks away from where he was located while conducting his inspection rounds, a crack in the cylinder head of the generator developed, which was determined to be the cause the white smoke (based upon the Cummins field technician’s initial inspection, which shall be discussed later).

Upon arriving at the generator site, Mr. Smith noticed that the generator was running and that white smoke was emanating from the generator housing. The reason that the generator was running was because a bird had flown into the transformer located on the utility pole that supplies “main line” power to the Brooke Street Lift Station and thrown the breaker, which caused the “main line” power to disengage and therefore cause the generator to begin running, which is the scenario that

coolant is remaining in the diesel engine and all engine-related components and with the understanding that all components that utilize engine oil for lubrication shall be covered by the full two-year warranty, even if the component is not identified under the original warranty.

10. Due to the failure of the generator, the City insists that the full two-year warranty period for the entire generator shall “reset” and “start over” after the repair / remediation has been completed and accepted by the City, which shall also include a new building load test and load bank test at no additional cost to the City.

11. The City is concerned that coolant got into the turbo assembly and therefore must have written assurances that the turbo assembly was in no way damaged as a result of the cracked cylinder head, which allowed coolant to be introduced into the engine. The turbo assembly shall also be covered under the full two-year warranty.

Therefore, to ensure that the City is provided with a generator that will provide safe and reliable backup emergency power and eliminate the concerns identified above, the City is requesting that the entire generator be replaced in its entirety and not just replace the cracked cylinder head, the head gasket and other miscellaneous services associated with a failure of this type. Given the fact that the engine may have run up to 40.4 hours (over a day and a half) with a cracked cylinder head and the fact that coolant was introduced in the engine oil, and quite possibly the turbo assembly, the only way to ensure that the generator meets the requirements of the contract specifications and FEMA is to replace the entire generator.

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

Sincerely,

James S. Hollen, III, PE
City Engineer

Attachment: Cummins Sales and Service – Brooke Street Lift Station Generator Letter, dated July 25, 2022

- c: Dale E. Hatfield – Mitigation Project Officer – WV Emergency Management Division (via email)
Alan Beasley – Senior Sales Executive of Power Generation – Cummins Sales and Services (via email)
Robert N. Skinner, III – Mayor
City Council Members
Sanitary Board Members
Jerry L. Arnold – Director of Public Works
Ethan Crosten – Sanitary Sewer Superintendent
Engineering Files

was to be expected. However, Mr. Smith explained to me that the white smoke was not typical for a diesel generator and that a “larger problem” probably existed. It should be noted that MonPower arrived at the site on the morning of June 30, 2022 to restore “main line” power and that the generator ran for nearly 40.4 hours because the generator had to remain in service to “pump down” the sanitary sewage that was collecting in the Brooke Street Lift Station’s wet well from the surrounding residential area and West Virginia Wesleyan College.

I notified you on the morning of June 30, 2022 of the situation and asked you to contact Cummins to see if they could send a field technician immediately to the site to diagnose the issue and determine if there was a problem. That afternoon, a Cummins field technician arrived to perform a preliminary investigation of the situation and determined that a crack in the cylinder head had occurred, which led to coolant flowing into the engine cylinder and the exhaust system and more than likely into the engine oil, the turbo assembly and other vital parts of the generator. The field technician indicated that he is recommending replacement of the cracked cylinder head and all necessary parts associated with this type of issue so that the generator could be repaired and returned to service as quickly as possible. However, Cummins provided a response letter on July 25, 2022 stating that they “have been searching our parts network and due to supply chain constraints, we are unable to source a cylinder head in the USA. However, one has been found in Singapore at one of our factories. Our parts department escalated the order last week to get permission to order this cylinder head have it brought to the Fairmont WV branch ASAP.”

However, due to the extended length of time that the generator ran between June 28, 2022 and June 30, 2022, which was nearly 40.4 hours before the “main line” power was restored, I asked Jerry Arnold (Director of Public Works), members of the Sanitary Department’s Maintenance Crew and Vincent Smith, who is knowledgeable in the operation and maintenance of diesel engines, to provide me with a list of concerns and comments that they have in regards to the non-functioning generator, which are summarized below:

1. Is just one cylinder head cracked or are there more?
2. Did the coolant get into the crankcase?
3. Did the coolant get into the engine oil?
4. How long did the diesel engine run with contaminated oil?
5. Did the coolant get on the engine bearings due to the fact that coolant on the engine bearings can cause a catastrophic failure?
6. Did the coolant get into the exhaust system?
7. Did the coolant get into the turbo assembly?
8. Cummins needs to conduct a complete engine disassembly to inspect for bearing wear and other possible failures.
9. If Cummins doesn’t want to replace the generator, then a monthly oil sampling program (to run for a minimum of two years and a maximum of three years as determined by the City) must be conducted to ensure that no



RECEIVED JUL 25 2022

July 25, 2022

Mr. Jay Hollen
City of Buckhannon
Brooke Street Lift Station Generator

Mr. Hollen
Shortly after the new Cummins generator was installed at City of Buckhannon’s Brooke Street Lift Station was installed, it began having problems with white smoke coming out of the exhaust. It was also noticed that the coolant level had dropped significantly. The Fairmont WV branch of Cummins Sales and Service dispatched a technician out to troubleshoot the issue and found that the cylinder head had a crack which was allowing coolant to flow into the engine cylinder. We have been searching our parts network and due to supply chain constraints, we are unable to source a cylinder head in the USA. However, one has been found in Singapore at one of our factories. Our parts department escalated the order last week to get permission to order this cylinder head and have it brought to the Fairmont WV branch ASAP. However, we are awaiting confirmation from the Singapore factory. At this time, I do not have a date that this will arrive but am hoping to this week. As more information becomes available, I will be sure to pass the updates along.

Sincerely,

Alan Beasley
Cummins Sales and Service
Territory Account Executive – Power Generation

D.3 Notice of Police Civil Service Commission-Accepting Applications for Probationary Police Officer Eligibility List

NOTICE THE POLICE CIVIL SERVICE COMMISSION CITY OF BUCKHANNON, WEST VIRGINIA

Notice is hereby given that the Police Civil Service Commission of the City of Buckhannon will receive applications for competitive examination for the eligibility list for entry-level police officer in the Police Department of the City of Buckhannon, subject to the following requirements.

1. Applicants must at least 18 years of age and no older than 45 at time of application.
2. Must have High School diploma or GED equivalent. All transcripts required and submitted with the application.
3. Applicants will be subject to background check.
4. Applicants must have a Valid West Virginia Driver's License.
5. Applicants must comply with all other laws, rules and regulations as prescribed in writing by the Code of the State of West Virginia and the Police Civil Service Commission of Buckhannon, West Virginia.
Copies of the current written rules and regulations of said Commission are available for inspection by any member of the public at City Hall, 70 East Main Street, Buckhannon, WV during regular business hours.

A required physical agility test and written examination will be administered as part of the application process. The top three scores will be sent to city council for interview where a hiring decision may be made.

Candidates that are successfully hired will be subject to residency requirements, drug test, physical, psychological and polygraph examination.

All applications must be received by the Commission no later than September 9, 2022 at City Hall or postmarked by midnight, addressed to the:

**Police Civil Service Commission
70 E Main Street
Buckhannon, WV 26201**

Application forms may be obtained from City Hall, 70 E Main Street or Buckhannon Police Department, Buckhannon WV 26201, or by calling 304-472-5723. You may also email tmsmith@buckhannonpolice.com for a copy of the application.

