

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

A regular meeting of the Buckhannon City Council was held on Thursday, November 17, 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 - GTM
Council Member	David McCauley	Present
Council Member	Jack Reger	Present - GTM
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
Buckhannon Fire Department	Chief JB Kimble	Absent
Director of Public Works	Jerry Arnold	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Present

Guests: Jody, Almost Heaven BBQ Bash; Rhett Dusenbury, US Congressman Mooney Representative; Robyn Simons; KB Saine, Anne Wilson, and Keith Buchanan, Colonial Arts Center.

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, November 17, 2022***

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- 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 Colonial Arts Center: Anne Wilson, Manager & Keith Buchanan, Board Member
- 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-September & October 2022
  - D.2 FOIA Request from SmartProcure for Employee Contact Information
  - D.3 Proclamations: National Adoption Month & Great American Smokeout Tobacco Awareness and Education
  - D.4 FEMA Advisory Flood Height Study for Upshur County & Buckhannon
  - D.5 Upcoming Events
    - Buckhannon Fire Department Christmas Parade on 12/02/22 at 6:00 PM
    - WV Dickens Christmas Festival and Faire, Buckhannon WV on 12/03/22 at 2:00 PM
    - WVWC Performance of “A Christmas Carol” at the Colonial Arts Center on 12/03/22 at 2:00 PM & 8:00 PM
    - BURMA “Santa Meets the Grinch” on 12/10/22 at 6:00 PM on N. Kanawha Street
    - Annual Menorah Lighting at Jawbone Park on 12/18/22 at 7:00 PM
- E. Consent Agenda**
  - E.1 Approval of Minutes – Regular Meeting 10/18/2022, 11/03/222, Special 09/21/2022, 10/21/2022
  - 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 Colonial Arts Center Presentation
    - Seating Proposal Financial Funding Request
    - MIB Gallery Management & Financial Funding Recommendations
  - F.2 Approval Appointment Buckhannon Parks & Recreation Advisory Board
- 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 11/14/2022

**A. Call to Order:** Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for November 17, 2022, to order and asked all to join him in the Moment of Silence and then he led the Pledge to the Flag of the United States of America.

**B. Recognized Guests:**

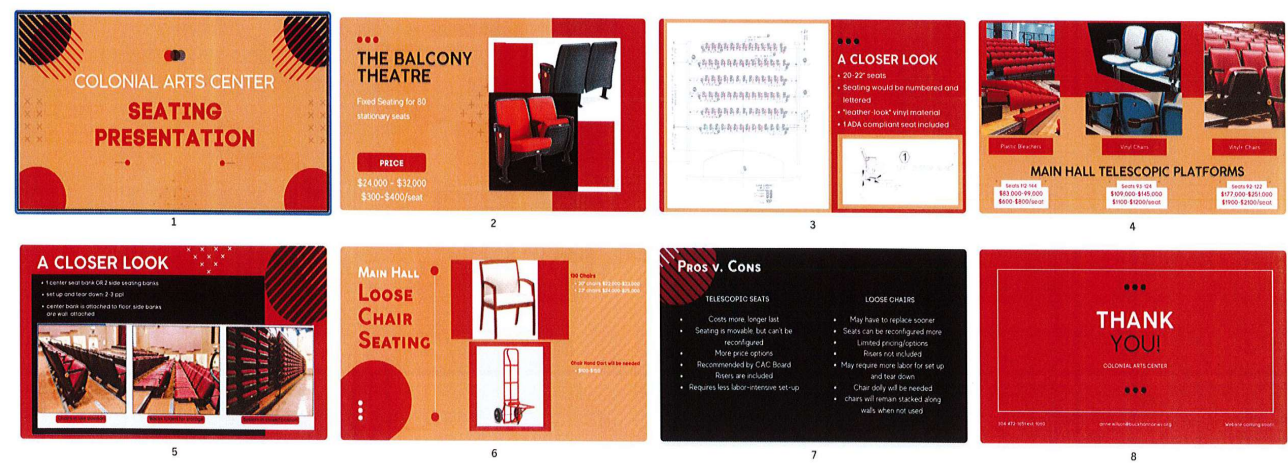
Mayor Skinner recognized Jody Light, of the Almost Heaven BBQ Bash, who announced that they have secured a vehicle to be used as the Art Car and they will be presenting it to the Vo-Tech Center for the classes to begin their work. They are also collecting bicycles to donate to the older elementary, middle school, and high students to create Art Bicycles. She announced that Walmart will be donating cardboard for younger children to create their versions of Art Cars. She also announced that the Baby Yoda Head car is coming from Houston for the BBQ Bash Parade. The Almost Heaven BBQ Bash committee will have a press conference shortly after Thanksgiving with more details. The event will be June 16 & 17, 2023 in Buckhannon.

**B.1 Colonial Arts Center: Anne Wilson, Manager & Keith Buchanan, Board Member –** Mayor Skinner recognized Anne Wilson, Manager, Keith Buchanan, Board Member, and KB Saine, CAC Consultant. Ms. Wilson led off with a presentation on seating for the CAC. She began with the Balcony Theatre seating, which will be fixed and include 80 seats including one ADA-compliant seat. The cost will range from \$24,000 to \$32,000.

Next was an overview of the Main Hall Telescopic Platform Seating. Presented were three options included:  
Plastic Seating – 112 to 122 seats costing between \$83,000 to \$99,000;  
Vinyl Chairs – 93 to 124 seats costing between \$109,000 to \$145,000; and  
Vinyl+ Chairs – 92 to 122 seats costing between \$177,000 to \$251,000.

Ms. Wilson also discussed the option of loose chair seating. This would allow for 130 chairs for \$22,000 to \$25,000.

The pros and cons were discussed (all material was a part of the Council Packet). During the discussion, Council Member Reger recommended that we price a motorized mechanism for the Telescopic Platform Seating. Council Member McCauley asked about the warranties that would come with each type of seating and suggested we have City Attorney Tom O’Neill review them. Amby Jenkins suggested that if Council recommends, we will develop an RFP (a Request for Proposal) on the seating to get competitive bids and look at financing, for Council’s final review.



Without objection, Mayor Skinner moved F.1 Colonial Arts Center Presentation Seating Proposal Financial Funding Request to the table for consideration.

**Motion to approve the Colonial Arts Center Presentation Seating Proposal Financial Funding Request to include both a Request for Proposal and Request for Financing was made by McCauley/Reger. The motion carried unanimously.**

Mayor Skinner next recognized Keith Buchanan, a Board Member of the CAC, to present the CAC (Colonial Arts Center) 2023 Naming Opportunities for Significant Donors. Mr. Buchanan first provided an overview of the many grants and donations that have been secured over the past few

years and noted that just recently, Lisa & Steve Cain provided the entire funding for curtains & necessary hardware for the Main Hall. He then provided the goals for future fundraising as outlined in the 2023 Naming Opportunities for Significant Donors breakdown that was a part of the Council Packet. Mayor Skinner congratulated and thanked Keith for his hard work in putting this program together and looks forward to seeing the plan put into action.



