

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

A regular meeting of the Buckhannon City Council was held on Thursday, December 01, 2022, at 7:00 p.m., 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 - GTM
Council Member	CJ Rylands	Absent
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Fire Department	Chief JB Kimble	Present
Director of Public Works	Jerry Arnold	Present - GTM
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Present

Guests: Jody Light, Almost Heaven BBQ Bash; Jerry Henderson, Grinch Meets Santa Claus Event; Robyn Simons; Sadie Nichols, West Virginia Wesleyan College; Catherine Nichols, Charles W. Gibson Public Library.

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 p.m., in the Council Chambers of City Hall
Meeting Agenda for Thursday, December 01, 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 Sadie Nichols- West Virginia Wesleyan College Student Senate Representative
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - Municipal Home Rule Pilot Program 2022 Progress Report
 - C.3 Fire Chief- JB Kimble
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 FOIA Request from Rebecca McCoy –Zoning Board of Appeals & Documents re: 7 College Avenue
 - D.2 FOIA Request from Partner Engineering & Science Inc. re: 3 Northridge Ridge Road
 - D.3 Notice Request for Bids-Professional Surveying Services for Elevation Certificates FEMA Generator Grant 0035
 - D.4 Congratulations, Robbie Skinner, on being named a West Virginia Executive Class of 2023 Young Gun
 - D.5 Charles Gibson Library Director’s Report August -November 2022
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 11/03/2022, 11/17/2022, Special 11/28/2022
 - 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 Outside Entity Funding Request- BURMA
 - F.2 Approval to Accept Bid Opening Results -Fire Department Life Pak 15 Heart Monitor
 - F.3 Approval Execution of Professional Services Task Order of Engineering and Design Services Agreement between COB & Potesta & Associates, Inc. for the Stockert Youth & Community Center Multi-Use Facility
 - F.4 Approval Appointment of the Municipal Building Commission FY 22/23
 - F.5 Approval Appointment of the Audit Committee FY 22/23
 - F.6 Property Matters: 16 Factory Street
 - F.7 Discussion Draft Ordinance -Enforcement of Parking Ordinances
- 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 11/28/2022

A. Call to Order: Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for December 1, 2022, to order and asked all to join him in the Moment of Silence and the Pledge to the Flag of the United States of America. Before entering the moment of silence, the mayor spoke of the tragic fire that took place on Pocahontas Street this past Sunday and noted that injured was a resident of the structure, Selena Lamb, who was rescued by BFD Fire Fighter Captain Joey Baxa, who also sustained injuries. Ms. Lamb will have a long road to recovery and he asked that we keep her, her family and Captain Baxa in our thoughts tonight.

B. Recognized Guests:

B.1 Sadie Nichols- West Virginia Wesleyan College Student Senate Representative – Mayor Skinner recognized Sadie Nichols, West Virginia Wesleyan College Student Senate Representative, to update the Council of WVWC's happenings and events. Ms. Nichols presented this report:

- 1940s Christmas Carol" runs Dec 1-3, at 8:00 pm and a Dec 3 matinee at 2pm. All performances at the Colonial Arts Center. We are SOOO excited to perform in this new venue!!!!
- Jazz Ensemble - Dec 3rd, 7:30p – PAC
- Festival of Lessons and Carols will be Sunday Dec 4th at 4p in Wesley Chapel
- The Christmas Holiday Dinner will be held in our dining hall on December 4 from 4:30 PM till 7 PM and the cost is \$12 per person. It is open to the public.

Service Events & Facts

- There are currently seven students giving about 5 - 6 hours a week to city entities through the Wesleyan Service Scholar program. Haley Birmingham and Skylar Ketchem are with the Buckhannon Fire Department. Megan McMackin is with the Buckhannon Police Department. Michael Drury, Sam Hogue, Roman Moore, and Gabe Reynolds are all serving at Stockert Youth & Community Center. There is an additional student, Samaria Coffman, working with the WAMSB committee.
- On November 5th, over 60 Boy Scouts visited campus to earn Merit Badges. College representatives offered badges in programming, game design, electronics, and citizenship in society. Steve Wykoff from the Upshur County Department of Homeland Security & Emergency Management also offered an Emergency Preparedness badge.
- Two Wesleyan students helped handout flags for Create Buckhannon at the Veteran's Parade. They also distributed cards written by college students to veterans in the parade and lining the streets.
- November was Diabetes Awareness month so the WE LEAD Invisible Illness team dedicated their time to educating the campus about Diabetes and handing out awareness ribbons for people to show their support.
- Athletes from the Baseball team cleaned out a garage full of books and delivered them to Lorentz Church in preparation for Literacy Volunteer's Annual Book Sale. Now that the sale is over, more students are preparing to go package the books and move them into storage.
- On Giving Tuesday, Wesleyan students packaged 220 holiday treat bags for students enrolled in Head start. They also wrote cards to forty-five WV Hospice patients and seventy Meals on Wheels recipients.
- Steve Wykoff held a Narcan training on campus with students on November 16th. This certification training was part of a class presentation led by Patrolman Dylan Major from the BPD who is enrolled as a Wesleyan student.
- Student Senate elects executive officers' midyear, and I am running for president. Should I win, there will be a new student representative appointed as the community relations liaison. Alisa Lively and I will keep you up to date on the results!

Sadie concluded by stating "The students at the college wish you a Merry Christmas, a happy new year, and a safe holiday season. Thank you for the opportunity to be here."

Mayor Skinner then recognized Jody Light, of the Almost Heaven BBQ Bash, who announced that they have had several entries for the Almost Heaven BBQ Bash parade and provided a handout to Council of the different art inspired and specialty cars that have expressed a desire to be a part of the June 16 & 17, 2023 event. They held a press conference earlier today concerning the vehicle to be used as the official Art Car that has been delivered to the Vo-Tech Center for the classes to begin their work.

C. Department & Board Reports

C.1 Public Works Director- Jerry Arnold: Mr. Arnold appeared via GoToMeeting and noted that he had no official report to file but was asked by Recorder Sanders about the outside contractors who are proving services with the CAC, sidewalk demo, etc. Mr. Arnold expressed his satisfaction of the program stating it was going very well. Mayor Skinner noted the Christmas decoration looked very nice and thanked Jerry and the Street Department for their work.

C.2 Finance Director - Amberle Jenkins: Mayor Skinner recognized Finance Director, Amberle Jenkins, who provided the following report including an overview of the Municipal Home Rule Pilot Program 2022 Progress Report that was filed today:

Amby report 12-1-22

Balances November 30, 2022

General Fund mm checking	\$732,839	CD \$86,524
Historic Landmark savings	\$3,027	
Stockert Youth Center Capitol Campaign	\$439,717	+ 12,000 pledge =\$451,717
Coal Tax	\$59,941	
Municipal Stabilization Fund	\$915,068	
Flood Control Acct	\$78,282	
Consolidated Public Works Board	\$91,390	Cem CD \$235,260
Sales Tax	\$2,078,842	
American Rescue Plan Acct	\$2,036,400	

The WV Home Rule report had to be submitted before Dec 1st (today) A copy of that is in your packet for tonight.

Highlights were reporting of abatement of nuisance properties. The two properties that were purchased through tax sale and successful auction of one and demolition of the house that was in poor condition on the other.

Several items were reported concerning sales tax, such as purchase of fire truck, cruisers, street projects, wheel loader, phone system for street department, SYCC bus and a concrete truck.

The Home Rule Board will submit this report to Joint Committee on Government and Finance for review.

For the past week some staff in City Hall and Stockert and Colonial have had some training sessions for the expanded use of software to track program activities and accept payments for the theatre, parks and youth center.