Randall Sanders, Clerk
Police Civil Service Commission

D.4 Notice Accepting Letters of Intent for Competitive Examination for Position of the Rank of Lieutenant in the BFD

NOTICE FIRE CIVIL SERVICE COMMISSION CITY OF BUCKHANNON, WEST VIRGINIA

Notice is hereby given that the Fire Civil Service Commission of the City of Buckhannon will receive letters of intent until August 31, 2022 for competitive examination to create a "List of Eligibles" for the position of the Rank of Lieutenant in the Fire Department of the City of Buckhannon, subject to the following requirements:

Buckhannon Fire Department
Rank of Lieutenant
Job Description

- The Lieutenant will be responsible for administration, supervision and management of the Buckhannon Fire Department in the absence of the Fire Chief or Captain. The Lieutenant is assigned to a 24 hour shift or an operational period or training evolution that is responsible for fire suppression, hazardous material response, rescue operations and emergency medical services.
- **Career Development**
- Minimum of 5 years of service at the Buckhannon Fire Department.
- All the following training must be West Virginia approved, Pro Board, IFSAC certified training.
- Firefighter I,II, Fire Officer I, NFPA 1006 certification in the following disciplines, Rope Operations level and Extrication Operations level, Driver Operator Engine, Truck, NIMS 100, 200, 700, 800, ICS 300
- **Duties Are But Not Limited To**
- Performs duties serving as a confidential staff advisor to the Fire Chief and Captains in researching, crafting, implementing and enforcing policies, directives and procedures.
- Implements department goals and objectives through a comprehensive administration program and coordinates under the direction of the Fire Chief and Captains.
- Performs the role of officer in charge of all fire, rescue and medical operations for assigned shift. Assumes the role of incident commander in the absence of the Fire Chief and Captains. Directs subordinate members to appropriate assignments to ensure the plan of action is followed in a safe and efficient manner.
- May assist the Fire Chief and Captains in long range planning and implementation of department budgets. May Assist the Fire Chief and Captains in the planning process of capital projects.
- Assists in the development of minimum standards of training and technical competence for all Fire Department personnel. Ensures the readiness of personnel and equipment under their supervision. Ensures the utilization of NIMS at emergency scenes.

- Maintains discipline and insures that personnel follow department rules and regulations. Evaluates work performance of subordinates, prepares employee evaluations and effectively may recommend and participates in hiring, suspensions and other disciplinary matters
- Supervises the completion, maintenance and/or quality assurance of incident reports, accident and injury reports and training.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.
- Attends training courses, meetings and conferences as directed by the Fire Chief or Captains. May be required to confer with citizens on problems, concerns, and accidents. Assists in planning, and implementing public fire safety education programs for civic, fraternal, educational, institutional or industrial organizations and agencies.
- Confer with the Fire Chief or Captains on a regular basis, discussing work processes, incidents, problems and plans and receives advise, counseling and instructions.
- **Knowledge, Skills and Abilities**
- Ability to work effectively with employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
- Ability to communicate effectively, verbally and in writing.
- Ability to operate fire suppression and other emergency equipment.
- Ability to perform strenuous or peak physical effort during emergencies, training or station maintenance activities for prologs periods of time under conditions of extreme heights, intense heat cold or smoke.
- Ability to prepare, organize and maintain office data, reports and systems.
- **Physical Demand**
- The ability to stand, walk, crawl, run, reach, hear, and talk in adverse and dangerous situations.
- Meet the medical standards established by NFPA 1582
- Capable of lifting, carrying, pushing and dragging 100 pounds.
- The ability to wear a Self-Contained Breathing Apparatus in adverse conditions.

Posted 08/15/2022

D.5 Letter of Resignation- Dennis Cortes- Upshur County Parks & Recreation Advisory Board

Dear Mayor and City Council;

It is with regret that I must resign from my appointment on the Upshur County Parks & Recreation Advisory Board. My health is failing and I am looking at a number of surgeries between now and the end of the year. (It would appear that all of my warranties have run out!) I will try to stay on until another has volunteered and been approved by city council. I took my position seriously to the point of volunteering to give reports on a regular basis. I felt that since the city appointed me, they have the right to know what is going on in that board. It is my hope that I set a standard for the next volunteers.

Your humble servant;
 Dennis P. Cortes
 2 Myrna St.
 Buckhannon, WV
 26201-2126
 304-472-1104
dpcortes47@gmail.com

D.6 Letter from David McCauley-Gift Supporting to SYCC Capital Campaign

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

August 12, 2022

Buckhannon City Council
City Hall
70 East Main Street
Buckhannon, WV 26201
Attention: Mrs. Amby Jenkins

RE: Stockert Youth & Community Center Capital Campaign – continuing gifts

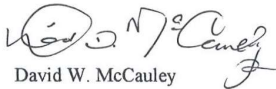
Dear Council members:

I was so pleased with our town hall meeting of August 11 soliciting input on the rendering of the new Stockert building designed by the Mills Group. The excitement among the 70 or so attendees was universal. The new building addition will certainly transform our downtown streetscape, but more importantly, it will transform the lives of generations of people of Buckhannon to come, adding richness and value for so many.

While I'm sure there will be some edits now to the rendering of our new building as our City government responds to the well-articulated wishes of our citizenry, I want to continue to add to the seed money for our project, while hopefully generating more contributions from others in the process. As I approach the Six Thousand Dollar amount in total contributions to our project to date, I want to pledge an additional amount of four thousand dollars, that will bring my gifts to Ten Thousand Dollars (\$10,000.00). I will continue to contribute on a monthly basis.

Anything I can do to help us realize our groundbreaking in the coming months, just say the word. Here's to realizing our amazing new building soon.

Very truly yours,



David W. McCauley

Enclosure – check - \$100

Cc: Amby Jenkins
Jerry Arnold
SYCC Board of Directors

D.7 Mayor's Welcome Letter-84th Mountain State Forest Festival

August 12, 2022

On behalf of our City Council, staff, administration, and 6,000 residents, it is my honor and privilege as Mayor of the beautiful City of Buckhannon, to welcome you to the 84th Mountain State Forest Festival in the great City of Elkins, West Virginia! Much like Buckhannon each May during the West Virginia Strawberry Festival, the Elkins community is well-dressed and boasting with hometown pride as our citizens embrace the traditions associated with our long-standing annual events. I extend my sincere congratulations and well-wishes to Mayor Jerry Marco, Director General Robbie Morris, and everyone who has worked so hard to return a full festival to Elkins; the first since the COVID-19 pandemic.

Additionally, it is with great excitement that Buckhannon's very own Caroline Fluke will reign over the festival as Queen Silvia. I have had the pleasure of knowing Caroline and her family for many years, and she has always represented our community with beauty, dignity, and grace. As a high school student at Buckhannon-Upshur in 2015, she inspired the opening of what is now Caroline & Co., a classy, elegant boutique located on Main Street in the heart of Historic Downtown Buckhannon. Her passion for fashion and the beauty skin care industry continues to shine through the store, as well as leading her to complete cosmetology school, becoming licensed in West Virginia, and completing aesthetician school. She hopes to own her own business, focusing on helping her clients look and feel their best in all aspects of their lives.

Thank you to the Mountain State Forest Festival for consistently providing our region with a fantastic event celebrating the majestic beauty of the Fall season! We're even more so thrilled you chose Caroline to represent the festival this year. I encourage all of our Upshur County residents to support our native daughter, and enjoy the events associated with the Mountain State Forest Festival in our wonderful neighboring City of Elkins. Congratulations, Caroline, and may everyone have a wonderful week!