## 2023 NAMING OPPORTUNITIES FOR SIGNIFICANT DONORS

### Main Hall

**\$100,000**

The site of major concerts, local and touring theatre and dance productions, community events and more. This large, central 150-seat theatre space, located on the first floor, will feature flexible staging and audience configuration under the restored, original proscenium arch of the historic Colonial Theatre. This dominant historic performance space is the highest profile way to recognize and celebrate your support for the performing arts in Buckhannon.

### Balcony Theatre

**\$75,000**

An 80-seat traditional theatre space, with raked seating, located in the original balcony of the historic Colonial Theatre. This intimate venue will host film, cabaret-style performances, puppetry, and smaller theatre productions in an exciting space. This historic performance space is the second most significant way to recognize and celebrate your support for the performing arts in Buckhannon.

### MIB Art Gallery

**\$50,000**

The home of rotating art exhibits, book signings, and special event receptions, the MIB Gallery is located adjacent to the Theatre Lobby, which operates as its own high-profile, high-traffic home for art, artists, and audiences. This front gallery space, with a separate sidewalk entrance, is an excellent way to recognize and celebrate your support for all of the arts disciplines in Buckhannon.

### Lobby & Box Office

**\$25,000**

**Naming rights secured by: Buckhannon Community Theatre in honor of Jim Knorr**

Share your support of the Colonial Arts Center with every single guest who enters the building! The Lobby & Box Office will be more than just a place to purchase tickets: it will be a Hall of Fame for the Arts in Buckhannon as well as a community arts information hub. Join us in welcoming artists and audiences alike to Buckhannon's premier community arts center.

### Green Room

**\$15,000**

Every theatre, musical, and guest artist will realize your support of their work in the backstage green room for the Main Hall performance space, where all performers will prepare for shows, rest between acts, and greet their backstage guests.

### Education Suite

**\$50,000**

**Naming rights secured by: St. Joseph's Hospital and WVU Medicine**

(4 classrooms)

(4 Educator Studios)

Keep a love for the arts alive for our next generation with your support of the Education Suite Spaces. Classes, workshops, and rehearsals will fill these classrooms, and continue to inspire a love of theater, dance, music, writing and other arts with learners of all ages!

Mayor Skinner recognized Rhett Dusenbury, US Congressman Mooney Representative. Mr. Dusenbury extended greetings from Congressman Mooney, congratulating the City Council for all the great things that are going on in the community. He also reminded us that if there is anything the Congressman can do to assist the city, be sure and reach out.

## C. Department & Board Reports:

**C.1 Public Works Director- Jerry Arnold:** Mr. Arnold provided the following report:

### Director:

- I have been working with the contractors on the Colonial Art Center Project, Fire Department, and various sidewalk projects. We are utilizing On-Call Contracting Services, and it seems to be working very well. We will have 3-crews working on pouring back the sidewalks that have been removed the week after next.

### Street:

- Street crews continue to work on the sidewalk projects.
- Patched street cuts and repaved the intersection of Railroad Avenue and Lumber Street from the new sewer line installation.
- Winterizing the park facilities.
- We will be installing the Christmas décor next week.

### Sewer:

- Service lines have been installed on Madison Street Project. Will be completing the storm sewer hopefully the week after next.
- Completed a sewer repair on Little Sand Run near Ralph's Furniture.
- All plant tests were within limits.
- The maintenance crew has been assisting with generator installations.



**Water:**

- Crews have been working on repairing damaged fire hydrants identified during flushing.

**Waste:**

- The contractor has started the site work for the relocation of waste equipment to accommodate the new Fire Training Facility.
- Chief Gregory has obtained estimates for the fencing for the impound lot.

**Engineer:**

- FEMA Generator Hazard Mitigation Grant No. 2 – Installation of the Wood and Ritchie Street Lift Station generator was completed and commissioned on Monday, November 14, 2022.
- FEMA Generator Hazard Mitigation Grant No. 1 – The contractor has completed the perimeter fence.
- Gateway West Phase II Construction – We have received the notice to proceed from the WVDOT.

A Q & A took place.

**C.2 Finance Director - Amberle Jenkins:** Mayor Skinner recognized Finance Director, Amberle Jenkins, who provided the following report.

Amby report 11/17/22

Balances in the Enterprise Funds October 31, 2022

Waste Collection Board	mm/cking	\$1,268,899	cd/sav \$58,674
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$718,105	work/capital& savings \$874,337
Sanitary Board	mm/cking	\$782,779	work/capital \$457,542
Storm water Fund	mm/cking	\$233,969	

Sanitary Department purchased a mini excavator for \$71,000

Waste Department purchased a Closed top trailer \$59, 200

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



**City Council Report**

11/17/22

1. The police department just received news last week that all three of our new officers (Ptlmn. Loudin, Warner and Major) will be admitted to the WV State Police Academy on January 16. Their orientation / field training will continue up to that point and after 16 weeks of academy training, they will return to the Buckhannon PD for additional field training.
2. The police department has taken possession of the use of force simulator that was planned for this fiscal year. Training on this device continues.
3. The Mountain Lakes Drug and Violent Crime Unit, of which the Buckhannon Police Department has been part of for almost five years, has been absorbed into the Mountain Region Drug and Violent Crime Unit. In addition to Upshur, Lewis, Braxton, Gilmer, and Webster Counties, this realigned task force will also include Randolph, Barbour, Tucker and Pocahontas Counties.
4. Work continues on maintaining our CALEA accreditation. I have spent the last couple of weeks gathering proofs to upload into PowerDMS for this current proof year. At this point, files for our accreditation comprise 2,000 different uploads of various things ranging from policies to reports and various videos that satisfy particular standards.
5. K-9 Erros recently achieved reaccreditation through the North American Police Work Dog Association. This particular accreditation not only satisfies a CALEA standard, but also is an annual evaluation of the K-9 team testing them in all aspects of the K-9 operation – obedience, tracking, apprehension and detection.
6. Work has finally begun on equipping our new cruisers and making them ready for service on the road. The delay has been caused by a slowdown on the availability of various pieces of emergency equipment.
7. Work also continues on preparations for WAMSB. The security group continues to meet at least monthly and at this point, a rough draft IAP has been created. With this, we are beginning to branch out to other public safety and city partners to encompass them into the plan.