The Public Service Commission returned the approved Waste tariff for a pass through increase of 5.344% for garbage service. Customers were mailed a notice. Rate is effective Jan 1st

MUNICIPAL HOME RULE PROGRAM
2022 PROGRESS REPORT
CITY/TOWN 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		
2020 Census Population: 5186		
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 help to 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 the owner 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. The city became the legal title holders in late 2021. One property (Sedgwick St) was sold at auction. Profits will be used toward continued property remediation. In 2021 two more problem properties were purchased at a tax sale. We are waiting and taking the steps to obtain title to these properties. Legislation changed the tax sale process in 2022. We don't know at this time if the change will help the city remediate problem properties.

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)			
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.			
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.			
In 2022 Buckhannon shifted the funds that would have been allocated toward the part time position to the Chief of Police for taking on the added responsibility to handle CALEA certification management. Buckhannon may still utilize the part time certified officer position in the future as it is a valuable tool.			

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. In 2022 the City auctioned a problem property (Sedgwick St \$45,500) that was obtained in a tax sale. A second property (Upper Drive) was obtained but did not receive a minimum bid at auction. The house, which was in very poor condition, was demoeed by the city.

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)
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.

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 reduced social gatherings in 2020 and 2021. Nothing significant to report in 2022.

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 ☒ or a plan amendment ☐ or N/A ☐

Has the ordinance(s) needed to implement this initiative been enacted? ☒ Yes ☐ 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.</p> <p>The City of Buckhannon received from sales tax the following \$497,482 January 2022; \$488,371 April 2022; \$507,1211 July 2022; \$535,317 October 2022</p> <p>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>City Hall</p> <ul style="list-style-type: none">• Upgraded to fiber internet service in City Hall• Updated furnishings in administrative area of City Hall <p>Parks:</p> <ul style="list-style-type: none">• 2022, work began to expand the Jawbone Park off of Madison Street. This was budgeted in the Street Department projects.• 2022, \$100,000 was allocated to parks and cemetery for mowing and horticulture <p>Police Department:</p> <ul style="list-style-type: none">• In-car and Body cameras continued financing• Maintenance of K-9 purchased for department• In 2022, Five new cruiser financed and continued payments on four other cruisers. We are able to rotated financed cruisers out through a lease program. This ensures reliable cruisers for department use.• Police software annual maintenance• Continued funding for CALEA. Accreditation was achieved through the help that funds were available for needed expenses to certify the department• New for 2022, added one new police officer position.• Pay increases <p>Fire Department:</p> <ul style="list-style-type: none">• Budgeted for three new fire fighters in 2021. Two of them were hired in November 2021. One was hired in June 2022, but quit.• In 2022 \$10,000 allocated for Station repairs• In 2022 \$20,000 was allocated toward a training facility• In 2022 the City starting paying 100% of the insurance premium for the Volunteer Fire Department• In 2022 a new fire truck was delivered and has been financed• In 2022 \$30,000 was allocated for Personal Protective Equipment and software for data collection• In 2022 \$15,000 was allocated for Lifepak equipment• In 2022 a new pickup truck was budgeted.• Exercise equipment obtained for fire fighters work out room• Pay increases <p>Street Department:</p> <ul style="list-style-type: none">• Concrete truck and silo continue to be 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.• In August 2021 a new phone system was purchased.• 2022 a new Kubota side-by-side was purchased.• 2022 imaging assessments or streets and sidewalks was conducted \$10,650• 2021-22 Street paving projects (Smithfield Street; Gum Street; Lightburn Street; North Spring Street; Lincoln Street; 2nd Street and Latham Street)

<ul style="list-style-type: none">• Property and buildings were purchased on the Mudlick Road in 2020. The Street Department functions were moved to this complex and are shared with the Waste Collection Department. The Health Department rented a portion of the building until their facility was upgraded in 2022. Waste Department moved a large portion of their operations to this facility and will enable use of a large building for a fire and police training facility.• \$558,137 was allocated in the 2022-23 budget for Street Department Projects• \$113,700 was allocated in the 2022-23 budget for finance payments (4 Ram trucks; Concrete truck; and an Excavator). One lowboy trailer was purchased. <p>Stockert Youth Center:</p> <ul style="list-style-type: none">• Preparations are being made to construct a building on the property that was purchased in November 2021 for the use as a multi-purpose building for both Stockert Youth Center activities and community activities.• Annual maintance of Software obtained to help track various youth activities• A bus was purchased for \$25,000
<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>

A Q & A regarding the SYCC financing program took place. More about this will be discussed during the City Attorneys report.

C.3 Fire Chief – JB Kimble: Mayor Skinner recognized Chief Kimble who reminded us of the Christmas Parade that will take place tomorrow evening (December 2nd) beginning at 6:00 pm. On December 10th (also at 6:00 pm) will be the annual Christmas dinner at the Fire Station. Santa will be a part of both events. He also spoke of the fitness center that has been established in a bay at the Fire Department that can be used by city employees, and he updated Council on the upcoming ISO ratings to be released soon. Chief Kimble reported that the BFD had responded to six structure fires in eleven days, which included a couple out of county but under our mutual aid agreements. The largest local response was to a fire at a home located at 172 Pocahontas Street. Regarding this particular fire, he reviewed the Incident Review; Narrative from BPD Captain Joey Baxa; and Post Incident Analysis Structure Fire Incident Report to Council.

He then participated in a Q & A and general discussion regarding the event, staffing and the shortage of volunteers.

Without objection, ***F.2 Approval to Accept Bid Opening Results - Fire Department Life Pak 15 Heart Monitor*** was moved to the table for discussion and/or vote. Chief Kimble provided an overview of the request and answered questions from Council Members regarding the same.

CITY OF BUCKHANNON ACCEPTING SEALED BIDS FOR A LIFEPAK 15 DEFIBRILLATOR

The City of Buckhannon will receive sealed bids for a Lifepack 15 Defibrillator.

Specifications may be obtained by contacting City Hall 304-472-1651.

The City of Buckhannon is seeking a 5-year lease to own financing for this item. The City of Buckhannon will trade in a Lifepack 12B Defibrillator toward the price of the new machine.

Sealed bids will be received until 12:00 noon, November 30, 2022 at City Hall, 70 E Main Street, Buckhannon WV, 26201, at which time the bids will be opened.

If you have any questions, contact Buckhannon Fire Department at 304-472-2868 or City Hall at 304-472-1651.

The City of Buckhannon reserves the right to accept or reject any bid.

RD Publish dates 10/19/22, 10/26/22

Bid Opening Sign-In and Results Sheet - November 30, 2022 12:00 PM

Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
JB Kimble	City of Buckhannon, WV	jb.kimble@buckhannonwv.org	304-613-1410		
Teresa Summers	City of Buckhannon, WV	teresa.summers@buckhannonwv.org	304-472-1651, ext 1001		
Shayla Gowers	City of Buckhannon, WV	shayla.gowers@buckhannonwv.org	304-472-1651, ext 1015		
Christopher Ward	Stryker	bidsinbox@stryker.com			\$30,388.04 (payments of \$7,325.56 for 5 years)

Regarding F.2 Approval to Accept Bid Opening Results - Fire Department Life Pak 15 Heart Monitor, a motion to execute a 5-year lease for the Life Pak 15 Heart Monitor at \$7,325.56 per year, with a \$1.00 buyout at the end was made by Reger/Thomas. Motion carried unanimously.

C.4 City Attorney- Tom O'Neill: Mr. O'Neill was recognized and provided a report on the Stockert Youth & Community building project financing program, which included a recent meeting with Tom Aman of Steptoe & Johnson regarding them potentially serving as Bond Council; the impending appointment of the City of Buckhannon Building Commission; the need for a reimbursement resolution for the COB; and the request for financing with the USDA and local banking institutions.