Sincerely,

Robert Neal Skinner, III
Mayor, City of Buckhannon

D.8 Par Mar Oil Company- Zoning Form to ABCA

(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the front portion of the form.

Under the requirements set forth in W.Va. Code §§ 11-16-8(a)(5), a person intending to apply for a license to operate a WVABCA licensed Class B establishment at any location within a municipality must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior to filing an application for such license with the WVABCA. Pursuant to this requirement, notice is herein given that the following intends to apply to the WVABCA for a license to operate a Class B licensed establishment issued pursuant to the provisions of § Chapter 11, Article 16 of the W.Va. State Code.

ABCA-Lic.Z.2

- Return Original To: WVABCA
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

Baseball / Softball

- Basketball
- Soccer
- Exercise equipment/Personal fitness
- Skate Park
- Organized games
- e-Sports
- Other _____

Education

- Tutoring / Homework Help
- Science, Technology, Engineering & Math Activities
- High School readiness
- College readiness
- Other _____

The Arts

- Photography / Film
- Painting / Drawing
- Sewing / Knitting / Textiles
- Music
- Theater
- Other _____

Health & Wellness

- Financial Planning
- Budgeting
- Basics of Investing
- Healthy Eating – Healthy Habits
- Dealing with grief
- Alanon for Teens
- Exercise classes – Yoga, Zumba, SilverSneakers
- Other _____

Workforce Readiness

- Digital Literacy Essentials
- Microsoft Office
- Resume writing
- How to interview for a job
- Entrepreneurship
- Overview of career opportunities
- Other _____

Character & Leadership

- Leadership
- Character development
- Mentoring
- Alcohol and Drug Prevention
- Community Service Projects
- Field Trips / Regional travel
- Other _____

Other ideas you’d like to provide:

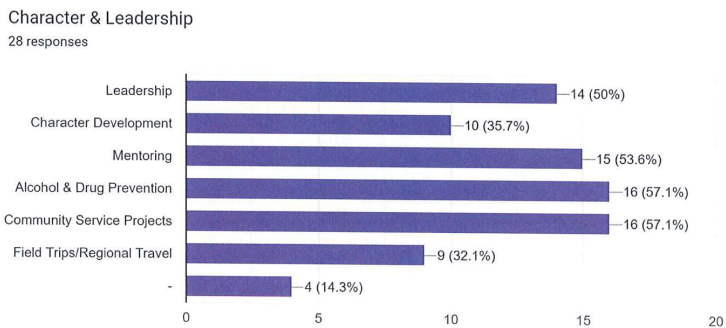
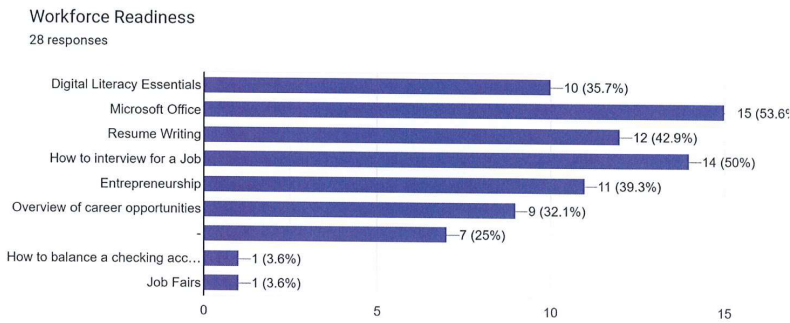
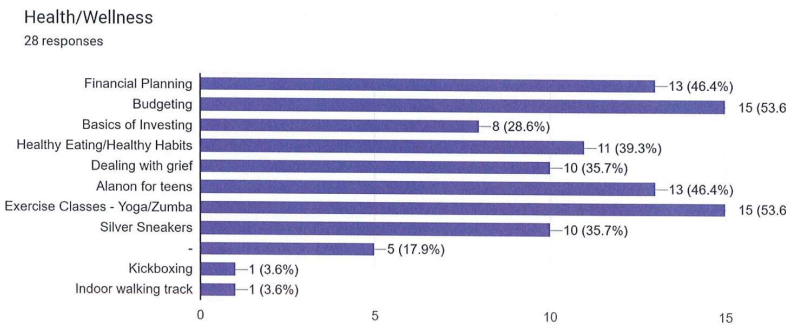
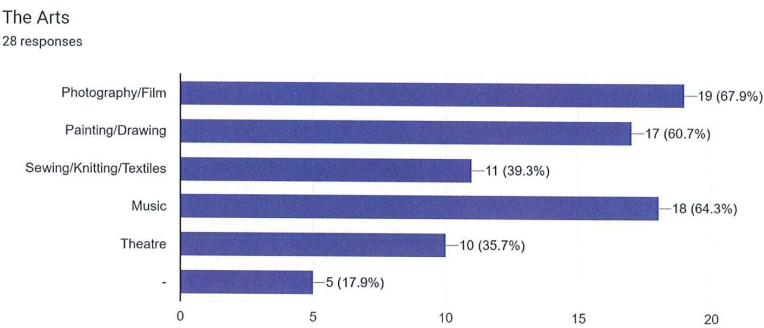
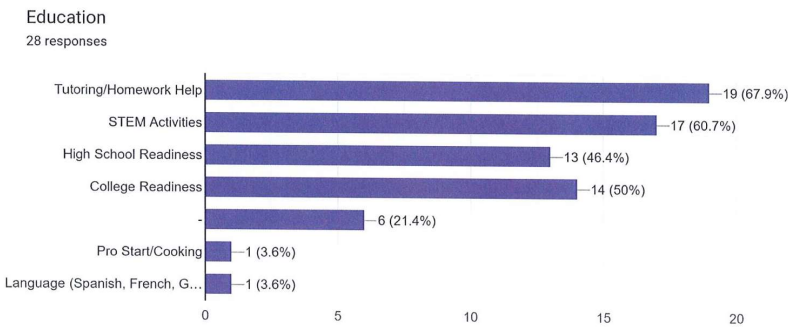
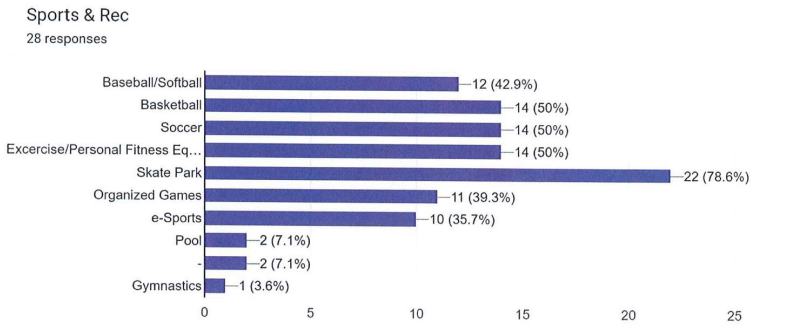
Would you like someone to follow up with you?