POLICE ACTIVITIES

MONTHLY ACTIVITY REPORT  
October 2022

MONTH: October

YEAR: 2022

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer: 22

By Officers: 0

TOTAL ISSUED: 22

Citations Issued: 7

Misdemeanor Arrests: 14

Felony Arrests: 4

Calls Answered: 378

Complaint Reports: 30

Accidents Investigated: 13

Community Policing Hours: 23

Patrol Mileage: 6,082

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	8	26	58	96	29	31		42	15	28	41	4	378
Community Policing		1		2	5	3		5	2		5		23
Road Patrol	1	32	80	95	117	131	80	62	74	49	76		797
Traffic Hours	6	4	60		10	11		26	18	17			152
Criminal Inv.	14	18	14	40	34	30	96	42	12	25	17		342
Court Hours		1							2				3
Report Writing	16	51	3	25	6	7		45	30	8	4	21	216
Other Hours	105	29	3	11	3			54	7	74	57	142	485
Miles													6,082
Accidents - Prop.	1	1	2	4				1					9
Injury	1			2				1					4
Fatality													
Parking Tickets													
Criminal Reports		1	4	3	2	5	2	1	6			6	30
Reports Cleared		1	4	1	0	2	0	1	6			1	16
Clearance Rate		100%	100%	33%	0%	40%	0%	100%	100%			16%	53%

October 2022 Accidents

Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name	
1	10/1/2022 0:00	* 1422	Saturday	US RT. 33			Single Vehicle Crash	PFC. MCCAULEY	
2	10/3/2022 0:00		Monday	E MAIN ST	FACTORY ST		Single Vehicle Crash	THOMAS POSEY	
3	10/6/2022 0:00	1312	Thursday	ISLAND AVE	N/A	COOKS TOBACCO AND MC	Rear-to-Side	CHIEF M. GREGORY	
4	10/7/2022 0:00	1400	Friday	MEADE STREET	COLLEGE AVE		Sideswipe, Same Direction	SGT. STEWART	
5	10/10/2022 0:00	1231	Monday	US RT. 33	WEST MAIN STREET		Rear End	SGT.T.M. STEWART	
6	10/11/2022 0:00	1129	Tuesday	CAMDEN AVE	MOORE STREET		Rear End	SGT.T.M. STEWART	
7	10/11/2022 0:00	1356	Tuesday	KANAWHA STREET	MONONGALIA STREET	SHOP-N-SAVE	Right Angle	SGT.T.M. STEWART	
8	10/16/2022 0:00	1752	Sunday	N LOCUST	CROSS ROADS		Angle (Front to Side) Same Direc	THOMAS POSEY	
9	10/11/2022 0:00	* 0950	Tuesday	ROUTE 33 WESTBOUN	BRUSHY FORK	IN FRONT OF JENKINS FOR	Angle (Front to Side) Same Direc	CHIEF M. GREGORY	
10	10/20/2022 0:00	* 1018	Thursday	US RT. 33	BRUSHY FORK ROAD		Right Angle	SGT . T.M. STEWART	
11	10/24/2022 0:00	719	Monday	MARION STREET	CAMDEN AVENUE		Right Angle	LT. DOUGLAS N. LOUDIN	
12	10/21/2022 0:00	* 1040	Friday	MARION STREET	FAYETTE STREET		Right Angle	SGT.T.M STEWART	
13	10/31/2022 0:00	1458	Monday	WEST MAIN STREET	ROUTE 20	TACO BELL PARKING LOT	Rear End	PFC. MCCAULEY	
		* = Injury							
		# = Alcohol / Drug Related							
		~ = Fatality							

A Q & A took place.

C.4 City Attorney- Tom O’Neill: Mr. O’Neill had no report but was available for any questions.

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

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

	September	October
• Cats brought in by City Trapper	2	0
• Cats brought in by Animal Control Officer	4	4
• Cats brought in by County Residents	92	39
• Dogs brought by Animal Control Officer	20	89

D.2 FOIA Request from SmartProcure for Employee Contact Information

SmartProcure Public Records Request to City of Buckhannon for Contact Information

2 messages

Heidi Baker <hbaker@smartprocure.com>  
To: "ambyjenkins@buckhannonwv.org" <ambyjenkins@buckhannonwv.org> Fri, Nov 4, 2022 at 9:45 AM

Dear Amberle Jenkins or Custodian of Public Records,

SmartProcure is submitting a public records request to the City of Buckhannon for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by City of Buckhannon)
7. Email Address
8. Office Address (Address, City, State, Zip)

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email: <https://upload.smartprocure.com/?id=ccRRPWF5YjZRMdAwNDAskRvR1F8VtZuzD1XNtZcmzSG28d4JmQrQp9zthbndvKj3D%3D>

If this request was misrouted, please forward it to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email, or I can be reached at the phone number below in my signature.

Regards,

Heidi Baker  
Data Acquisition Specialist  
SmartProcure  
Direct: (801) 809-8174  
Email: hbaker@smartprocure.com

Amberle Jenkins <ambyjenkins@buckhannonwv.org>  
Draft To: Heidi Baker <hbaker@smartprocure.com> Tue, Nov 8, 2022 at 9:17 AM

See attached for name and position

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension) 304-472-1651
6. Business Cell Phone (if provided by City of Buckhannon)
7. Email Address
8. Office Address (Address, City, State, Zip) 170 E Main St, Buckhannon WV 26201 (please no email)

Amberle Jenkins  
Assistant Recorder, Director of Finance and Administration  
City of Buckhannon  
304-472-1651 ext 1016

### **D.3 Proclamations: National Adoption Month & Great American Smokeout Tobacco Awareness and Education**

#### **A proclamation of The City of Buckhannon recognizing November 2022 as National Adoption Month:**

National Adoption Month is an initiative of the Children's Bureau with a goal to increase national awareness and bring attention to the need for permanent families for children and youth in the U.S. foster care system.

For over two decades, National Adoption Month has been promoted and celebrated every November in communities across the country. Many national, state, and local agencies as well as foster, kinship care, and adoptive family groups will help spread the word through programs, events, and activities that help raise awareness for thousands of children and youth in foster care who are waiting for permanent, loving families. This year National Adoption Day is Saturday, November 19<sup>th</sup>.

As of October 2022, there are approximately 6,400 children in foster care with not nearly enough open foster homes. The numbers continue to climb at an alarming rate. There are also a great deal of children living with family members who do not seek services in fear that the children will be removed from their care, so that only increases the number of foster children in our state.

Upshur County FRN continues to raise awareness of foster care and adoption in the hopes that these children can be placed in forever homes. We work to present the facts and dispel the myths to the journey to foster and/or adopt by holding foster care open houses and is currently starting a foster care and adoption peer group in Upshur County. Currently the UCFRN has held three, going on four, Healthy Grandfamilies sessions in Upshur County. A Grandparents Café has also recently been established, born from the Healthy Grandfamilies group.