D. Correspondence & Information: – The Mayor reviewed the following with Council:
D.1 FOIA Request from Rebecca McCoy –Zoning Board of Appeals & Documents re: 7 College Avenue

Rebecca McCoy
7 College Avenue
Buckhannon, WV 26201
301-660-0625
youngmccovs@hotmail.com

November 14, 2022

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934



City Recorder
FOIA Request – City Hall
70 East Main Street
Buckhannon, WV 26201

To Whom it may concern,

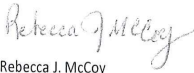
Pursuant to the West Virginia Freedom of Information Act, I am requesting the following public records maintained by the City Recorder Office of the City of Buckhannon as follows:

Minutes with decision letters and tapes (video and audio) of Zoning Variance Committee meetings on July 13, 2022; 07/14/2021; and 01/20/2021.

Copies of all documents related to Rebecca McCoy's Zoning Permit Application including all application, notes, documents, files, letters, Citations, Oaths, Summons in the possession of the City of Buckhannon including Appeal to Zoning Variance Board on July 13, 2022.

Please contact me if the charge is more than \$100.00 to discuss any additional charges.

Sincerely,


Rebecca J. McCoy

Received
11-16-22

November 19, 2022
Rebecca J McCoy
7 College Ave
Buckhannon WV 26201

Ms McCoy:

I am in receipt on 11/16/22 of your request for records from the City of Buckhannon.

- Minutes; letters; tapes of Zoning Variance meetings:
 - 7/13/22 – Available to be copied on DVD or flash drive for \$5.00
 - 7/14/21 and 1/20/21 – Not available in recorded form
- Copies of all documents related to Rebecca McCoy zoning permit application.

When you were in City Hall 11/18/22 the minutes were hand delivered to you and you had the option to review the other materials we collected concerning your other documents requests. You obtained copies of the minutes free of charge. You left some of the documents that I can assume you did not need.

The audio version on the meeting for 7/13/22 can be copied on a flash drive or dvd for \$5.00. If you desire to obtain this, please remit a check or call the office to pay over the phone with credit or debit card. We will copy the information and send it to you.

Respectfully,

Amberle Jenkins
Assistant Recorder
City of Buckhannon

D.2 FOIA Request from Partner Engineering & Science Inc. re: 3 Northridge Ridge Road

1 message

Sun, Nov 20, 2022 at 9:58 AM

To Whom It May Concern:

- Harbor Freight Tools: 3 Northridge Rd, Buckhannon, WV 26201

Sincerely,

PARTNER ENGINEERING AND SCIENCE, INC.
12012 Wickchester Lane, Suite 320, Houston, TX 77079
C: 832-441-4473 | D: 346-327-8992

Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

November 10, 2022

Honor Brothers Engineers
140 South 3rd Street
Clarksburg, WV 26301

Precision Survey Company
566 Manning Road
Buckhannon, WV 26201

To Whom It May Concern,

As part of the requirements of the DHS / FEMA Region III Hazard Mitigation Program FEMA-DR-4273-WV-0035 Grant, the City of Buckhannon (City) is soliciting bids to provide Professional Surveying Services to prepare & submit Elevation Certificates for generators located on the following parcels located in, or near, Buckhannon, West Virginia:

- District: Buckhannon Corporation
- Map: 8
- Parcel: 252.1
- Deed Book: 410
- Page: 376

- District: Buckhannon Corporation
- Map: 4
- Parcel: 352
- Deed Book: 172
- Page: 222

Contract No. 6 – Elias Street Lift Station Generator Set

- District: Buckhannon Corporation
- Map: 1
- Parcel: 80.1
- Deed Book: 328
- Page: 370

Contract No. 7 – Vicksburg Lift Station Generator Set

- District: Union District
- Map: 2
- Parcel: 26.14
- Deed Book: 561
- Page: 410

Contract No. 8 – Wood / Ritchie Street Lift Station Generator Set

- District: Buckhannon Corporation
- Map: 11
- Parcel: 313
- Deed Book: 171
- Page: 218

Contract No. 9 – Water Treatment Plant Generator Set

- District: Buckhannon Corporation
- Map: 13
- Parcel: 82
- Deed Book: 178
- Page: 411

The City is requesting that your company provide an all-inclusive Bid for the Professional Surveying Services required to provide complete and accurate Elevation Certificates for the six (6) contracts that comprise the above-referenced FEMA Grant Project. All fees, including but not limited to hotel costs (upon written approval from the City), mileage, administration fees, equipment fees, per diem and/or any other miscellaneous charges shall be included in the Lump Sum Fee (i.e. the Bid).

The (6) Elevation Certificates shall be completed & submitted to the City Engineer no later than the close of business on December 21, 2022.

All interested companies should contact James S. Hollen, III, City Engineer for the City of Buckhannon (304-472-1651, extension 1006) for additional project information. All clarifications, questions or comments regarding the contents of

the Request for Bids Letter must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 12:00 PM EST on November 23, 2022.

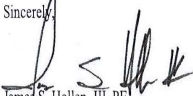
Sealed bids should be clearly labeled on the envelope as “FEMA -0035 Grant No. 2 – Elevation Certificates Bid” and may be either hand-delivered or mailed to the following address:

Mr. James S. Hollen, III, PE, City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

All sealed bids must be received by 2:00 PM EST on November 30, 2022, at which time the received bids will be opened and publicly read aloud.

The City reserves the right to reject any and all bids, to award the contract to other than the low bidder and to waive any informality in bidding. The City reserves the right to reject any all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Professional Survey Services Request for Bids Letter.

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

Sincerely,

James S. Hollen, III, PE
City Engineer

Attachments: Official Bid Form

- c: Mayor Robert N. Skinner, III
Members of the City Council
Members of the Sanitary Board
Members of the Water Board
Ethan Crosten – Sanitary Superintendent
Kelly Arnold – Water Superintendent
Jav Hollen – Engineering Files

City of Buckhannon
Professional Survey Services
Multiple Elevation Certificates for
FEMA-DR-4273-WV-0035 Generator Project

Bid Opening Sign-In and Results Sheet - November 30, 2022 at 2:00 PM EST

Name	Company	Email Address	Contact Phone Number	Addendum No. 1 Questions & Comments Letter No. 1 (Y / N)	Base Bid - Professional Surveying Services
Jay Hollen	City of Buckhannon, WV	jay.hollen@buckhannonwv.org	304-472-1651, x1006		
Shayla Gowers	City of Buckhannon, WV	shayla.gowers@buckhannonwv.org	304-472-1651, x1015		
	Mountain State Land Surveying			N/A	\$2,910.00
	Potesta & Associates, Inc.			N/A	\$5,500.00

Based upon the review of the bids received, the Apparent Low Bidder for the Professional Surveying Services for the City of Buckhannon's FEMA-DR-4273-WV-0035 Generator Project is Mountain State Land Surveying with a Base Bid of \$2,910.00.

D.4 Congratulations, Robbie Skinner, on being named a West Virginia Executive Class of 2023 Young Gun



Robbie Skinner

Mayor, City of Buckhannon



KEN MAGILL TRACY A. TOLER PHOTOGRAPHY



WHAT IS YOUR FAVORITE?