Topic:

Name:

Phone:

Email:



E. Consent Agenda: Mayor Skinner asked for approval of the following items:

E.1 Approval of Minutes -Regular Meetings 07/07/2022, 07/21/2022, 08/02/2022, Special Meeting 07/12/2022

E.2 Approval of Building and Wiring Permits



Permit Fee Report #75606-#75621

08/02/2022 - 08/17/2022

Permit #	Applicant Name	Applicant Address	Primary Contractor	Description	Project Cost	Fee Amount	Electrical Property Type	Asbestos Inspection	Zoning Approval Date	Historic Property	Flood Zone Area	Flood Zone /Elevation Certificate	FEMA Accessory Use
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Group: Commercial Electrical Fee

75615	ALAN TALBOTT	72 OKLAHOMA AVE	DUSTIN WAMSLEY DTA ELECTRICAL LLC	INSPECTION RECONNECT	500.00	100.00	Commercial Property	No		No	N/A	No	No
75616	COMMUNITY CARE	77 W MAIN ST	HIGH POINT CONSTRUCTION	INSIDE RENOVATIONS CHANGE OF USE MEDICAL AND PROFESSIONAL ENCLOSING EXISTING DRIVE THRU CHANGE OUT PANELS ON SIGNAGE	559,000.00	559.00	Commercial Property	No	8/11/2022	No	N/A	No	No
					559,500.00	659.00							

Group Total: 2

Group: Commercial-Industrial (nonresidential)

75618	St. Joseph's Hospital	1 Amalia Drive	TOP LINE SERVICES	Sidewalk Replacement Project-ADA Ramp Compliance	38,780.00	290.85				No	N/A	No	
75619	Jerry Henderson	54 Fifth Street		10'x12' Storage Building	3,300.00	31.35				No	Zone AE	Yes-Elevation Cert. Not Required	Yes- If yes attach Nonconforming Use
75616	COMMUNITY CARE	77 W MAIN ST	HIGH POINT CONSTRUCTION	INSIDE RENOVATIONS CHANGE OF USE MEDICAL AND PROFESSIONAL ENCLOSING	559,000.00	2,515.50	Commercial Property	No	8/11/2022	No	N/A	No	No

				EXISTING DRIVE THRU CHANGE OUT PANELS ON SIGNAGE									
75613	Theta XI Chip Allen	87 S Kanawha St	CITY WINDOW & CONSTRUCTION COMPANY	Water Damage- Pipe, Flooring & Ceiling Replacement. Performed work without a building permit.	14,225.00	120.91				Yes		No	
					615,305.00	2,958.61							

Group Total: 4

Group: No Charge

75606	USPFO	50 Armory Road	CITY WINDOW & CONSTRUCTION COMPANY	Interior & Exterior Door Replacement, Interior Floor Coating	160,100.00	0.00				No	Zone A	Yes-Elevation Cert. Not Required	
					160,100.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

75621	Peggy Ball	33 Boggess St		Block Retaining Wall 5'6" Hght	10,800.00	118.80				No	N/A	No	
75620	Steve Wykoff	75 W Lincoln St		Vinyl Fence 6' Height	950.00	10.00			8/12/2022	No	N/A	No	
75614	Shawn Tenney	104 1/2 East Main St	SUPERIOR ENVIRONMENTAL	Re-Roof Shingles	13,500.00	148.50		Yes -If yes attach report		Yes	Zone AE	Yes-Elevation Cert. Not Required	
75610	RICHARD FORD	9 MYRNA ST		REPLACING BATH TUB	3,000.00	33.00		No		No	N/A	No	No
75611	Andy Kenner	3 College Ave	ELITE ROOFING LLC	Re-Roof Shingles	15,100.00	166.10		Yes -If yes attach report		Yes		No	
75612	Scott Thrain	167 Pocahontas St	ULTIMATE ROOFING WV LLC	Re-Roof & Gutterwork	10,000.00	110.00		Yes -If yes attach report		No		No	
75609	Rox Ann Woodson	20 Cardinal Street	BY CONSTRUCTION LLC	Replacement Vinyl Siding & Metal over Shingle Re-Roof Not removing materials	11,000.00	121.00				No		No	

75607	WILLIAM OBRION	26 ISLAND AVE	ALL ABOUT GLASS LLC	REROOF-SHINGLES	17,500.00	192.50		Yes -If yes attach report		Yes	N/A	No	No
75608	RONALD ONEAL	3 WILLOW BROOK ST		METAL OVER SHINGLE REROOF	10,000.00	110.00		No		No	N/A	No	No
					91,850.00	1,009.90							

Group Total: 9

Group: Zoning Application Fee

75621	Peggy Ball	33 Boggess St		Block Retaining Wall 5'6" Hght	10,800.00	20.00				No	N/A	No	
75620	Steve Wykoff	75 W Lincoln St		Vinyl Fence 6' Height	950.00	20.00			8/12/2022	No	N/A	No	
75616	COMMUNITY CARE	77 W MAIN ST	HIGH POINT CONSTRUCTION	INSIDE RENOVATIONS CHANGE OF USE MEDICAL AND PROFESSIONAL ENCLOSING EXISTING DRIVE THRU CHANGE OUT PANELS ON SIGNAGE	559,000.00	20.00	A Commercial Property	No	8/11/2022	No	N/A	No	No
75617	PARMAR OIL COMPANY	32 N LOCUST ST		NEW OWNERS HIP, NO IMPROVEMENTS, RESHELVING-CONVENIENCE STORE WITH GAS	0.00	20.00				No	Zone AE	Yes-Elevation Cert. Not Required	
					570,750.00	80.00							

Group Total: 4

					1,997,505.00	4,707.51							
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Total Records: 20

8/17/2022

E.3 Approval of Payment of the Bill

AUGUST 1-17-2022 GENERAL FUND PAYMENT OF BILLS 8-18-2022 CITY COUNCIL MEETING

- \$20,000.00– UPSHUR COUNTY DEVELOPMENT – 1ST HALF FY 2022-23 BUDGET
- \$23,533.80 – MOTOROLA SOLUTIONS – INCAR/BODY CAMS ANNUAL PAYMENT
- \$7,856.00 – PTS SOLUTIONS – ANNUAL SOFTWARE MAINTENANCE
- \$1,270.00 – LOWES – ICE MAKER FOR FIRE DEPT.
- \$9,247.62 – SCOTT ELECTRIC - WIRE FOR SPRING ST LIGHTING & CONDUIT FOR KANAWHA ST
- \$4,000.00 - C&M PRECISION – CUT OUT SIGN BLANKS
- \$14,297.04 – COMMERCIAL BUILDERS – JUNE 2022 LABOR AT THEATRE
- \$1,630.00 - SOLARSKYLIGHTS – ALUMINUM HATCH DOOR FOR THEATRE
- \$2,804.27 – KEITH WESTON SAINÉ – CAC LIGHT & SOUND INSTALL
- \$3,217.25 – COMFORTECH LLC – REPAIR ROOFTOP AC UNIT AT THEATRE
- \$3,900.00 – RECDESK LLC – SOFTWARE RENEWAL
- \$3,753.52 – CSX TRANSPORTATION INC – FEMA GRANT #1 GENERATOR CSX PERMIT BORE & JACK