Many children awaiting adoptive families were removed from their biological families due to abuse, neglect or abandonment. These children have endured hardships, sadness, loss of relationships, and abuse. All of these children deserve a permanent home. Without a permanent, loving adoptive home, these children face the likelihood of entering adulthood with no parental guidance or support. We believe that all children deserve a loving, safe home.

NOW, THEREFORE BE IT PROCLAIMED BY THE CITY OF BUCKHANNON, that they hereby proclaim November 2022 as National Adoption Month and November 19, 2022 as National Adoption Day in Buckhannon, WV and encourage the residents of Buckhannon to consider fostering or adopting a child or donating time, resources, or educating and advocating for our kids. We also celebrate all of the adoptions that have taken place in Upshur County.

Robert N. Skinner, III, Mayor  
City of Buckhannon

#### **GREAT AMERICAN SMOKEOUT**

The American Cancer Society sponsors the Great American Smokeout on the third Thursday of November (November 17, 2022) each year, challenging smokers to give up cigarettes for 24 hours as an effort toward reducing or quitting entirely. If you or a loved one smokes cigarettes, consider joining the movement, and take the first step toward quitting cigarettes forever!

In our state, a pack of cigarettes costs approximately \$6.62 plus tax, so if you multiply that one pack a day, the monthly cost is over \$200. To take that to a yearly cost, it is roughly \$2,400. If you quit, you could take your family on a week-long vacation, afford a monthly utility payment. Even if you only quit for four months, you could purchase a laptop/tablet and internet service.

E-cigarette use, or vaping, among adults and youth is an **epidemic** in West Virginia. Vaping use rates are rising faster in West Virginia than rates across the nation. More than 1 in 3 (35.7%) West Virginia high school students report current use of e-cigarettes. This is a 150% increase from 2017 to 2019 alone. The high school tobacco use rate is 40.6%.

Studies show that second and thirdhand smoke also poses health risks. Secondhand smoke can increase lung cancer by 20 – 30%. Smoke from the end of a cigarette has a higher concentration of the cancer-causing chemicals than the smoke exhaled by a smoker. The US EPA says secondhand smoke is among the most dangerous substances known to cause cancer. Thirdhand smoke refers to the toxins from cigarette smoke that stick to soft surfaces. Thirdhand smoke not only affects adults but also babies, children, and even pets.

NOW, THEREFORE, BE IT PROCLAIMED that the City of Buckhannon hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT on November 17, 2022, in Buckhannon, West Virginia, and encourages all citizens who smoke, use chew or dip tobacco, vape, or any other devices to ingest nicotine to demonstrate to themselves and to their children that they can quit by joining the American Cancer Society's Great American Smokeout.

Robert N. Skinner, III, Mayor  
City of Buckhannon

### **D.4 FEMA Advisory Flood Height Study for Upshur County & Buckhannon**





RECEIVED NOV 10 2022

Federal Emergency Management Agency

U.S. Department of Homeland Security  
FEMA Region III  
615 Chestnut Street  
One Independence Mall, Sixth Floor  
Philadelphia, Pennsylvania 19106-4404

November 2, 2022

30 Day Engineering Methodology Notification

The Honorable Robert Skinner III  
Mayor, City of Buckhannon  
70 East Main Street  
Buckhannon, West Virginia 26201

Dear Mayor Skinner,

The Federal Emergency Management Agency (FEMA) is initiating a project to develop Advisory Flood Height (AFH) information for Upshur County, WV and Incorporated Areas, which will involve updated engineering analysis and mapping for perennial streams with drainage areas greater than 1 square mile, and which have not already been studied by detailed methodology and presented as "Zone AE" Special Flood Hazard Areas (SFHAs) on the Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) for your community. In many cases, AFH study reaches will align with streams that are currently depicted as approximate "Zone A" floodplains on your community's FIRMs. However, AFH study results may indicate flood risk for streams that are not currently shown as mapped flood hazards on your community's FIRMs, and some effective "Zone A" floodplains may extend further upstream than 1 square mile of drainage where AFH information is being developed.

FEMA's goal is to offer useful and credible data to help you make informed decisions to continue building a safer and stronger community. Accordingly, AFH study results (including modeled cross-sections, floodplains boundaries, and both water-surface elevation and flood depth grids) will be made available to communities and stakeholders through the West Virginia Flood Hazard Determination Tool website: <https://www.mapwv.gov/flood/>

This AFH engineering analysis and mapping will *not* immediately result in new regulatory floodplain boundaries being established in your community and being reflected on the FIRMs, until such time a larger countywide map update is funded in the future. In the interim, FEMA encourages you to utilize this forthcoming, non-regulatory AFH information to better manage flood risk and floodplain development, given the potential of flooding in certain areas to increase or decrease over time as a result of changes in rainfall amounts, or changes in water flow and drainage patterns due to surface erosion, land use, and natural forces.

This letter is to notify you of the project scope and proposed AFH data modeling to be performed for Upshur County, WV and Incorporated Areas. Upon receipt of this notification, your community will have 30 days to consult with FEMA Regional Office staff (identified in the last paragraph of this letter) regarding the appropriateness of the engineering methodology for this project.

All modeling and mapping will be performed by the West Virginia Emergency Management Agency (WVEM) and their mapping partners. This team will conduct hydrologic analysis using regression equations published by the US Geological Survey (USGS) National Streamflow Statistics Program (in Scientific Investigations Report 2010-5033, *Estimation of Flood-Frequency Discharges for Rural, Unregulated Streams in West Virginia*), and hydraulic analysis using HEC-RAS 1D Steady Flow (where flow is steady in time, one-dimensional, generally gradually varied in space, and channel slope is generally less than 10%). Please refer to the enclosed map at the end of this letter for AFH study reaches selected for this project.

FEMA wants to ensure that the most up-to-date and accurate technical data are used to develop the flood risk products. FEMA relies on your feedback, partnership and knowledge during this important project to determine the extent of flood risk in your community, and in support of your efforts to reduce those risks. We look forward to working with community officials and other stakeholders in Upshur County, WV to increase flood risk awareness and reduce the risk to life and property from flooding.

Please provide your comments related to the types of models selected for this project by December 2, 2022. You may contact me by email at [Robert.Pierson@fema.dhs.gov](mailto:Robert.Pierson@fema.dhs.gov) or by phone at 215-359-5650.