CAR:
Black Ford F-150

MIDNIGHT SNACK:
Peanut butter and jelly sandwich

PET:
Black Labrador Retriever

SPORT TEAM:
West Virginia Mountaineers

Robbie Skinner knew he wanted to be mayor of Buckhannon, WV, at a very young age. “I have loved Buckhannon my entire life, and I always had a strong desire to give back to this community in a big way,” he says. “I’ve known every street, landmark, business and house—and who lived there—my entire life.” Skinner describes an idyllic childhood growing up in a neighborhood surrounded by family and friends. “Dad took my brother, cousins and me fishing on Sunday afternoons over at Stonewall Jackson Lake, and when I was old enough, he taught me how to

play golf, a hobby I still enjoy with him today,” he says. West Virginia is an important part of Skinner’s identity, and his grandfather instilled in him the value of exploring. He takes every opportunity he can get to explore the state to its fullest. “As a landscape photographer, the entire state of West Virginia is my playground. I have visited all 55 counties, hiked through every state park, driven thousands of miles on every state highway, captured breathtaking mountain scenery and challenged myself to see some of the most hidden and protected waterfalls and landscape views,” he says. “We are so blessed to live among such incredible natural beauty here in West Virginia, and I love seeing it all through every season.” Skinner’s love of the Mountain State runs deep. When he took office as mayor of Buckhannon in July 2020, he felt he was fulfilling a lifelong dream. “Each day presents its own set of opportunities and obstacles, but I love working directly with the people of my hometown,” he says. “I also love seeing my decisions, and the decisions our City Council makes, create visible, tangible, positive development in our community.” Skinner’s biggest challenge as mayor came in October 2021 when a historic

building on Main and Spring streets caught fire, destroying the four businesses inside and the building’s second-floor apartments. “We lost so much that day: history, homes, businesses, personal belongings and an 18,000-square-foot structural anchor along our beautiful Main Street,” he says. Skinner knew it was crucial that he exude calm leadership to help pull his city through its loss. While the misfortune was heartbreaking, the disaster also brought out the best of Buckhannon. The chamber of commerce and visitors bureau provided drinking water for firefighters, and neighboring restaurants fed them that evening once the fire was out. “I’ve said on multiple occasions that Buckhannon is a family, and nothing was truer that day,” Skinner says. “We saw a terrible tragedy expose the very best of our community spirit, and for that, I was extremely proud to serve as mayor of a truly amazing city.” As if fulfilling his mayoral duties isn’t enough, Skinner also serves on the boards of directors of the West Virginia Municipal League, Upshur County Development Authority, St. Joseph’s Foundation, Buckhannon-Upshur Chamber of Commerce, West Virginia Strawberry Festival Association and Artistry on Main. He is also a charter member of Create Buckhannon, where he and other Buckhannon leaders focus on the preservation and growth of the city’s historic downtown. “I am driven to always give back to my community, region and state,” he says. “I am very involved in my community, aside from serving as mayor, and have been for many years. I love this community, and I had an extraordinary childhood growing up here. The drive to always give back comes from those experiences. I want to ensure that the next generations can enjoy their childhood in a Buckhannon that is even better than it was when I was young. Serving as mayor of my hometown is the ultimate labor of love.” ■

D.5 Charles Gibson Library Director’s Report August -November 2022

August Building Use Statistics

Door Count	494
Public Computer Use	48
Reference Transactions	10
Curbside Pickup	0

August Circulation Statistics

ITYPE	JUN	JUL	AUG
Adult Fiction	144	145	170
Adult Nonfiction	52	26	28
Books on CD	9	9	20
Easy Books	109	94	80
eBooks (WVReads)	199	137	197
eAudio (WVReads)	55	60	38
eMagazines (WV Reads)	8	0	14
Juvenile Fiction	78	48	27
Juvenile Nonfiction	19	35	26
Large Print	155	199	183
New Books	268	221	245
New Media	0	3	9
Paperback	56	84	38
Reference	0	0	0
West Virginia Material	0	8	4

Young Adult Fiction	22	26	13
Young Adult Nonfiction	3	3	4
TOTAL	1177	1098	1096

August Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Total
\$69.71	\$86.00	\$66.40	\$76.75	\$5.00	\$303.86

Upcoming Dates

Sept 3-5	Library Closed – Labor Day Weekend
October 5-7	WVLA Annual Conference at Canaan Resort
October 10	Library Closed – Columbus Day
October 11	Library Board of Trustees Meeting
October 31	Buckhannon Community Trick or Treat

September Building Use Statistics

Door Count	485
Public Computer Use	99
Reference Transactions	5
Curbside Pickup	0

September Circulation Statistics

ITYPE	JUL	AUG	SEP
Adult Fiction	145	170	151
Adult Nonfiction	26	28	24
Books on CD	9	20	14
Easy Books	94	80	58
eBooks (WVReads)	137	197	149
eAudio (WVReads)	60	38	63
eMagazines (WV Reads)	0	14	2
Juvenile Fiction	48	27	16
Juvenile Nonfiction	35	26	29
Large Print	199	183	214
New Books	221	245	210
New Media	3	9	5
Paperback	84	38	44
Reference	0	0	1
West Virginia Material	8	4	10
Young Adult Fiction	26	13	16
Young Adult Nonfiction	3	4	4
TOTAL	1098	1096	1010

September Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Total
\$98.77	\$82.80	\$42.50	\$10.75	\$10.00	\$244.88

Upcoming Dates

October 29	Trunk or Treat – Game Farm
October 31	Buckhannon Community Trick or Treat
November 11	Library Closed – Veteran’s Day
November 14-20	Family Reads Week
November 15	Board of Trustee’s Meeting
November 24 -26	Library Closed – Thanksgiving Weekend

October Building Use Statistics

Door Count	391
Public Computer Use	61

Reference Transactions	6
Curbside Pickup	0

October Circulation Statistics

ITYPE	AUG	SEP	OCT
Adult Fiction	170	151	161
Adult Nonfiction	28	24	26
Books on CD	20	14	4
Easy Books	80	58	90
eBooks (WVReads)	197	149	131
eAudio (WVReads)	38	63	50
eMagazines (WV Reads)	14	2	7
Juvenile Fiction	27	16	31
Juvenile Nonfiction	26	29	29
Large Print	183	214	206
New Books	245	210	189
New Media	9	5	0
Paperback	38	44	40
Reference	0	1	2
West Virginia Material	4	10	10
Young Adult Fiction	13	16	19
Young Adult Nonfiction	4	4	2
TOTAL	1096	1010	987

October Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Total
\$52.00	\$79.35	\$29.50	\$9.00	\$10.00	\$166.35

Upcoming Dates

November 14-20	Family Reads Week
November 15	Board of Trustee’s Meeting
November 24 -26	Library Closed – Thanksgiving Weekend
December 3	Holiday Storytime
December 24-26	Library Closed – Christmas Weekend
December 31-January 2	Library Closed – New Year’s Weekend

- A. Move \$18,000 from Chase Account: 000000400710648 to Chase Account: 000000402102110 to replace the monies paid to Mills Group.

Outstanding Issues

Broken bench was removed from the front of the library – October 13.

Wesley McCarthy was asked to leave the library for 24 hours on October 18. His body odor had grown so strong staff could not work in his proximity.

Since then, Wesley has not reentered the library. However, he has on several occasions been heard shouting and swearing while on library property. He was warned several times not to do this. He has not been seen since October 27.

On 3 separate occasions, Page Miller has been found sleeping either at the computer or in the stacks. He doesn’t seem to present much an of a concern.

