

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON: TO-WIT:

A combined meeting for November and December of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Wednesday, December 7, 2022, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Present
Board Member	Jack Reger	Absent
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Present
Street Superintendent	Bradley Hawkins	Present

Guests: Monica Zalaznik, My Buckhannon

*City of Buckhannon Consolidated Public Works Board
7:30 a.m. in Council Chambers
Meeting Agenda for Wednesday, December 7, 2022*

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

B. Recognized Guest

- B.1

C. Department Report

- C.1 Bradley Hawkins

D. Financial Report-Amberle Jenkins

- D.1 November 2022

E. Correspondence and Information

- E.1 Memorandum of Understanding for the Installation of Sconce Style Streetlights\on Facilities

F. Consent Agenda

- F.1 Approval of Minutes 09/22/22; 10/27/22

G. Strategic Issues for Discussion and/or Vote

- G.1 Add additional directional signage on Madison Street – Paint white ONE WAY arrow and red “DO NOT ENTER” bar on street surface from between Wendy’s entrance and South Kanawha Street
- G.2 Change traffic direction to RIGHT TURN ONLY from Green Street onto Route 20 South
- G.3 Change traffic direction to RIGHT TURN ONLY from Franklin Street onto South Locust Street
- G.4 Change traffic pattern at the Chestnut and West Victoria Streets – ADD YIELD SIGNS on West Victoria Street and REMOVE STOP SIGN on Chestnut Street
- G.5 Revisit Traffic Direction on Huffman Lane
- G.6 Discussion/Possible Action – New traffic pattern on North Kanawha Street
- G.7 Discussion/Possible Action – Traffic pattern change on Apothacary Lane
- G.8 Discussion/Possible Action – Request WVDOH to REMOVE “NO TURN ON RED” signage on stoplight pole at West Main & South Locust Streets
- G.9 Update City Park Signage-Language
- G.10 Approval Event Request-Seventh day Adventist Church-Christmas Caroling-Campaign for Community

H. Board Members Comments and Announcements

I. Adjournment

Posted 12/02/22

A. Call to Order - The combined November & December meeting was called to order by Mayor Skinner who then asked all to join him in a Moment of Silence (Mark Waldo noted that this was Pearl Harbor Day) followed by the Pledge to the Flag of the United States of America.

B. Recognized Guests - None

- B.1 None

C. Department Report

C.1 Bradley Hawkins - Brad Hawkins reported the following:

The Street Department is:

- Installing the city's Christmas decorations.
- Working on the lights and sidewalks on the south side of the Gateway West project
- Working on the lighting and sidewalks on the S. Kanawha Street project
- Overseeing outside contractors who are doing demo work on sidewalks on S. Florida Street project
- Installing heaters in the restrooms at the City Park and NBRFP to try and not have to winterize them
- Cleaning up the area around the old shop on Factory Street

The Sewer and Water departments are:

- Working in the Madison Street project

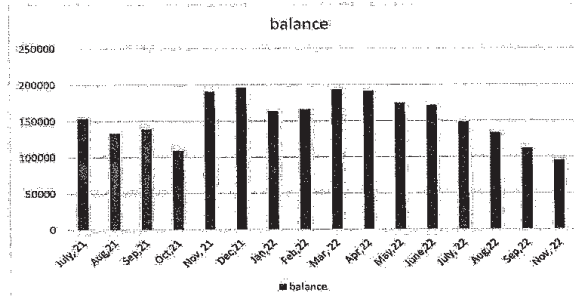
A discussion on some of these items took place with follow-up from Jerry Arnold. No action was necessary on any.

D. Financial Report - Amberle Jenkins

D.1 November 2022 - Amby presented the November 2022 Financial report.

**CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance November 30, 2022
 Money market & checking \$ 94,802.89
 Cemetery CD and savings \$ 235,260.56



Note: General Fund to contribute \$100,000 in FY 2022-23

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**CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNADMITTED)
AS OF: NOVEMBER 30TH, 2022**

093-CONSOL. PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER TREES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	30.00	0.00	30.00	50.00
093-340-000-02 DONATION DOG PARK UT&ERI	60	7.00	35.00	0.00	25.00	58.33
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	25	0.00	0.00	0.00	25.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	2,000	0.00	0.00	0.00	2,000.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	187.50	765.00	0.00	795.00	47.00
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	4,000	575.00	4,595.00	0.00	595.00	114.88
093-347-000-00 OPENING & CLOSING GRAVES	30,000	2,950.00	13,750.00	0.00	16,250.00	45.83
093-347-000-01 SALE OF LOTS	10,000	200.00	5,950.00	0.00	4,050.00	59.50
093-347-000-03 PLACEMENT OF MARKERS	1,500	1,600.00	1,700.00	0.00	200.00	113.33
093-349-000-01 PARK.PEN.LOT 6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER TREES	49,145	5,629.50	26,765.00	0.00	22,380.00	54.46
GRANTS:						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	4,423.90	11,164.16	0.00	24,835.84	31.01
093-368-000-03 RENTAL OF PAVILION	3,000	350.00	2,415.00	0.00	585.00	80.50
TOTAL GRANTS	39,000	4,773.90	13,579.16	0.00	25,420.84	34.82
OTHER REVENUE						
093-380-000-00 INTEREST	50	0.00	21.14	0.00	38.86	22.28
093-399-000-00 MISCELLANEOUS	100,000	0.00	70.00	0.00	99,930.00	0.07
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	700.00	0.00	700.00	0.00
TOTAL OTHER REVENUE	100,050	0.00	791.14	0.00	99,268.86	0.78
TOTAL REVENUE	188,195	10,403.40	41,125.32	0.00	147,069.68	21.85

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE (return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	7,000.00	0.00	9,800.00	41.67
093-700-103-00 SALARIES	35,500	1,207.50	16,435.50	0.00	18,564.50	46.96
093-700-103-01 FLOWER SALARIES	73,000	4,361.00	25,766.86	0.00	47,233.14	35.30
093-700-104-00 FICA TAX	9,600	533.09	3,764.07	0.00	5,835.93	39.21
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	790	133.60	631.80	0.00	158.20	79.97
093-700-106-01 CONSOLIDATED RETFLOWER	4,200	392.49	2,125.55	0.00	2,074.45	50.61
TOTAL SALARIES & BENEFITS	139,390	8,027.68	55,723.78	0.00	83,666.22	39.98
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	311.86	3,480.80	0.00	6,519.20	34.81
TOTAL CONTRACTUAL SERVICES	10,000	311.86	3,480.80	0.00	6,519.20	34.81
COMMODITIES						
093-700-340-00 MAT & SOPE - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	7,000	352.10	1,879.70	0.00	5,120.30	26.85
093-700-342-00 MAT & SUPP - PARKING	5,000	267.50	4,190.75	0.00	809.25	83.82
093-700-343-00 MAT&SUPP-PARKS	45,805	2,061.21	6,908.25	0.00	38,896.75	15.08
093-700-343-01 DOG PARK EXP	1,000	5.78	32.56	0.00	967.44	3.26
093-700-344-00 AUTO SUPPLIES	0	0.00	24.50	0.00	24.50	0.00
093-700-345-00 TREE MAINTENANCE	10,000	0.00	7,054.99	0.00	2,945.01	70.55
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	68,805	2,686.59	20,090.75	0.00	48,714.25	29.20
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	926.31	5,097.79	0.00	14,902.21	25.49
093-700-465-00 CONTRACT MOWING CEMETERY	60,000	8,225.00	37,275.00	0.00	22,725.00	62.13
TOTAL CAPITAL OUTLAY	80,000	9,151.31	42,372.79	0.00	37,627.21	52.97
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	298,195	20,177.44	121,668.12	0.00	176,526.88	40.80
TOTAL EXPENDITURES	298,195	20,177.44	121,668.12	0.00	176,526.88	40.80
REVENUE OVER/(UNDER) EXPENDITURES	(110,000)	(9,988.04)	(80,542.80)	0.00	(29,457.20)	73.22