Sincerely,

Bob Pierson  
FEMA RIII  
Senior Project Engineer

Enclosures: Engineering Model Table  
AFH Study Map

cc: James Hollen III, City Engineer, City of Buckhannon  
Tim Keaton, State NFIP Coordinator, WVEM

D.5 Upcoming Events

- **Buckhannon Fire Department Christmas Parade on 12/02/22 at 6:00 PM**
- **WV Dickens Christmas Festival and Faire, Buckhannon WV on 12/03/22 at 2:00 PM**
- **WVWC Performance of "A Christmas Carol" at the Colonial Arts Center on 12/03/22 at 2:00 PM & 8:00 PM**
- **BURMA "Santa Meets the Grinch" on 12/10/22 at 6:00 PM on N. Kanawha Street**
- **Annual Menorah Lighting at Jawbone Park on 12/18/22 at 7:00 PM**

E. Consent Agenda:

E.1 Approval of Minutes - Regular Meeting 10/18/2022, 11/03/2022, Special 09/21/2022, 10/21/2022

E.2 Approval of Building and Wiring Permits



Permit Fee Report #75706 - # 75720

11/03/2022 - 11/16/2022

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
75716	Gary Cutright	225 Pocahontas St	Alpha Electric	Replace Electrical Entrance	500.00	100.00	A Commercial Property			No		No	
75712	JOALDE ENTERPRISES/ JODY LIGHT	132 WOOD ST #2	TWISTED WIRE	RECONNECT; WO# 764420451	100.00	100.00	A Commercial Property	No		No	Zone AE	Yes-Elevation Cert. Not Required	No

					600.00	200.00							
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Group Total: 2

Group: Commercial-Industrial (nonresidential)

75720	Foster's Marketing Group	2 Trader's Alley	Leggett Refrigeration	Inside Remodel & Replacement Existing HVAC	10,000.00	85.00				Yes	Zone AE	Yes-Elevation Cert. Not Required	
75719	BUCKHAN NON HOUSING AUTH	APT 16 & 32 HINKLE DR	K&Z CONSTRUCTION LLC	PUTTING SNAP LOCK FLOORING OVER TOP OF EXISTING FLOORING NEW KITCHEN CABINETS	3,000.00	28.50		No		No	N/A	No	No
75717	TREASEA CRITES	15 HENRY ST LOT 2		REROOF METAL OVER METAL	1,900.00	15.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
75718	WWWC Wesley Chapel	59 College Ave	STEEPLEJACKS OF AMERICA, LLC	Repairs to Wesley Chapel Steeple	249,000.00	1,369.50		No		Yes	N/A	No	No
75714	Community Care of WV	77 W Main St	HIGH POINT CONSTRUCTION	Construct Parking Lot Area in the rear	150,000.00	825.00			11/9/2022	Yes	Zone AE	Yes-Elevation Cert. Not Required	
75715	McDonald's	111 S Kanawha St	VANCE ENTERPRISES	Replacement HVAC Unit Rooftop (Kitchen Unit)	20,000.00	170.00				Yes		No	
75706	CJ Rylands	129 S Florida St		Front Porch Repairs & Inside Repairs	5,000.00	47.50				Yes	N/A	No	
75707	Tateep Unique Boutique	7 E Main St		Facade Repair Metal over windows	250.00	15.00				Yes	N/A	No	
75708	Novelis Buckhannon	1 Moore Ave	Commercial Builders Inc of WV	Employee Restroom & Breakroom Renovation -Project Phase 1	126,900.00	697.95		Yes -If yes attach report		No	Zone A	Yes -If yes attach report	
75709	LAW OFFICE OF ABIGAIL BENJAMIN	12 N KANAWHA STE 1	SUNSET GRAPHICS	NEW SIGN AND METAL BRACKET NO ELECTRICAL	350.00	15.00		No	11/2/2022	Yes	N/A	No	No
					566,400.00	3,268.45							

Group Total: 10

Group: Residential (non-commercial)

75713	MARY PIZOLI	1 COLEMAN PLACE	JERRY COCHRAN WV HOME PRO LLC	REROOF SHED-SHINGLES	600.00	10.00		Yes -If yes attach report		No	N/A	No	No
75711	SHIRLEY QUEEN	41 BOGGS ST	LEIGH ENTERPRISES LLC	SIDING	2,600.00	28.60		No		No	N/A	No	No



75710	CHARLES BUCKLEW	59 BOGGE SS ST	REGER COMPANIE S, LLC	ADDITIO N TO EXISTING OUTBUIL DING	7,218.00	79.40		No	11/7/2022	No	N/A	No	
					10,418.00	118.00							

Group Total: 3

Group: Zoning Application Fee

75714	Communit y Care of WV	77 W Main St	HIGH POINT CONSTRUC TION	Construct Parking Lot Area in the rear	150,000.00	20.00			11/9/2022	Yes	Zon e AE	Yes- Elevatio n Cert. Not Require d	
75710	CHARLES BUCKLEW	59 BOGGE SS ST	REGER COMPANIE S, LLC	ADDITIO N TO EXISTING OUTBUIL DING	7,218.00	20.00		No	11/7/2022	No	N/A	No	
					157,218.00	40.00							

Group Total: 2

					734,636.00	3,626.45							
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Total Records: 17

11/17/2022

E.3 Approval of Payment of the Bill

NOVEMBER 1-15-2022 GENERAL FUND PAYMENT OF BILLS	
\$3,500– JEREMY DRENNEN, CPA – GF FINANCIAL STATEMENT FY 2022	
\$4,085.47 – SCOTT ELECTRIC – MULTI TAPS, CONDUIT, LOAD CENTER FOR SPRING ST PROJECT	
\$10,266.05 – J.F. ALLEN – BLACKTOP PATCHING AT THE LEWIS-UPSHUR POUND – LEWIS & UPSHUR COUNTY PAID THE CITY FOR THIS	
\$4,275.00– C.I. THORNBURG– STORM GATES & 6” PIPE FOR MADISON STREET PROJECT	
\$6,330.00 – FERGUSON WATERWORKS – MATERIALS FOR MADISON STREET PROJECT	
\$3,696.00 – THE SIGN GUY – STREET SIGN FACES	
\$2,932.50 – SUMMERS BUILDING – SITE PREP MADISON STREET PROJECT	
\$3,170.18 – ARGOS USA LLC – BULK CEMENT	
\$2,400.00 – BENJAMIN LEE ARISMAN – MOWING OF CITY LOTS 10/10 TO 10/23/2022	
\$11,740.00 – JASON SKIDMORE – DEMO SIDEWALK AT THE PSC & S. FLORIDA ST	
\$4,188.81 – PASS FIRE PROTECTION INC – SPRINKLER SYSTEM AT THEATRE	
\$39,640.73 – ROZELLE ENTERPRISES – LABOR AT THEATRE 10/10 – 11/5/2022	