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ECONOMIC DEVELOPMENT	UPSHUR COUNTY DEVELOPMENT	402-567-00	ECONOMIC DEVELOPMENT	1ST HALF BUDGET FY 2022-23	20,000.00
				TOTAL:	20,000.00
MAYOR'S OFFICE	GATES SUPPLY	409-341-00	MAYOR'S SUPPLIES & M	2 ROLLS 36" PAPER - PLOTT	48.96
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 7/5/22-8/1/22	2.60
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF AUG 2022 HEALTH INS	1,233.52
		409-105-00	MAYOR'S INSURANCE	GF AUG 2022 RETIREE'S SUBS	140.00
	HART OFFICE SOLUTIONS INC	409-341-00	MAYOR'S SUPPLIES & M	CTY HALL COPIER OVRG 8/202	45.00
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	GF PERMIT #10 POSTAGE	750.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	JULY 2022 AA FEES	187.60
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	JULY 2022 CC FEES	1,408.84
	GENERAL FUND	409-341-00	MAYOR'S SUPPLIES & M	AUG 2022 LOC FEES	92.12
		409-341-00	MAYOR'S SUPPLIES & M	JULY 2022 LOC FEES	78.12
	DLT SOLUTIONS LLC	409-341-00	MAYOR'S SUPPLIES & M	AUTOCAD SOFTWARE RENEWAL	477.68
	WV MUNICIPAL LEAGUE CONFEREN	409-341-00	MAYOR'S SUPPLIES & M	PCRD-REG MCCAULEY WVML CON	300.00
	MY BUCKHANNON	409-341-00	MAYOR'S SUPPLIES & M	PCRD-1YR SUBSCRIPTION	89.00
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	39.58
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	9.26
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-FILE FOLDERS PAPER TW	171.08
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-RUBBER BANDS	8.85
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-NAME PLATES	27.65
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-BINDER DIVIDERS RUBBE	9.04
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-RUBBER BANDS DIVIDERS	3.14
	DATAMAX CORPORATION	409-341-00	MAYOR'S SUPPLIES & M	JUL 2022 CITY LICENSE COLL	290.00
	LOG ME IN - GOTOMEETING	409-341-00	MAYOR'S SUPPLIES & M	PCRD-ANNUAL GO TO MEETING	48.00
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	649.98
				TOTAL:	6,110.02
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 7/5/22-8/1/22	0.22
	UPSHUR COUNTY COMMISSION	410-460-00	CAT CONTROL EXPENSE	CATS TRAPPED JUNE 2022	40.00
				TOTAL:	40.22
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 7/5/22-8/1/22	0.22
				TOTAL:	0.22
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 7/5/22-8/1/22	0.85
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF AUG 2022 HEALTH INS	1.76
		413-105-00	TREASURER'S GROUP IN	GF AUG 2022 RETIREE'S SUBS	70.00
	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			8/01/2022 - 8/17/2022	313.18
				TOTAL:	409.75
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 7/5/22-8/1/22	4.79
				TOTAL:	4.79

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DISBURSEMENTS 08-01-22 TO 08-17-2022

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CITY ATTORNEY	ENCOVA INSURANCE	417-226-00	CITY ATTORNEY INS UN	WCN6007140 7/5/22-8/1/22	9.66
	WV PUBLIC EMPLOYEES INSURANC	417-105-00	CITY ATTORNEY INSURA	GF AUG 2022 HEALTH INS	265.00
	THOMAS J O'NEILL	417-221-00	CITY ATTORNEY TRAINI	HOTEL REIMB WVML CONFEREN	329.96
	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			8/01/2022 - 8/17/2022	523.73
				TOTAL:	1,168.41
CITY ENGINEER	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			8/01/2022 - 8/17/2022	775.23
				TOTAL:	835.11
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 7/5/22-8/1/22	69.09
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF AUG 2022 HEALTH INS	155.51
		437-105-00	ZONING HEALTH INS	GF AUG 2022 RETIREE'S SUBS	70.00
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE	CODE ENF MILEAGE MAY-JULY	415.00
	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			8/01/2022 - 8/17/2022	1,430.15
				TOTAL:	2,249.16
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	IT SERVICE CONTRACT AUG 20	370.00
	SUDDENLINK BUSINESS	439-230-00	DATA PROCESSING	CITY HALL INTERNET AUG 202	214.62
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	RECEIPT VALIDATION PRINTER	602.10
				TOTAL:	1,186.72
CITY HALL	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	JULY 2022 ALL DEPT UNIFORM	139.68
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 7/5/22-8/1/22	62.76
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF AUG 2022 HEALTH INS	1.14
		440-105-00	CITY HALL JANITOR IN	GF AUG 2022 RETIREE'S SUBS	70.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	33.70
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CITY HALL PEST CONTROL AUG	31.00
	RAVEN ROCK NETWORKS INC	440-216-00	CITY HALL MAINTENANC	CAT6 PATCH CABLES CHAMBER	75.00
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	SUPPLIES CITY HALL	37.36
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	76.30
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	17.84
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	1,245.32
				TOTAL:	1,790.10
POLICE	RALSTON PRESS INC	700-341-00	POLICE DEPT. MAT & S	BUSINESS CARDS MCCAULEY	55.19
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 7/5/22-8/1/22	1,038.27
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF AUG 2022 HEALTH INS	5,904.36
		700-105-00	POLICE DEPT. GROUP I	GF AUG 2022 RETIREE'S SUBS	630.00
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	GF JULY 2022 COURT FEES	114.00
	MOTOROLA SOLUTIONS, INC.	700-459-00	POLICE DEPT. NEW EQU	INCAR/ BODY CAMS ANNUAL PY	23,533.80
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22HZS3 2017 INTERCEPTOR PY	591.08
		700-459-00	POLICE DEPT. NEW EQU	22HZSX 2017 INTERCEPTOR PY	616.19
		700-459-00	POLICE DEPT. NEW EQU	22SFZ4 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SFZ7 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SC22 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	106.30
		700-343-00	POLICE DEPT. AUTO SU	23H655 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	86.42

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DISBURSEMENTS 08-01-22 TO 08-17-2022