November Building Use Statistics

Door Count	436
Public Computer Use	66
Reference Transactions	1
Curbside Pickup	0

November Circulation Statistics

ITYPE	SEP	OCT	NOV
Adult Fiction	151	161	157
Adult Nonfiction	24	26	17
Books on CD	14	4	10
Easy Books	58	90	85
eBooks (WVReads)	149	131	187
eAudio (WVReads)	63	50	43
eMagazines (WV Reads)	2	7	8
Juvenile Fiction	16	31	15
Juvenile Nonfiction	29	29	15
Large Print	214	206	259
New Books	210	189	192
New Media	5	0	5
Paperback	44	40	50
Reference	1	0	0
West Virginia Material	10	10	6
Young Adult Fiction	16	19	14
Young Adult Nonfiction	4	2	1
TOTAL	1010	987	1064

November Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Lamination
\$102.30	\$74.05	\$54.00	\$50.25	\$0.00	\$2.00

Total : \$282.60

Upcoming Dates

December 24-26	Library Closed – Christmas Weekend
December 31-January 2	Library Closed – New Year’s Weekend

- E. Consent Agenda:**
E.1 Approval of Minutes - Regular Meeting 11/03/2022
E.2 Approval of Building and Wiring Permits



Permit Fee Report #75721- #75729

11/17/2022 - 11/30/2022

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
75727	ROBERT GOLDIZEN	9 1/2 NONA			1,999.00	15.00		No		No	Zone AE	No	No
75728	LEAH STANKUS	8 E MAIN		SIGN 12IN H X 152 IN W X 3/8 IN D. NO ELECTRIC	900.00	15.00		No	11/23/2022	Yes	N/A	No	No
75724	GOMART	217 S KANAWHA	TRI STATE ROOFING AND SHEET METAL COM	REROOF/REPLACEMENT	70,640.00	459.16		Yes -If yes attach report		No	N/A	No	No
75723	Community Care WV	77 W Main Street	THE SIGN GUY	Directional/Designating Parking Signage- 3 Free standing 24"x24"	425.00	15.00			11/21/2022	Yes	N/A	No	

					73,964.00	504.16							
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Group Total: 4

Group: Demolition

75729	PAUL COOK	9 MORTON AVE	MAINLINE LLC	RAZING OF A TRAILER	7,500.00	20.00		Yes -If yes attach report		No	Zone AE	No	No
					7,500.00	20.00							

Group Total: 1

Group: Residential (non-commercial)

75726	Taylor Risinger	106 Randolph St	DAN NEEL FENCE CO	6' hgt Fence & Pre-fab Vinyl Storage Building 8'x8'	5,900.00	64.90			11/23/2022	No	N/A	No	
75722	ANNA IFERT	9 LATHAM ST		RAILING FROM FRONT STEPS TO SIDEWALK	0.00	10.00		No		Yes	N/A	No	No
75721	Tom Keely	320 W Victoria St	JERRY COCHRAN WV HOME PRO LLC	Foundation Repairs, Install French Drain Run off Rear yard	6,000.00	66.00				No	N/A	No	
					11,900.00	140.90							

Group Total: 3

Group: Residential Electrical Fee

75725	Nina Monroe	86 Fayette St	Shavers Electrical Service	Electrical Reconnect- temp power- fire damage	1,000.00	100.00	B2 Single Family Residential (500 sq ft)			No	N/A	No	
					1,000.00	100.00							

Group Total: 1

Group: Zoning Application Fee

75726	Taylor Risinger	106 Randolph St	DAN NEEL FENCE CO	6' hgt Fence & Pre-fab Vinyl Storage Building 8'x8'	5,900.00	20.00			11/23/2022	No	N/A	No	
75723	Community Care WV	77 W Main Street	THE SIGN GUY	Directional/Designating Parking Signage- 3 Free standing 24"x24"	425.00	20.00			11/21/2022	Yes	N/A	No	
					6,325.00	40.00							

Group Total: 2

					100,689.00	805.06							
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Total Records: 11

12/1/2022

E.3 Approval of Payment of the Bill

12-01-2022 03:29 PM		disbursements 11-17 to 11-30		PAGE: 1	
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	SLEEP INN	409-341-00	MAYOR'S SUPPLIES & M	PCRD-LODGING @ WV TRAILS C	75.26
	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	WINDOW ENVELOPES	113.81
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	GF WCN6007140 10-1 TO 11-1	2.60
	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	NOV 2022 LETTER OF CREDIT	92.12
		409-341-00	MAYOR'S SUPPLIES & M	OCT 2022 LETTER OF CREDIT	92.12
	STEPTOE & JOHNSON PLLC	409-341-00	MAYOR'S SUPPLIES & M	EMPLOYEE HANDBOOK REV 10/3	142.50
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	70.20
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	67.92
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	18.00
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	750.00
	TOSHIBA FINANCIAL SERVICES	409-341-00	MAYOR'S SUPPLIES & M	CITY HALL COPIER LEASE NOV	149.49
	US CELLULAR	409-211-00	MAYOR'S TELEPHONE	642-1651 613-0113 0002	145.29
	WVNET	409-341-00	MAYOR'S SUPPLIES & M	DOMAIN NAME RENEWAL	5.29
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	PCRD-ASSORTED MARKERS	0.44
		409-341-00	MAYOR'S SUPPLIES & M	SUPPLIES FOR DECOR CTYHAL	4.12
		409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPP CITY HALL	37.15
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	101.63
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.77
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-8 DESK LAMPS AT CITY	51.48
	PAYFLEX	409-105-00	MAYOR'S INSURANCE	GF NOV HSA FEES	6.50
	KOMAX LLC	409-218-00	MAYOR'S POSTAGE	INK CART FOR POSTAGE MACHI	38.50
		409-218-00	MAYOR'S POSTAGE	INK CARTRIDGE FOR POSTAGE	38.50
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	MAILER & INSERTER PYMT NOV	107.31
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	NOV AA FEES	50.15
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	SEP 2022 UTL COLLECTIONS	2.54
12-01-2022 03:29 PM		disbursements 11-17 to 11-30		PAGE: 2	
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	66.94
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	1,650.75
				TOTAL:	3,928.56
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	GF WCN6007140 10-1 TO 11-1	0.22
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	DEC 2022 CONTRACT - ATTORN	1,250.00
	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
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	1,000.00
				TOTAL:	2,344.72
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	GF WCN6007140 10-1 TO 11-1	0.22
	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	17.29
	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
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	500.00
				TOTAL:	555.76
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	GF WCN6007140 10-1 TO 11-1	0.85
	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19
	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
	PAYFLEX	413-105-00	TREASURER'S GROUP IN	GF NOV HSA FEES	3.25
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	313.18
				TOTAL:	397.62
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	GF WCN6007140 10-1 TO 11-1	4.79
	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			11/17/2022 - 11/30/2022	625.00
				TOTAL:	677.60
CITY ATTORNEY	ENCOVA INSURANCE	417-226-00	CITY ATTORNEY INS UN	GF WCN6007140 10-1 TO 11-1	9.66
				TOTAL:	9.66
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	69.77
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	69.77
	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			11/17/2022 - 11/30/2022	775.24
				TOTAL:	974.66
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	GF WCN6007140 10-1 TO 11-1	69.09
	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
	PAYFLEX	437-105-00	ZONING HEALTH INS	GF NOV HSA FEES	3.25