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FUND: GENERAL FUND			
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION DESCRIPTION AMOUNT
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M WINDOW ENVELOPES 113.91
	RECORD-DELTA NEWSPAPER	409-220-00	MAYOR'S LEGAL PUBLIC LGL INV 1921 FINANCIAL STM 858.26
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE GF NOV 2022 HEALTH INS 1,233.52
		409-105-00	MAYOR'S INSURANCE GF NOV RETIREE'S INS 140.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M OCT 2022 CREDIT CARD FEES 1,401.43
	PIN CENTER	409-341-00	MAYOR'S SUPPLIES & M CITY SEAL PINS & KEYS 247.50
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M CLEANING SUPP CITY HALL 32.76
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A. FICA WITHHELD AND MATCHED 46.07
		409-104-00	MAYOR'S F.I.C.A. MEDICARE WITHHELD & MATCHE 10.77
	DATAMAX CORPORATION	409-341-00	MAYOR'S SUPPLIES & M OCT 2022 CITY LICENSE COLL 105.00
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE 642-5819 677-3862 704-8355 55.65
	JEREMY DRENNEN, CPA	409-223-00	PROFESSIONAL SERVICE GF FINANCIAL STMNT FY 22 3,500.00
	UPSHUR COUNTY CLERK	409-341-00	MAYOR'S SUPPLIES & M KELSEA ALDERMAN DIVORCE DE 17.00
	U.S. POSTAL SERVICE (CMRS-FP	409-218-00	MAYOR'S POSTAGE NOV 2022 POSTAGE 500.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M OCT AA FEE & NOV BNK CRD P 98.80
	**PAYROLL EXPENSES		11/01/2022 - 11/15/2022 754.60
			TOTAL: 9,115.17
COUNCIL	UPSHUR COUNTY COMMISSION	410-460-00	CAT CONTROL EXPENSE 2 CATS TRAPPED SEPT 2022 20.00
	TRAVELERS INSURANCE	410-226-00	COUNCIL INSURANCE (P INS PREM AUTO LIAB NOV 202 410.97
			TOTAL: 430.97
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN GF NOV 2022 HEALTH INS 1.76
		413-105-00	TREASURER'S GROUP IN GF NOV RETIREE'S INS 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		11/01/2022 - 11/15/2022 313.18
			TOTAL: 408.90
CITY ENGINEER	ASSOCIATION OF STATE FLOODPL	420-221-00	ENGINEER TRAINING 2023 MEMBERSHIP RENEWAL 175.00
	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		11/01/2022 - 11/15/2022 775.23
			TOTAL: 1,010.11
ZONING	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS GF NOV 2022 HEALTH INS 266.14
		437-105-00	ZONING HEALTH INS GF NOV RETIREE'S INS 70.00
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE CODE ENF MILEAGE AUG 2022 108.75
		437-214-00	TRAVEL EXPENSE CODE ENF MILEAGE OCT 2022 81.25
		437-214-00	TRAVEL EXPENSE CODE ENF MILEAGE SEPT 2022 132.50
	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

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disbursements 11-01-22 to 11-15-22

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/01/2022 - 11/15/2022	1,500.00
				TOTAL:	2,273.39
DATA PROCESSING	ENVIRONMENTAL SYSTEMS RESEAR	439-459-00	DATA PROCESSING CAPI	ARCGIS DESKTOP & ANN SUBS	300.00
		439-459-00	DATA PROCESSING CAPI	ARCGIS DESKTOP & ANN SUBS	300.00
	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	IT SVC CONTRACT NOV 2022	375.00
		439-230-00	DATA PROCESSING	ANTENNA/RADIOS	249.50
	SUDDENLINK BUSINESS	439-230-00	DATA PROCESSING	CITY HALL INTERNET NOV 202	2.13
				TOTAL:	1,226.63
CITY HALL	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF NOV 2022 HEALTH INS	1.14
		440-105-00	CITY HALL JANITOR IN	GF NOV RETIREE'S INS	70.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	80.06
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	95.51
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	22.34
	**PAYROLL EXPENSES			11/01/2022 - 11/15/2022	1,555.13
				TOTAL:	1,824.18
POLICE	RECORD-DELTA NEWSPAPER	700-341-00	POLICE DEPT. MAT & S	LGL INV 1887 POLICE APPLIC	116.72
	MUNICIPAL EMERGENCY SERVICE	700-343-00	POLICE DEPT. AUTO SU	PRODUTY SFTSHELL PULLOVER	225.00
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF NOV 2022 HEALTH INS	6,003.82
		700-105-00	POLICE DEPT. GROUP I	GF NOV RETIREE'S INS	770.00
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	JACKETS & BOOTS	212.15
		700-345-00	POLICE DEPT. UNIFORM	JACKETS & BOOTS	212.71
	NAPA-AMTOWER AUTO SUPPLY	700-343-00	POLICE DEPT. AUTO SU	LIGHT BULBS ENG 1102	32.60
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE COPIER LEASE	145.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	6,918.02
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	7,391.77
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	6,918.02
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	6,918.02
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	866.63
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	866.63
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	866.63
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	866.63
		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	935.53
		700-459-00	POLICE DEPT. NEW EQU	22SCZ2 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H655 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64Z MAINT OLDER CRUISER	6.00
		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
	SPRINT	700-211-00	POLICE DEPT. TELEPHO	ALL DEPT OCT 2022 GEOTABS	22.76
	ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. MAT & S	LAB RESULTS MATTHEW GREGOR	56.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,933.51
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	452.19
	INDUSTRIAL/ORGANIZATIONAL SO	700-341-00	POLICE DEPT. MAT & S	POLICE & FIRE EXAMS	70.00
		700-341-00	POLICE DEPT. MAT & S	POLICE & FIRE EXAMS	19.00
	WORLD FUEL SERVICES, INC.	700-343-00	POLICE DEPT. AUTO SU	POLICE FUEL BILL OCT 2022	1,746.15
	MICHAEL WILLIAMS	700-341-00	POLICE DEPT. MAT & S	REIMB TOW BILL VET PARADE	278.52

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disbursements 11-01-22 to 11-15-22