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POLICE		700-343-00	POLICE DEPT. AUTO SU	23H64Z MAINT OLDER CRUISER	20.00
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	803.87
	DOUG LOUDIN	700-341-00	POLICE DEPT. MAT & S	PLATES & NPKINS - NTNL NTE	27.54
	SPRINT	700-211-00	POLICE DEPT. TELEPHO	ALL DEPT JULY 2022 GEOTABS	21.89
	SAM'S PIZZA	700-341-00	POLICE DEPT. MAT & S	PIZZA FOR NATNL NIGHT OUT	77.00
		700-341-00	POLICE DEPT. MAT & S	PIZZA FOR NATNL NIGHT OUT	152.00
		700-341-00	POLICE DEPT. MAT & S	PIZZA FOR NATNL NIGHT OUT	152.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,528.34
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	357.43
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-OFFICE NAME PLATES	21.85
		700-345-00	POLICE DEPT. UNIFORM	PCRD-PANTS SHIRTS FOR POLI	365.87
	STREET COP TRAINING.COM	700-221-00	POLICE DEPT. TRAININ	PCRD-SOCIAL MEDIA INVESTIG	225.00
		700-221-00	POLICE DEPT. TRAININ	PCRD-SOCIAL MEDIA INVESTIG	450.00
	PTS SOLUTIONS, INC	700-459-00	POLICE DEPT. NEW EQU	PTS SOLUTIONS INC	7,856.00
	SIRCHIE FINGER PRINT LAB INC	700-341-00	POLICE DEPT. MAT & S	PCRD-EVIDENCE BAGS	113.14
	WORLD FUEL SERVICES, INC.	700-343-00	POLICE DEPT. AUTO SU	POLICE FUEL BILL JULY 2022	1,973.18
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	79.75
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	24,795.47
				TOTAL:	75,184.89
FIRE	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 7/5/22-8/1/22	1,052.25
	J T MARTIN COMPANY INC	706-343-00	FIRE DEPT. AUTO SUPP	SERVICE FIRE ENG EXTINGUI	213.74
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF AUG 2022 HEALTH INS	3,864.36
		706-105-00	FIRE DEPT. GROUP INS	GF AUG 2022 RETIREE'S SUBS	630.00
	JOEY BAXA	706-105-00	FIRE DEPT. GROUP INS	REFUND CREDIT ON AFLAC	133.39
	LOWES BUSINESS ACCOUNTS	706-341-00	FIRE DEPT. MATERIAL	ICE MAKER	1,270.00
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE PEST CONTROL AUG 2022	42.00
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK AUG 2022	4,790.11
	WALMART STORES INC -BUCKHANN	706-341-00	FIRE DEPT. MATERIAL	PCRD-SCRAPER COPY PAPER	82.51
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,372.23
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	320.91
	OZARK MOUNTAIN LEATHER WORKS	706-345-00	FIRE DEPT. UNIFORMS	PCRD-FITTED RADIO SLING	288.00
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-CUSTOM RADIO STRAP	148.00
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-FIRE DEPT JUNE IPAD S	38.24
	POPS FURNITURE	706-341-00	FIRE DEPT. MATERIAL	PCRD-TWIN BED MATTRESS TWI	400.00
	WORLD FUEL SERVICES, INC.	706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT TRK 1102 JUL 22	212.04
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT FUEL JULY 2022	1,213.88
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	21,703.69
				TOTAL:	37,775.35
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET DEPT WASTE AUG 2022	64.28
	MON POWER	750-213-00	STREET DEPT. UTILITI	110123905108 25 N LOCUST S	9.41
		750-213-00	STREET DEPT. UTILITI	110148156588 RT 6 395 MUDL	840.55
		750-213-00	STREET DEPT. UTILITI	110148255778 395 MUDLICK R	729.77
	RECORD-DELTA NEWSPAPER	750-341-00	STREET DEPT. MAT & S	LEGAL AD 1864 EXCAVATOR BI	36.43
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	JULY 2022 ALL DEPT UNIFORM	496.30
	SOUTHERN STATES COOP INC	750-341-00	STREET DEPT. MAT & S	PROPANE TANK REFILL	49.38
	WV PAGING	750-213-00	STREET DEPT. UTILITI	STREET DEPT PAGERS AUG 202	23.00
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 7/5/22-8/1/22	1,013.30
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF AUG 2022 HEALTH INS	4,152.60
		750-105-00	STREET DEPT. GROUP I	GF AUG 2022 RETIREE'S SUBS	630.00
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	#8 WIRE FOR SPRING ST LIG	362.36

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		750-458-05	STREET DEPT PROJECTS	#8 WIRE FOR SPRING ST LIG	1,216.65
		750-458-05	STREET DEPT PROJECTS	#8 WIRE FOR SPRING ST LIG	1,216.65
		750-458-05	STREET DEPT PROJECTS	#8 WIRE FOR SPRING ST LIG	1,216.65
		750-458-05	STREET DEPT PROJECTS	#8 WIRE FOR SPRING ST LIG	1,216.65
		750-458-05	STREET DEPT PROJECTS	800' CONDUIT FOR KANAWHA	2,802.01
	J F ALLEN CO	750-458-05	STREET DEPT PROJECTS	BLACK TOP KANAWHA ST	431.20
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT.	AUTO SU ALTERNATOR FOR S-15	180.58
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	#57'S FOR KANAWHA ST PROJ	669.90
	CENTRAL SUPPLY CO	750-458-05	STREET DEPT PROJECTS	SREED JOINT & STAKES	622.00
	FERGUSON WATERWORKS	750-458-05	STREET DEPT PROJECTS	2-METER VAULTS & LIDS	1,410.00
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT.	CAPITAL 22WCNZ 2019 RAM 1500	635.79
		750-459-00	STREET DEPT.	CAPITAL 22WGHW 5500 CHASSIS DUMP T	961.06
		750-459-00	STREET DEPT.	CAPITAL 23P226 2020 RAM 2500	690.58
		750-459-00	STREET DEPT.	CAPITAL 23P47T 2020 RAM 2500	684.15
	TRACTOR SUPPLY CREDIT PLAN	750-343-00	STREET DEPT.	AUTO SU PCRD-BATTERIES & PUMP FOR	745.42
	SPRINT	750-211-00	STREET DEPT.	TELEPHO ALL DEPT JULY 2022 GEOTABS	271.54
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT.	MAT & S PCRD-PAPER TOWELS FOR SHOP	53.52
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT.	MAT & S PEST CONTROL SERVICE 8/22	31.50
	DUNCAN PARNELL INC	750-341-00	STREET DEPT.	MAT & S R2 GPS UNIT RENTAL	1,460.00
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT.	FICA TA FICA WITHHELD AND MATCHED	1,112.61
		750-104-00	STREET DEPT.	FICA TA MEDICARE WITHHELD & MATCHE	260.21
	AMAZON.COM	750-459-00	STREET DEPT.	CAPITAL PCRD-MAKITA CHOP SAW	899.00
		750-341-00	STREET DEPT.	MAT & S PCRD-BLADES FOR CHOP SAW	175.22
		750-341-00	STREET DEPT.	MAT & S PCRD-LASER LEVELING KIT	511.53
		750-341-00	STREET DEPT.	MAT & S PCRD-PHN HOLSTER JUMP STAR	338.62
		750-341-00	STREET DEPT.	MAT & S PCRD-PAPER SHREDDER FOF ST	279.99
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT	MUDL AUG 2022 PUBLIC WRKS BLDG	9,774.80
	APPALACHIAN EQUIPMENT SOLUTI	750-343-00	STREET DEPT.	AUTO SU SERVICE KIT FOR LOADER	528.93
	WORLD FUEL SERVICES, INC.	750-343-00	STREET DEPT.	AUTO SU STREET DEPT FUEL JULY 2022	3,697.80
	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT.	MAT & S MOW CITY LTS 7/25-8/7	2,400.00
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	17,973.85
				TOTAL:	64,092.44
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,640.63
		751-213-00	STREET LIGHTS	110 151 101 430 99 W. MAIN	98.30
				TOTAL:	5,738.93
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS	POWE 110 088 985 459 RT. 119	39.46
		752-213-00	TRAFFIC SIGNALS	POWE 110088985624 RT. 20 BKN C	50.98
		752-213-00	TRAFFIC SIGNALS	POWE 110081822063 W. MAIN ST	5.21
		752-213-00	TRAFFIC SIGNALS	POWE 110088820243 MAIN ST	35.85
		752-213-00	TRAFFIC SIGNALS	POWE 110080768291 E. MAIN ST	26.54
	HARBOR FREIGHT TOOLS	752-230-00	SIGNS & SIGNALS	PCRD-MOVING BLANKETS STREE	74.85
	C & M PRECISION	752-230-00	SIGNS & SIGNALS	PCRD-CUT OUT SIGN BLANKS	4,000.00
	HUNTINGTON STEEL & SUPPLY CO	752-230-00	SIGNS & SIGNALS	PCRD-METAL & PIPE FOR STRE	13,846.00
				TOTAL:	18,078.89
SNOW REMOVAL	HIGHLAND LANDSCAPING LLC	753-341-00	SNOW REMOVAL	FIXED YARD FROM SNOW PLOW	517.00
				TOTAL:	517.00
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	JULY 2022 HOTEL MOTEL TAX	4,278.37
				TOTAL:	4,278.37