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	1,500.00
				TOTAL:	1,957.09
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	BACKHAUL DISH CITY NTKW	249.50
		439-230-00	DATA PROCESSING	CLEANED UP WISP & ROUTER	97.50
		439-230-00	DATA PROCESSING	MIKROTIK SWITCH FOR INTER	74.75
				TOTAL:	421.75
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	1,025.60
	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	ALL DEPT UNIFORMS NOV 2022	169.78
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	GF WCN6007140 10-1 TO 11-1	62.76
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	122.14
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	139.96
	WALMART STORES INC -BUCKHANN	440-216-00	CITY HALL MAINTENANC	SUPPLIES FOR DECOR CTYHAL	62.96
		440-341-00	CITY HALL SUPPLIES	PCRD-SWEEPER FOR CITY HALL	13.25
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	83.23
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.47
	PAYFLEX	440-105-00	CITY HALL JANITOR IN	GF NOV HSA FEES	3.25
	ROTARY CLUB OF BUCKHANNON-UP	440-341-00	CITY HALL SUPPLIES	EMPLOYEE ROTARY BLOOD SCRE	55.00
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	1,357.13
				TOTAL:	3,114.53
POLICE	MUNICIPAL EMERGENCY SERVICE	700-345-00	POLICE DEPT. UNIFORM	SOFTSHELL PULLOVER VEST	80.25
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	GF WCN6007140 10-1 TO 11-1	1,038.27
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	DUTY BELT; PANTS; GLOVES	44.07
		700-341-05	POLICE VIPS EXPENSES	VIPS POLO	68.13
		700-345-00	POLICE DEPT. UNIFORM	DUTY BELT; PANTS; GLOVES	141.50
		700-345-00	POLICE DEPT. UNIFORM	DUTY BELT; PANTS; GLOVES	103.35
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES OCT 2022	35.75
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	2,173.11
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,901.56
	BUCKHANNON POSTMASTER	700-341-00	POLICE DEPT. MAT & S	PCRD-SHIP EVIDENCE TO LAB	16.80
		700-341-00	POLICE DEPT. MAT & S	PCRD-SHIP EVIDENCE TO LAB	5.40
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	GF OCT 2022 CVC LET RJ	103.00
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,001.59
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	890.38
	WV LAW ENFORCEMENT DISTRIBUT	700-341-00	POLICE DEPT. MAT & S	9 MM AMMUNITION	250.00
	US CELLULAR	700-211-00	POLICE DEPT. TELEPHO	940-1797 642-5723	639.83
	WALMART STORES INC -BUCKHANN	700-341-00	POLICE DEPT. MAT & S	PCRD-POSTER BOARD	7.27
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,214.83
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	517.98
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-WEB CAM	69.99
		700-341-00	POLICE DEPT. MAT & S	PCRD-WV STATE FLAG	32.50
		700-341-00	POLICE DEPT. MAT & S	PCRD-AMERICAN FLAG	35.89
		700-341-00	POLICE DEPT. MAT & S	PCRD-REFRIG WATER FILTER	37.00
	FACEBOOK	700-341-00	POLICE DEPT. MAT & S	PCRD-POLICE BOOSTER FOR WA	452.47
		700-341-00	POLICE DEPT. MAT & S	PCRD-FACEBOOK BOOST POL OF	47.53
	STREET COP TRAINING.COM	700-221-00	POLICE DEPT. TRAININ	PCRD-THE COMPLETE FEMALE C	225.00
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF NOV HSA FEES	32.50
	CHEWY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-35LB BAG DOG FOOD-K9	176.97
	T-MOBILE	700-211-00	POLICE DEPT. TELEPHO	POLICE DEPT GROTABS NOV 20	324.96
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	116.02

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	35,928.94
				TOTAL:	48,712.84
FIRE	BUCKHANNON UTIL BOARDS	706-341-00	FIRE DEPT. MATERIAL	WASTE DUMP FEES NOV 22	69.90
	J.P. MORGAN EQUIPMENT FINAN	706-459-00	FIRE DEPT. CAPITAL O	DEC 2022 FIRE TRK PAYMENT	3,678.20
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	GF WCN6007140 10-1 TO 11-1	1,052.25
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	FUSE; TAIL LIGHT	23.39
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	781.96
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	710.51
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,358.14
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,176.98
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,548.43
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	362.13
	AMAZON.COM	706-221-00	FIRE DEPT. TRAINING	PCRD-4-FIRE OFFICERS HANDB	338.60
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-SAFETY BOOTS LINN BAX	144.95
	ROGUE FITNESS	706-459-00	FIRE DEPT. TRAINING	PCRD-FIRE&EMERG SVRCS CO O	83.99
	RDR ENERGY RESOURCES LLC	706-216-00	FIRE DEPT. CAPITAL O	PCRD-CAST WEIGHT VEST PLAT	225.94
	PAYFLEX	706-105-00	FIRE DEPT. MAINTENAN	CONCRETE GARAGE BAYS	2,334.75
	ROTARY CLUB OF BUCKHANNON-UP	706-341-00	FIRE DEPT. GROUP INS	GF NOV HSA FEES	29.25
	OZARK MOUNTAIN LEATHER WORKS	706-345-00	FIRE DEPT. MATERIAL	EMPLOYEE ROTARY BLOOD SCRE	255.00
	AT&T MOBILITY	706-211-00	FIRE DEPT. UNIFORMS	PCRD-LEATHER BUNKER SUSPEN	154.00
		706-211-00	FIRE DEPT. TELEPHONE	ENG 1 IPAD SVC OCT 2022	46.24
		706-211-00	FIRE DEPT. TELEPHONE	PCRD-FIRE DEPT OCT 2022 IP	30.24
	WITMER PUBLIC SAFETY GROUP I	706-341-00	FIRE DEPT. MATERIAL	ANNUAL SCRA TESTS	3,184.37
	JASON SKIDMORE	706-216-00	FIRE DEPT. MAINTENAN	DEMO CONCRETE GARAGE BAYS	1,265.00
	ELKINS FORDLAND	706-343-00	FIRE DEPT. AUTO SUPP	SEPERATOR ASSY SQD 1	128.43
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	103.50
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	24,666.68
				TOTAL:	43,752.83
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	NOV 2022 STREET DEPT WASTE	98.03
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	ALL DEPT UNIFORMS NOV 2022	504.43
	SOUTHERN STATES COOP INC	750-341-00	STREET DEPT. MAT & S	BIBS w/ SAFETY STRIPES	69.29
		750-341-00	STREET DEPT. MAT & S	BIBS w/ SAFETY STRIPES	599.97
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	GF WCN6007140 10-1 TO 11-1	1,013.30
	J T MARTIN COMPANY INC	750-341-00	STREET DEPT. MAT & S	RECHARGED 9 EXTINGUISHERS	399.38
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	WIRE FOR MADISON ST LOT	5,125.66
	J F ALLEN CO	750-458-05	STREET DEPT PROJECTS	BLACKTOP SHAWN LUMB MADIS	868.18
	C.I. THORNBURG CO., INC.	750-458-05	STREET DEPT PROJECTS	FINANCE CHARGE ON SEP 22 B	69.50
	FOSTER SUPPLY INC	750-458-05	STREET DEPT PROJECTS	DROP INLETS MADISON ST	3,738.55
	HARBOR FREIGHT TOOLS	750-341-00	STREET DEPT. MAT & S	PCRD-MOVING BLANKET AND AN	102.86
		750-341-00	STREET DEPT. MAT & S	PCRD-CUTOFF SWITCH LIFTING	113.95
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	CORDS FOR X-MAS DECOR	8.54
		750-341-00	STREET DEPT. MAT & S	NO TRESPASSING SIGNS	60.01
		750-341-00	STREET DEPT. MAT & S	HAND TOOLS FALL PROT KIT	311.89
		750-341-00	STREET DEPT. MAT & S	CORDS FOR X-MAS DECOR	389.13
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	#57S STONE MIXING CONCRTE	2,687.31
		750-458-05	STREET DEPT PROJECTS	BALANCE DUE ON INV 8628	0.81
		750-458-05	STREET DEPT PROJECTS	48.62 TONS 57'S S. FLORID	1,337.06
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	DEC 2022 CONCRETE TRK PYMT	2,676.74
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,234.61
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,219.89
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	437.94
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	492.98