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	COPY PAPER	222.40
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	85.22
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	INS PREM AUTO LIAB NOV 202	2,272.39
	**PAYROLL EXPENSES			11/01/2022 - 11/15/2022	31,603.48
				TOTAL:	83,851.93
FIRE	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF NOV 2022 HEALTH INS	3,812.60
		706-105-00	FIRE DEPT. GROUP INS	GF NOV RETIREE'S INS	630.00
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK NOV 2022	4,790.11
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,347.95
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	315.25
	INDUSTRIAL/ORGANIZATIONAL SO	706-341-00	FIRE DEPT. MATERIAL	POLICE & FIRE EXAMS	120.00
	WORLD FUEL SERVICES, INC.	706-343-00	FIRE DEPT. AUTO SUPP	FIRE TRKS 1101 & 1102 FUEL	267.79
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT FUEL BILL OCT 20	1,632.55
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE	INS PREM AUTO LIAB NOV 202	707.01
	**PAYROLL EXPENSES			11/01/2022 - 11/15/2022	21,741.21
				TOTAL:	35,364.47
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110123905108 25 N LOCUST S	9.39
		750-213-00	STREET DEPT. UTILITI	110148156588 RT 6 395 MUDL	500.27
		750-213-00	STREET DEPT. UTILITI	110148255778 395 MUDLICK R	726.65
	FISHER AUTO PARTS INC	750-343-00	STREET DEPT. AUTO SU	BATTERY FOR LEAFVAC	150.03
		750-343-00	STREET DEPT. AUTO SU	SOLENOID LEAF VAC	20.00
		750-343-00	STREET DEPT. AUTO SU	SOLENOID LEAF VAC	29.02
	WV PAGING	750-213-00	STREET DEPT. UTILITI	STREET DEPT PAGERS NOV 202	23.00
	J T MARTIN COMPANY INC	750-341-00	STREET DEPT. MAT & S	EXTINGUISHER INSPECTION	153.95
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF NOV 2022 HEALTH INS	4,150.84
		750-105-00	STREET DEPT. GROUP I	GF NOV RETIREE'S INS	630.00
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	MULTI TAPS FOR SPRING &	1,078.75
		750-458-05	STREET DEPT PROJECTS	MULTI TAPS FOR SPRING	9.82
		750-458-05	STREET DEPT PROJECTS	CONDUIT,LOAD CENTER	2,930.47
		750-458-05	STREET DEPT PROJECTS	CONDUIT,LOAD CENTER	66.43
	J F ALLEN CO	750-458-05	STREET DEPT PROJECTS	BLACKTOP PATCHING & LUAC	825.85
		750-458-05	STREET DEPT PROJECTS	BLACKTOP PATCHING & LUAC	9,340.20
	C.I. THORNBURG CO., INC.	750-458-05	STREET DEPT PROJECTS	STORM GRATES MADISON ST	885.00
		750-458-05	STREET DEPT PROJECTS	STORM GRATES MADISON ST	590.00
		750-458-05	STREET DEPT PROJECTS	6" PIPE MADISON ST PROJ	2,800.00
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	SOLENOID LEAF VAC	33.61
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	57 STONE MADISON ST SEWER	682.55
		750-458-05	STREET DEPT PROJECTS	57 STONE MADISON ST SEWER	674.58
		750-458-05	STREET DEPT PROJECTS	LOAD 57 STONE FOR MADISON	660.28
		750-458-05	STREET DEPT PROJECTS	57 STONE MADISON ST PROJ	647.09
	STATE EQUIPMENT INC.	750-341-00	STREET DEPT. MAT & S	PARTS FOR CUTOFF SAW	502.08
	ATCO INTERNATIONAL	750-341-00	STREET DEPT. MAT & S	DE-ICER	121.90
	FERGUSON WATERWORKS	750-458-05	STREET DEPT PROJECTS	MTRLS UPGRADE MADISON ST	6,330.00
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	22WCNZ 2019 RAM 1500	635.79
		750-459-00	STREET DEPT. CAPITAL	22GWHW 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
	JOHN BOGGESS dba VJG ASSOCIA	750-341-00	STREET DEPT. MAT & S	GLOVES	1,050.58
	USA BLUE BOOK/ HD SUPPLY FAC	750-458-05	STREET DEPT PROJECTS	VAULTS FOR ELEC SVC	1,239.12
	SPRINT	750-211-00	STREET DEPT. TELEPHO	ALL DEPT OCT 2022 GEOTABS	282.86
	THE SIGN GUY LLC	750-341-00	STREET DEPT. MAT & S	STREET SIGN FACES	3,696.00
	CRITES ELECTRICAL SUPPLY INC	750-458-05	STREET DEPT PROJECTS	2P 120V CONTACT SPRING ST	190.01



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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ST JOSEPH HOSPITAL OF BUCKHA	750-341-00	STREET DEPT. MAT & S	LAB RESULTS JERRY ARNOLD	74.00
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,178.20
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	275.56
	SUMMERS BUILDING	750-458-05	STREET DEPT PROJECTS	SITE PREP MADISON ST PROJE	2,932.50
	ARGOS USA LLC	750-458-05	STREET DEPT PROJECTS	BULK CEMENT	3,170.18
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERY PAYMENT MUDL	NOV 2022 PUBLIC WRKS BLDG	9,774.80
	WORLD FUEL SERVICES, INC.	750-343-00	STREET DEPT. AUTO SU	STREET FUEL BILL OCT 2022	4,384.19
	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT. MAT & S	MOW CITY LOTS 10/10-10/23	2,400.00
	JASON SKIDMORE	750-458-05	STREET DEPT PROJECTS	DEMO SIDEWALK PSC & S FLA	11,740.00
	CALEB LIGGETT	750-341-00	STREET DEPT. MAT & S	REIMB STEEL TOE BOOTS	211.95
	TRAVELERS INSURANCE	750-226-00	STREET DEPT. INSURAN	INS PREM AUTO LIAB NOV 202	1,673.47
	**PAYROLL EXPENSES			11/01/2022 - 11/15/2022	19,031.76
				TOTAL:	100,848.52
	STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST
		751-213-00	STREET LIGHTS	110 151 101 430 99 W. MAIN	129.96
				TOTAL:	5,770.86
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS	POWE 110 088 985 459 RT. 119	4.48
		752-213-00	TRAFFIC SIGNALS	POWE 110088985624 RT. 20 BKN C	53.08
		752-213-00	TRAFFIC SIGNALS	POWE 110081822063 W. MAIN ST	27.22
		752-213-00	TRAFFIC SIGNALS	POWE 110087174485 S. KANAWHA ST	25.90
		752-213-00	TRAFFIC SIGNALS	POWE 110088235830 REGER ST RT 2	51.02
		752-213-00	TRAFFIC SIGNALS	POWE 110088820243 MAIN ST	38.57
				TOTAL:	200.27
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110122154542 48 E. MAIN ST	241.68
	VALLEY STEEL SERVICE	906-450-01	THEATRE BLDG	1-1/2" ALUM FLAT DISPLAY	259.88
		906-450-01	THEATRE BLDG	1-1/2" ALUM FLAT DISP BOX	172.00
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF NOV 2022 HEALTH INS	268.52
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	89.31
	SCOTT ELECTRIC CORP	906-450-01	THEATRE BLDG	MULTI TAP CONNECTORS	373.58
	PASS FIRE PROTECTION INCORPO	906-450-01	THEATRE BLDG	SPRINKLER SYSTEM THEATRE	4,188.81
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BLDG	RUB BRICK; CUP WHEEL	127.23
		906-450-01	THEATRE BLDG	SCREWS; BLADES; STUDS	3.31
		906-450-01	THEATRE BLDG	SCREWS; BLADES; STUDS	98.64
		906-450-01	THEATRE BLDG	PAINT AND SUPPLIES	351.51
		906-450-01	THEATRE BLDG	SCREWS; BLADES; STUDS	56.94
		906-450-01	THEATRE BLDG	PAINT AND SUPPLIES	169.01
		906-450-01	THEATRE BLDG	SCREWS; BLADES; STUDS	104.31
		906-450-01	THEATRE BLDG	RUB BRICK CUP WHEEL	92.04
		906-450-01	THEATRE BLDG	SCREWS; BLADES; STUDS	39.87
		906-450-01	THEATRE BLDG	LUMBER AND WHITE CAULK	48.40
	THE SIGN GUY LLC	906-450-01	THEATRE BLDG	4' X 8' MAX METAL	255.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	76.61
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.92
	ROZELLE ENTERPRISES DBA TRAD	906-450-01	THEATRE BLDG	LABOR THEATRE 10/24-11/5	21,870.48
		906-450-01	THEATRE BLDG	10/10-10/21 CONTRACT SRVC	17,770.25
	ROBERT HOWSARE	906-341-00	CAC SUPPLIES & EXPEN	BOOCKHANNON SHIRTS	128.00
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	76.13