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	JULY 2022 HOTEL MOTEL TAX	9,982.85
				TOTAL:	9,982.85
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110122154542 48 E. MAIN ST	505.23
	RITE-WAY HEATING & PLUMBING	906-450-01	THEATRE BLDG	FITTINGS FOR WATER HEATER	62.98
		906-450-01	THEATRE BLDG	FITTINGS FOR WATER HEATER	17.40
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF AUG 2022 HEALTH INS	266.76
	SCOTT ELECTRIC CORP	906-450-01	THEATRE BLDG	GFI BREAKER FOR THEATRE	146.56
		906-450-01	THEATRE BLDG	TOGGLE SWITCH; RECEPTACLES	181.66
		906-450-01	THEATRE BLDG	BLANK PLATE FOR THEATRE	2.43
		906-450-01	THEATRE BLDG	WIRE & CONNECTORS THEATRE	673.04
		906-450-01	THEATRE BLDG	BOXES & COVERS FOR THEATRE	254.74
		906-450-01	THEATRE BLDG	BOXES & COVERS FOR THEATE	71.15
		906-450-01	THEATRE BLDG	BOXES & COVERS FOR THEATE	14.95
		906-450-01	THEATRE BLDG	BOXES & COVERS FOR THEATE	101.16
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BLDG	CONDUIT ACCESS PANELS	444.14
		906-450-01	THEATRE BLDG	CONDUIT; ACCESS PANELS	207.54
		906-450-01	THEATRE BLDG	CONDUIT; ACCESS PANELS	126.22
	SHERWIN WILLIAMS-ELKINS	906-341-00	CAC SUPPLIES & EXPEN	2 GALLONS PAINT THEATRE	107.09
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	PEST CONTROL THEATRE 7/22	150.00
	CRITES ELECTRICAL SUPPLY INC	906-450-01	THEATRE BLDG	RECEPTACLES & BREAKERS	25.22
		906-450-01	THEATRE BLDG	RECEPTACLES & BREAKERS	5.68
		906-450-01	THEATRE BLDG	RECEPT SWITCHES FOR THEAT	28.56
		906-450-01	THEATRE BLDG	RECEPTACLES & SWITCHES	40.15
		906-450-01	THEATRE BLDG	RECEPTACLES & SWITCHES	16.03
	MCCARTY'S SEPTIC SERVICE	906-216-00	THEATRE MAINTENANCE/	PORTA POT RENTAL	110.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	65.10
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	15.23
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-KEY STORAGE LOCK BOX	29.49
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-SWEEPER FOR THEATRE	140.00
	COMMERCIAL BUILDERS INC.	906-450-01	THEATRE BLDG	LABOR AT THEATRE JUNE 22	14,297.04
	SOLARSKYLIGHTS	906-459-01	CULTURE ARTS GRANT (PCRD-ALUM HATCH DOOR FOR T	1,630.00
	KEITH WESTON SAINÉ	906-450-01	THEATRE BLDG	CAC LIGHT & SOUND INSTALL	2,804.27
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	77.05
	COMFORTECH LLC	906-216-00	THEATRE MAINTENANCE/	REPAIR ROOFTOP AC- THEATR	3,217.25
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	1,050.00
				TOTAL:	26,884.12
STOCKERT YOUTH CENTER	A F WENDLING INC	907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPLIES	74.12
	UNIFIRST CORP.	907-216-00	MAINTENANCE	JULY 2022 ALL DEPT UNIFORM	100.62
	LEAF	907-341-01	OPERATING EXPENSES	SYCC COPIER LEASE	159.67
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 7/5/22-8/1/22	77.83
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF AUG 2022 HEALTH INS	1,300.28
		907-105-00	GROUP INSURANCE	GF AUG 2022 RETIREE'S SUBS	280.00
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	33.70
	ON POINT ATHLETICS LLC	907-356-00	YOUTH BASKETBALL	PCRD-FLAME GIRLS JERSEYS	1,070.00
	SUNSET GRAPHICS LLC	907-459-00	CAPITAL OUTLAY	PCRD-SIGN FOR NEW BLDG	730.00
	SPRINT	907-211-00	TELEPHONES	ALL DEPT JULY 2022 GEOTABS	62.66
	WALMART STORES INC -BUCKHANN	907-360-00	CAMP BUCANNEER SUPPL	CAMP SUPPLIES	35.95
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC PEST CONTROL AUG 2022	36.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	705.20
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	164.93
	AMAZON.COM	907-360-00	CAMP BUCANNEER SUPPL	PCRD-SUPPLIES FOR CAMP BUC	245.92
	RECDESK LLC	907-459-00	CAPITAL OUTLAY	PCRD-SOFTWARE RENEWAL BILL	3,900.00

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LYNX WV INC	907-213-00	UTILITIES	SYN INTERNET JULY 2022	145.00
		907-213-00	UTILITIES	AUG 2022 SYN INTERNET	145.00
	WORLD FUEL SERVICES, INC.	907-216-00	MAINTENANCE	SYN FUEL BILL JULY 2022	240.69
	RANDY JOHNSON	907-341-00	MATERIALS & SUPPLIES	REIMB FUEL FOR BUS-FIELD T	145.35
	**PAYROLL EXPENSES			8/01/2022 - 8/17/2022	11,373.95
				TOTAL:	21,027.37
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	JULY 2022 ALL DEPT UNIFORM	40.56
	CSX TRANSPORTATION INC	976-459-36	FEMA GRANT#1 GENERAT	CSX PERMIT - BORE & JACK	3,753.52
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE PEST CONTROL AUG 20	45.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	AUG 2022 PSC INTERNET	150.00
				TOTAL:	3,989.08

Motion to approve the Consent Agenda as presented was made by Bucklew/Thomas. Motion carried.

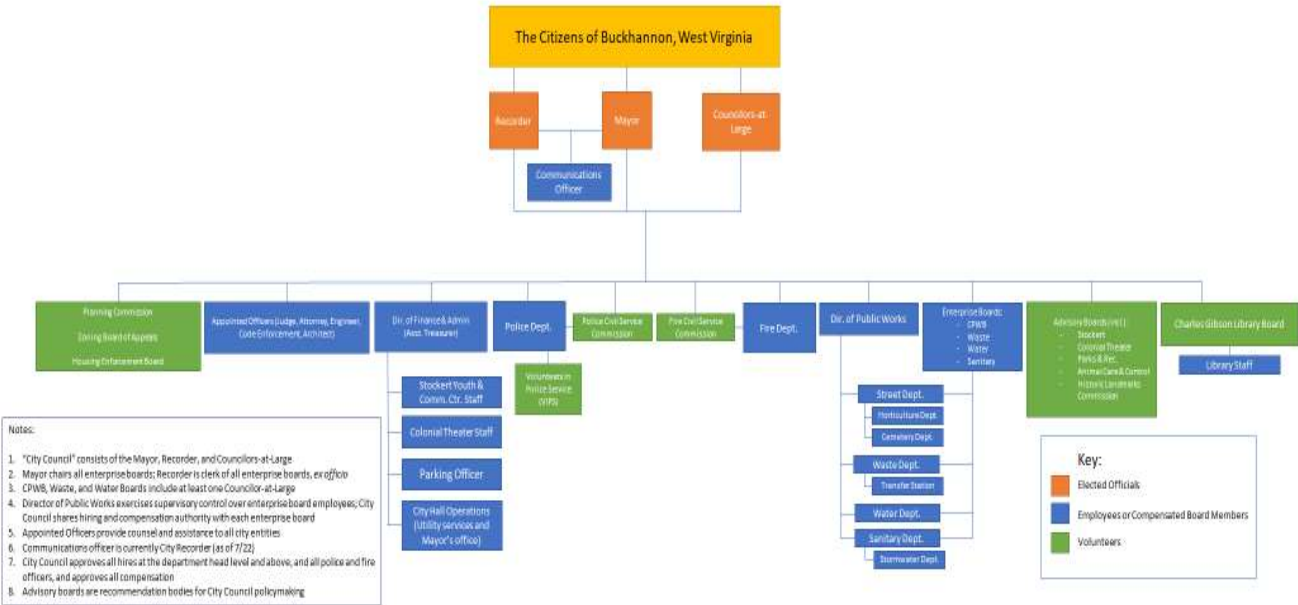
F. Strategic Issues for Discussion and/or Vote

F.1 Approval to Accept Bid Opening Results –New Excavator for Street Department – Action taken earlier in the meeting.