12-01-2022 03:29 PM		disbursements 11-17 to 11-30			PAGE: 5
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STREET DEPT EXCAVATOR DEC	2,736.13
	US CELLULAR	750-211-00	STREET DEPT. TELEPHO	642-1601940-2024 642-4948	765.70
	ST JOSEPH HOSPITAL OF BUCKHA	750-341-00	STREET DEPT. MAT & S	LAB RESULTS JERRY ARNOLD	74.00
		750-341-00	STREET DEPT. MAT & S	LAB RESULTS ANDREW LOUDIN	77.00
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT. MAT & S	PCRD-SD CARD BATTERY CLAMP	147.68
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	MONTHLY PEST CONTROL	31.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,150.40
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	269.05
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	982.31
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD-SMART DOOR KNOBS ST D	399.98
		750-341-00	STREET DEPT. MAT & S	PCRD-PRIME MEMBERSHIP FEE	139.00
	RDR ENERGY RESOURCES LLC	750-458-05	STREET DEPT PROJECTS	22 YD CONCRETE FRIENDLY	4,286.50
	PAYFLEX	750-105-00	STREET DEPT. GROUP I	GF NOV HSA FEES	29.25
	OGLEBAY RESORT & CONFERENCE	750-341-00	STREET DEPT. MAT & S	PCRD-LODGING 8RCM/LTAP CON	104.64
	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT. MAT & S	MOWED CITY LOTS	1,200.00
	JASON SKIDMORE	750-458-05	STREET DEPT PROJECTS	54HRS LABOR S. FLORDIA ST	15,545.00
		750-458-05	STREET DEPT PROJECTS	LABOR DEMO FRIENDLY WAY	1,020.00
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	89.26
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	18,583.80
				TOTAL:	71,191.21
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	113.53
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	139.44
		751-213-00	STREET LIGHTS	110158087939 MAIN ST CAMER	5.25
				TOTAL:	258.22
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	OCT 2022 HOTEL MOTEL TAX	6,355.91
				TOTAL:	6,355.91
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	OCT 2022 HOTEL MOTEL TAX	14,830.43
				TOTAL:	14,830.43
ARTS-THEATRE	SCOTT ELECTRIC CORP	906-450-01	THEATRE BLDG	CONDUIT & SUPPLIES	407.85
		906-450-01	THEATRE BLDG	CONDUIT & SUPPLIES	58.06
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BLDG	EXT PAINT; SPRAY FOAM	225.00
		906-450-01	THEATRE BLDG	CLEAR PLASTIC PAINT SUPPL	183.09
		906-450-01	THEATRE BLDG	CLEAR PLASTIC PAINT SUPPL	138.29
		906-450-01	THEATRE BLDG	PAINT; JOINT CMPND; INSUL	957.60
		906-450-01	THEATRE BLDG	PAINT; JOINT CMPND; INSUL	45.60
		906-450-01	THEATRE BLDG	EXT PAINT; SPRAY FOAM	156.16
		906-450-01	THEATRE BLDG	PCRD-WATER WELD EPOXY THEA	35.82
		906-450-01	THEATRE BLDG	PAINT; JOINT CMPND; INSUL	72.26
	ACE HARDWARE & CONTRACTOR SU	906-450-01	THEATRE BLDG	5GAL BLUE MAX LQD RUBBER	189.99
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	108.00
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	111.21
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-TSHIRTS FOR BOOOKHANN	95.90
	KAREN BROWN SAIN	906-223-00	CAC PROFESSIONAL SER	NOV 22 CONSULTING CAC	1,000.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	74.40
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.40
	AMAZON.COM	906-450-01	THEATRE BLDG	PCRD-LOCKS FOR DISPLAY CAB	61.98
		906-450-01	THEATRE BLDG	PCRD-ALUM TRACK FOR TAPE L	199.96
		906-450-01	THEATRE BLDG	PCRD-WALL MOUNT KEY SAFE A	179.99
		906-450-01	THEATRE BLDG	PCRD-BLK LED TAPE LGHTS TH	59.99
		906-450-01	THEATRE BLDG	PCRD-BLK LED TAPE LGHTS TH	22.99
12-01-2022 03:29 PM		disbursements 11-17 to 11-30			PAGE: 6
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-450-01	THEATRE BLDG	PCRD-DIMMABLE LED TRANSFOR	69.98
	NEWTech SYSTEMS INC.	906-450-01	THEATRE BLDG	FIRE ALARM FINAL INSPECTI	1,313.00
	ROZELLE ENTERPRISES DBA TRAD	906-450-01	THEATRE BLDG	LABOR 11/7-11/18 THEATRE	17,251.25
	FOUNDATION BUILDING MATERIAL	906-450-01	THEATRE BLDG	"PCRD-20GF 1 1/2"" DW FURR	423.60
		906-450-01	THEATRE BLDG	PCRD-DRYVIT FOR THEATRE	3,852.92
	HALLMAN SALES	906-450-01	THEATRE BLDG	PCRD-FIRE EXTINGUISHER CAB	318.30
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	1,200.00
				TOTAL:	28,830.59
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	600.02
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	5.31
	RALSTON PRESS INC	907-361-00	AFTER SCHOOL SUPPLIE	PCRD- NEWSLETTER PRINTED	492.19
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT UNIFORMS NOV 2022	120.08
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	GF WCN6007140 10-1 TO 11-1	77.83
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	283.98
	LOWES BUSINESS ACCOUNTS	907-216-00	MAINTENANCE	PCRD-SUPPLIES TO BUILD SHE	57.86
		907-216-00	MAINTENANCE	PCRD-ADHESIVE FOR WALL TRI	20.16
		907-216-00	MAINTENANCE	PCRD-ADHESIVES FOR WALL TR	39.60
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	210.20
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	210.87
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	194.40
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	198.45
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	LAB RESULTS DALTON AUVIL	56.00
		907-341-00	MATERIALS & SUPPLIES	LAB RESULTS CALER HANEY	56.00
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	NOV 2022 PEST CONTROL SYC	36.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	411.05
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	96.14
	AMAZON.COM	907-341-00	MATERIALS & SUPPLIES	PCRD-BUSINESS PRIME MEMBER	179.00
	PAYFLEX	907-105-00	GROUP INSURANCE	GF NOV HSA FEES	13.00
	LYNX WV INC	907-213-00	UTILITIES	SYC INTERNET NOV 2022	145.00
	JACKIE SHELLEY	907-356-00	YOUTH BASKETBALL	REFUND BBALL FEE/ MOVING	50.00
	ZACKARY KARICKHOFF	907-105-00	GROUP INSURANCE	REFUND DENTAL PREMIUM	25.96
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	194.65
	**PAYROLL EXPENSES			11/17/2022 - 11/30/2022	6,630.39
				TOTAL:	10,404.64
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER DEC 2022	3,351.00
				TOTAL:	3,351.00
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	ALL DEPT UNIFORMS NOV 2022	49.49
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	276.01
	MOUNTAIN STATE ELECTRICAL CO	976-459-35	FEMA GRANT#2 GENERAT	ELEC WRK FEMA GENGRN	21,150.90
	TRI-COUNTY ELECTRIC CO. INC	976-459-36	FEMA GRANT#1 GENERAT	FEMA GRNT 1 NOV 2022	20,004.47
				TOTAL:	41,480.87

Mayor Skinner asked for approval of the Consent Agenda as presented.

The motion to approve the Consent Agenda as presented was made by McCauley/Thomas. Motion carried.

F. Strategic Issues for Discussion and/or Vote
F.1 Approval Outside Entity Funding Request- BURMA - Mayor Skinner recognized Jerry Henderson of BURMA who provided an overview of the upcoming event, Santa Meets the Grinch, on Saturday, December 10th from 6:00 pm to 9:00 pm. While the event has a budget of \$5,000, severe

price increases has created an overrun of \$700. The group is requesting funding from the COB in the amount \$700 to make up the difference. Amby Jenkins provided additional background on the request and reported that the Revenue Review Committee had recommended that the Council approve the \$700 request.

Motion to approve the Outside Entity Funding Request submitted from BURMA in the amount of \$700 for the Santa Meets the Grinch event was made by Sanders/Thomas. Motion carried.

F.2 Approval to Accept Bid Opening Results -Fire Department Life Pak 15 Heart Monitor – Action was taken earlier in the meeting.

F.3 Approval Execution of Professional Services Task Order of Engineering and Design Services Agreement between COB & Potesta & Associates, Inc. for the Stockert Youth & Community Center Multi-Use Facility – Mayor Skinner provided an overview of the task order & agreement.