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

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

**F. Strategic Issues for Discussion and/or Vote:**

**F.1 Colonial Arts Center Presentation – Action was taken earlier in the meeting**

- **Seating Proposal Financial Funding Request**
- **MIB Gallery Management & Financial Funding Recommendations**

**F.2 Approval Appointment Buckhannon Parks & Recreation Advisory Board ( Ordinance No. 456) – Mayor Skinner presented Council with the Buckhannon Parks & Recreation Advisory Board member recommendations as well as member recommendations for two sub-committees; one to deal with facility management and one to deal with programming:**

## BUCKHANNON PARKS & RECREATION ADVISORY BOARD

1. CITY COUNCIL SEAT –TBD at 12/15/22 council meeting
2. SCOTT LAMPINEN
3. JOHN BOHMAN
4. ALEXIS ROSS BUTCHER
5. BRIAN WEBB
6. ROB KIMBLE
7. DEBBIE SHAPIRO

### TWO SUBCOMMITTEES:

- **FACILITIES MANAGEMENT**
  1. ROBERT OSBURN
  2. CHIP ALLEN
  3. LISA TENNEY
  4. KEELY BURNSIDE
  5. WILL SQUIRES
- **PROGRAMMING**
  1. BETH POST
  2. RACHEL RUFFING
  3. JENA FEALY
  4. LEVI BENDER
  5. GRAHAM GODWIN

**Motion to approve the Buckhannon Parks & Recreation Advisory Board and two Sub-Committee member recommendations as presented by Mayor Skinner was made by Sanders/McCauley. Discussion included Council Member McCauley asking for assurance that the Stockert Youth and Community Center programming will still be handled by the SYCC Board and Management, which Mayor Skinner confirmed. Recorder Sanders noted the importance of the programming committee working with the data gathered at our most recent SYCC Town Hall meeting. The mayor called for the question – Motion carried unanimously.**

### G. Comments and Announcements:

- **Pamela Bucklew:** Mrs. Bucklew is very happy with the work that was accomplished by the Council tonight including the new board and committees that were created and the seating for the CAC. She reminded all Waste Collection customers that they are to return their toters to their storage area after the collection has taken place. She wished everyone a Happy Thanksgiving.
- **CJ Rylands:** Mr. Rylands had no additional comments. He wished everyone a Happy Thanksgiving.
- **Jack Reger:** Mr. Reger had no additional comments. He wished everyone a Happy Thanksgiving.
- **David McCauley:** Mr. McCauley was disappointed that the creation of an ordinance, which was discussed several meetings ago when the majority expressed support for it, regarding filling city council vacancies has been abandoned. He would like the minutes to reflect any change in support for such an ordinance by council members. He also expressed concern about the feral cat colonies at the Walk Trail and asked how that will be handled in the future. Mayor Skinner explained the current situation and that Animal Care & Control Board was monitoring it. Mr. McCauley wished everyone a Happy Thanksgiving.
- **Dave Thomas:** Mr. Thomas was also excited about the new Parks & Recreation Board and sub-committees and the progress with the other activities in the community. He wished everyone a Happy Thanksgiving.
- **Randall Sanders:** Mr. Sanders was very happy that we have a new Parks & Recreation Board and sub-committees and the updates on the Colonial Arts Center. He updated the Council and community about WAMSB noting that we have commitments from bands from



Angola (Southern Africa), and the Bahamas, three groups from Canada, Chile, Costa Rica, Czech Republic, El Salvador, and Germany, two from Honduras, India, Ireland, Poland, Switzerland, Taiwan, and the USA. He stressed the importance of building a network of volunteers noting that people can sign up at [www.wamsb2023.com](http://www.wamsb2023.com). He wished everyone a Happy Thanksgiving.

H. Mayor’s Comments and Announcements: Mayor Skinner addressed Mr. McCauley’s concern regarding the idea of an ordinance regarding filling city council vacancies that have been abandoned. He noted that following the November 3<sup>rd</sup> council meeting, he received feedback from two council members stating that they no longer wanted the council to act on the matter. The mayor then contacted other Council members and five of the members, including himself, decided that they no longer wished to pursue the ordinance. He offered to make his email regarding the matter a part of the minutes. He spoke then spoke about the many projects taking place including the Colonial Arts Center remodel, the Madison Street project, sidewalk replacements, etc., and is proud of the progress being made. He expressed his disappointment that the school levy failed and hopes that it does pass at the next opportunity. He closed by thanking all city employees and board members for their hard work and wishing everyone a Happy Thanksgiving.

*Email:*  
*I wanted to let you know that, following our November 3rd city council meeting, I received feedback from two (2) council members who asked that we NOT consider drafting a vacancy ordinance. Instead, they suggested we continue allowing our city charter, which already provides the flexibility we would need to consider each individual vacancy situation, should any become reality.*

*After receiving this feedback, I decided to contact other members of council who hadn’t made their opinions known, either publicly or privately, following the November 3rd meeting. As a result, five (5) council members, including myself, prefer we take no action on this subject matter. The council wishes to retain maximum flexibility, thus drafting an ordinance restricting the authorities bestowed upon us by our charter, would ultimately be considered redundant and unnecessary.*

*Only you and Pam believe this is an issue worth pursuing, so, out of respect for the wishes of our council, I did not include the draft ordinance discussion on the agenda this week.*

*Sincerely,*  
*Robbie Skinner*  
*Mayor, City of Buckhannon*  
*(304) 472-1651*

**I. Adjournment**

**The motion to adjourn at 8:05 PM was made by Thomas/Sanders.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_