F.2 Approval of Financing for the New Excavator – Action taken earlier in the meeting.

F.3 Approval Mutual Aid Agreement between Buckhannon Police Department & the Harrison County Sheriff’s Department – Action taken earlier in the meeting.

F.4 Approval City Organizational Chart – Mayor Skinner recognized City Attorney Tom O’Neill who reviewed the City Organizational Chart with Council.



Motion to approve the City Organizational Chart as presented as made by Bucklew/Reger. Motion carried.

F.5 Continued Discussion Council Vacancy Protocol - Mayor Skinner recognized City Attorney Tom O’Neill who had been asked to review the City Charter once again in regards to filling a Council vacancy; the options from Elkins current procedures; and the conversations from our last meeting. Mr. O’Neill provided his opinion that by creating an ordinance that would predetermine a certain person (i.e., automatically choosing the next highest vote getter) could be problematic with the Charter. While he would prefer we not do an ordinance, doing one which provides the greater latitude, such as taking letters of interest, would better satisfy the City Charter. After a lengthy discussion, the Mayor asked for a motion.

Motion to draft an ordinance defining the protocol to fill a vacancy of a council member or of the recorder position to be by accepting letters of interest from which Council will choose from was made by McCauley/Bucklew. Further discussion took place and then the Mayor called for the question. Motion carried with Bucklew, Rylands, Thomas, McCauley and Sanders voting Yay; Reger and Skinner voting Nay.

F.6 Authorization to Explore Interest Rates for the SYCC Building Project – Action taken earlier in the meeting.

F.7 Approval to Reschedule the City Council Meeting Dates in September to Tuesday 09/06/22 & Tuesday 09/20/22 – Mayor Skinner requested that Council approve the rescheduling of the City Council meeting dates in September to Tuesday 09/06/22 & Tuesday 09/20/22. After discussion Mayor called for a motion if any.

Motion to reschedule the time of the Thursday 09/01/22 City Council Meeting to 5:00 PM was made by McCauley/Bucklew. Motion carried.

F.8 Approval City of Buckhannon Appointments FY 2022/2023 - Continued from July 7th – Mayor Skinner presented the following appointments for approval:

STOCKERT YOUTH CENTER- 2 YEAR TERM

Mayor, Chair	Term of Office
City Recorder	Term of Office
Pamela Bucklew (Council)	Term of Office
Tammy Samples (Board of ED)	Term of Office
Sam Nolte (UCC)	Term of Office
Melissa Franke (WVWC)	2022-2024
Nancy Shobe (At Large)	2022-2024
Don Nestor (At Large)	2021-2023
Pam Martin (At Large)	2022-2024

HISTORIC LANDMARK COMMISSION – 2 YEAR TERM

Vincent Smith, Chairman	Building Code Enforcement Officer
Jack Reger (Council)	Term of Office
Erika Klie Kolenich	2021-2023
Anthony Valentio	2022-2024
Diane Corley	2022-2024
Noel Tenney	Non-Voting

DILAPIDATED STRUCTURES SCORING SYSTEM COMMITTEE

1 Vincent Smith	Code Enforcement Officer
2 Tanner Smith	Buckhannon Fire Department
3 Chris Alkire	Upshur County Safe Sites & Structures
4 Michael Ward	County Resident
5 Rob Smith	County Resident

PLANNING COMMISSION 3 YEAR TERM

Steve Nanners	2020-2023 unexpired term of Sharpolisky
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UPSHUR COUNTY RECREATION BOARD – 2 YEAR TERM-2 CITY APPOINTMENTS

Brandon Williams	2021-2023
Hannah Lively	2021-2023 Unexpired term Dennis Cortes

ZONING BOARD OF APPEALS - 3 YEAR TERM

Natalie Feola	2022-2025
Timothy Reese	2022-2025
Virginia “Gini” Jeran	2020-2023
Dean Everett	2021-2024
Corey Rozelle	2022-2025

Motion to approve the City of Buckhannon Appointments FY 2022/2023 as presented was made by Sanders/Reger. Motion carried.

Mr. McCauley suggested that we have the current ordinance that calls for 11 members serving on the SYCC Board amended to reflect there now be 9 members. This was noted for a future action.

G. Comments and Announcements:

- **CJ Rylands:** Mr. Rylands noted that the new Parks and Recreation Board members should understand that this will be a working group who should plan to meet once a week for at least 6 months to be an effective group.

- **Pamela Bucklew:** Mrs. Bucklew noted that she had attended her first BURMA meeting as the representative of the City and reported on their plans for their Christmas event (Santa meets the Grinch) on N. Kanawha Street. They are excited with the new sidewalks on N. Kanawha Street and are planning a breakfast for the Street Department crew. Mrs. Bucklew is ready to start planning on the City Christmas decorations and will hold her first meeting at 6:00 PM on August 30th in Council Chambers. She would also like the Mayor to call a Special Meeting to discuss what we are going to with the new SYCC building based upon the recent Town Hall meeting.
- **Dave Thomas:** Mr. Thomas would like to talk about retrofitting the old SYCC building. He would also like to thank everyone for all that they do.
- **Jack Reger:** Mr. Reger noted that while this was a robust meeting is was a civil meeting. He is proud that we can disagree and still do so in a proper manner.
- **David McCauley:** Mr. McCauley spoke about the recent SYCC Town Hall meeting and the Capital Campaign that Mayor Skinner asked him to Chair. He reminded us all that you can sign up on the City website to contribute to not only the SYCC capital campaigns but also to support several of our city endeavors. He showed us a gift that was given to him by Dr. Kahn and noted that WVWC will be welcoming about 1,000 student to campus this weekend as a new semester commences for the college. Mr. McCauley also requested a brief Executive Session to discuss property matters. Mayor Skinner approved his request.
- **Randall Sanders:** Mr. Sanders also thanked everyone who attended the SYCC Town Hall meeting and felt that it was very successful including the interaction from the attendees. We have some great information and data from the gathering to work with. He spoke about Patrolman Major and the positive impact that he and the other new recruits are having in the community.

H. Mayor’s Comments and Announcements: Mayor Skinner also observed that tonight’s meeting was an example that the seven of us each represent the community and we don’t always get what we want as individuals. The important thing is that we work well together in the end. He referenced the Revenue Review Committee has met and will continue their work. He welcomed the WVWC students back to Buckhannon.

At 8:50 PM, a motion to adjoin into an Executive Session to discuss Property Matters was made by Thomas/McCauley. Motion carried.

At 9:20 PM, a motion to adjoin out of Executive Session, where no decisions were made, was made by Thomas/McCauley. Motion carried.

I. Adjournment

Motion to adjourn 9:21 PM was made by Thomas/Reger. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____