TASK ORDER

This is Task Order No. 072, consisting of 4 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 18 , 2021. ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: October 20, 2022
- b. Owner: City of Buckhannon
- c. Engineer: Potesta & Associates, Inc.
- d. Specific Project (title): Stockert Youth and Community Center Multi-Use Facility
- e. Specific Project (description): Preparation of Design for Stockert Youth and Community Center Multi-Use Facility.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
 - ☒ set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services
 - Does not apply.
- C. Designing to a Construction Cost Limit
 - Does not apply.
- D. Other Services
 - Engineer shall also provide *Strategic: Stockert Youth and Community Center Multi-use Facility*
 - None.
- E. All of the services included under this Task Order. *Execution of Professional Services Task Order for Engineering and Design Services*

ineer's compensation

3. Additional Services

Additional Services that may be auth
Additional Services in Part 2—Additic

st forth as
ask Order,"

modified for this specific Task Order, and attached to and incorporated as part of this Task Order. Among the items included in Additional Services in Part 2 of Exhibit A are the following tasks:

- RPR Services
- MEP Commissioning
- Third Party Cost Estimating

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

None.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Task to be completed and submitted to Owner for review 45 days after receiving notice to proceed.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

See Attached Exhibit B for a breakdown of costs.

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

The Mills Group, LLC.; Arrow Engineering, PLLC.; RPA Engineering

8. Other Modifications to Agreement and Exhibits:

None.

Motion to approve the Execution of a Professional Services Task Order of Engineering and Design Services Agreement between COB & Potesta & Associates, Inc. for the Stockert Youth & Community Center Multi-Use Facility was made by Sanders/Bucklew. Motion carried

F.4 Approval Appointment of the Municipal Building Commission FY 22/23 – Mayor Skinner provided an overview of the requirements, including the required mixture of political party affiliation, to serve on the Municipal Building Commission FY 22/23 and presented the recommendation of the following individuals to serve a 5-year term:

Jane Godwin (R)
Daniel Williams (R)
Justin Dynes (I),
Erica Bryd (D)
Kelly Queen (D).

Motion to approve the mayor’s recommendation of Jane Godwin, Daniel Williams, Justin Dynes, Erica Bryd, and Kelly Queen to serve a 5-year term on the Municipal Building Commission FY 22/23 was made by Sanders/Thomas. Motion carried.

F.5 Approval Appointment of the Audit Committee FY 22/23 – Mayor Skinner recommended that we reappoint Amby Jenkins, Nancy Shobe and David Thomas.

Motion to approve the appointment of Amby Jenkins, Nancy Shobe and David Thomas as the members of the Audit Committee FY 22/23 was made by McCauley/Sanders. Motion carried with Council Member David Thomas abstaining.

F.6 Property Matters: 16 Factory Street – Mayor Skinner asked for a brief Executive session before bringing this item to the table.

Motion to move into Executive Session to discuss property matters at 8:09 pm as made by Thomas/McCauley. Motion carried.

Motion to leave the Executive Session at 8:19 pm as made by Thomas/McCauley. Motion carried.

Mayor Skinner reported that we had been in an Executive Session to discuss a property matter involving city-owned property at 16 Factory Street. While we had the item on the agenda for possible action, because of the discussion the mayor is asking that we table the matter at this time.

Motion to table F.6 Property Matters: 16 Factory Street was made by McCauley/Thomas. Motion carried.

F.7 Discussion Draft Ordinance -Enforcement of Parking Ordinances – Mayor Skinner recognized City Attorney Tom O'Neill who reported that while the city was working on an ordinance that would authorize the use of a parking boot as a means to deal with chronic parking violators who refuse to appear or pay their parking fines, it became apparent that as originally drafted, multiple agencies, i.e., the Buckhannon Police Department, would be affected by the ordinance. After discussion with all potentially affected parties, the recommendation of a much simpler approach was put forth and was explained by Mr. O'Neill. Included in the Council packet is a draft ordinance for our review, which mirrors state code. Mr. O'Neill asked Council Members to review and contact him with any concerns so that a final draft may be placed on the next council agenda for its 1st reading.

A Q & A took place. No action was appropriate.

G. Comments and Announcements:

- **Pamela Bucklew:** Mrs. Bucklew asked about a house on Ambrose Street that is in bad condition. Mayor Skinner and Amby Jenkins verified that it was one that we are acting on to acquire. We are actively working on the situation.
- **David McCauley:** Mr. McCauley discussed the possibly of reviewing the first due fire fee again and hopefully act on it soon. He complimented the Street Department on the great Christmas Decorations.
- **Jack Reger:** Mr. Reger commended Jody Light and her committee for the great work on the Almost Heaven BBQ Bash and BURMA on their great work on the Santa Meets the Grinch event. He also agrees that we must look at a first due fire fee to provide the necessary coverage for the community, which includes working to make the county safe.
- **Dave Thomas:** Mr. Thomas told everyone to enjoy all the activities that are scheduled throughout the community over the next several weeks and he thanked the members of both the fire department and police department for their work and sacrifices. He advised all to stay safe.
- **CJ Rylands:** Mr. Rylands was not in attendance and Mayor Skinner asked that we keep Mr. Rylands in our thoughts and prayers as he is battling a severe bout of the flu. He also asked that we keep the Dave Coffman family as they mourn his passing.
- **Randall Sanders:** Mr. Sanders extended his condolences to the Coffman family on the passing of former Sheriff Dave Coffman. He reminded all citizens of the Christmas Parade that starts at 6:00 pm tomorrow (December 2nd) and that all cars must be off Main Street by the beginning of that parade otherwise they will face being towed. Main Street will close again on Saturday (December 3rd) at 1:00 pm and all cars must be cleared of the street by the beginning of the Dickens Christmas Festival and Faire at 2:00 pm. Mr. Sanders also provided a brief update on the WAMSB 2023 event noting that we had just secured a band from Hong Kong for the competition and that January 1, 2023, will be the 2-year mark since we were awarded the host city rights. At that time, the committee will begin announcing the bands and some exciting information regarding the WAMSB 2023 competition.

Main Street Closure Schedule For Holiday Events

December 1, 2022, BUCKHANNON, WV: Main Street will close at 5:00 PM on Friday, December 2, 2022, for the annual Buckhannon Christmas Parade (presented by the Buckhannon Fire Department), with the lineup at 5:30 p.m., and the parade starts at 6:00 p.m. The parade will travel from Madison Street, north on Route 20, and then down Main Street, ending at the Buckhannon Fire Department where Santa will take a seat in the firehouse for all the kids to visit.



Main Street will close at 1:00 PM on Saturday, December 3, 2022, for the West Virginia Dickens Christmas Festival & Faire, presented by Create Buckhannon, activities, and parade.



The community is reminded that per City Ordinance, no motor vehicle shall be parked on-street along any street, way, alley, or route which is designated as a parade or procession route. The prohibition is in effect beginning one hour before the start of the parade.

Thank you for your cooperation.

Randy Sanders
City of Buckhannon, WV
City Recorder & Information Coordinator
Chairman of WAMSB 2023 Organizing Committee
Cell - 304/472-4026

H. Mayor’s Comments and Announcements: Mayor Skinner provided a report on the city hosting 10 students from the Leadership Upshur Academy and he thanked Randy Sanders, Chief JB Kimble, Chief Matt Gregory, Amby Jenkins, and Jerry Arnold who joined him with prepared remarks and presentations. He also thanked Jennifer Bostian, Executive Director of the UCDA, and Michael Ruffing for heading up the Leadership Upshur Academy. Mayor Skinner then spoke about the staffing at the BFD and the membership decline with the volunteer department. He was not in favor of a first due fire fee in the past but will know consider it in order to explore a possible increase of paid staff. He provided an overview of the challenges the Fire Department is facing and thanked them for their dedication. The mayor wished everyone and enjoyable weekend inviting us to all enjoy the many activities.

I. Adjournment

The motion to adjourn at 8:41 PM was made by McCauley/Bucklew.

Mayor Robert N. Skinner III	_____
City Recorder Randall H. Sanders	_____