CPWB NOVEMBER 2022 PAYMENT OF BILLS

\$8,225.00 - EVERSON-CARR FARMS LLC - MOWING OF CEMETERY

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disbursements 11-01 to 11-30-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	NOV 2022 HEAVNER CEMETERY	10.00
	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	12.57
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	19.64
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	16.65
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	5.00
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	33.47
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.78
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	8.25
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	35.73
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	114.18
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	37.46
	ENVIRONMENTAL SYSTEMS RESEAR	700-341-00	MAT & SUPP - CEMETER	ARCUSI DESKTOP & ANN SUBS	300.00
	SOUTHERN STATES COOP INC	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-WORK JACKET FOR SHIND	99.99
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCN6007140 10-1 TO 11-1-2	125.68
	LOWES BUSINESS ACCOUNTS	700-343-00	MAT&SUPP-PARKS	MTRLS ELEC SUPPLY PARKS	85.49
		700-343-00	MAT&SUPP-PARKS	MATERIALS FOR HEATERS	310.01
		700-464-00	HOTEL-MOTEL (FLOWERS	2 CYCLE OIL	90.72
		700-343-00	MAT&SUPP-PARKS	MTRLS ELEC SUPPLY PARKS	83.28
		700-464-00	HOTEL-MOTEL (FLOWERS	3/4" ADAPTER 1" PVC PIPE	10.60
		700-464-00	HOTEL-MOTEL (FLOWERS	3 PC BT HOLDER	6.64
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	18.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	61.60
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	187.20
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	54.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	205.29
	TRACTOR SUPPLY CREDIT PLAN	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	71.91
		700-342-00	MAT & SUPP - PARKING	FREE PARKING SIGNS	139.66
	THE SIGN GOY LLC	700-343-00	MAT&SUPP-PARKS	PARK ENTRANCE SIGNS	160.00
		700-343-00	MAT&SUPP-PARKS	PARK ENTRANCE SIGNS	440.00
		700-343-00	MAT&SUPP-PARKS	JAWBONE PARK SIGNS	312.00
	WALMART STORES INC -BUCKHANN	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-CANNON INK	35.98

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disbursements 11-01 to 11-30-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-WV ANTIFREEZE FOR NAT	11.94
	DELUX BUSINESS FORMS	700-341-00	MAT & SUPP - CEMETER	PCRD-CPWB DEP SLIPS	42.10
		700-342-00	MAT & SUPP - PARKING	PCRD-CPWB DEP SLIPS	42.11
		700-343-00	MAT&SUPP-PARKS	PCRD-CPWB DEP SLIPS	42.11
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	253.43
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	178.62
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	98.27
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	41.77
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-JUMBO FOILET PAPER FO	267.84
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-SPARKS FOR WEDD BARRI	35.99
		700-342-00	MAT & SUPP - PARKING	PCRD-LANDSCAPE FABRIC	422.98
		700-343-00	MAT&SUPP-PARKS	PCRD-CAT 5 SHIELDED OV CAM	274.00
	AMMIE GARMAN	700-342-00	MAT & SUPP - PARKING	REIMB STEERING WHEEL COVER	16.03
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	CLEANING MARKERS & MOWING	2,075.00
		700-465-00	CONTRACT MOWING CEME	CLEANING MARKERS & MOWING	2,075.00
		700-465-00	CONTRACT MOWING CEME	CLEANING MARKERS & MOWING	2,000.00
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INS PRSM AUTO LIAB NOV 202	186.18
	**PAYROLL EXPENSES			11/01/2022 - 11/30/2022	6,988.50
				TOTAL:	20,177.44

CPWB OCTOBER 2022 PAYMENT OF BILLS

\$7,000.00 - CASSIDY TREE SERVICE - 9 TREES & 6 STUMPS REMOVED

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disbursements 10-01-22 to 10-31-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	26.43
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	18.72
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	18.91
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	5.00
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	35.82
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.78
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	35.73
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	103.44
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	34.23
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCN6007140 9/2022-10/2022	125.68
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS	GRNHSE SANITIZING MATRLS	55.91
		700-343-00	MAT&SUPP-PARKS	TOILET PAPER FOR PARKS	43.16
		700-464-00	HOTEL-MOTEL (FLOWERS	MUNE, BOKWOOD, MIRACLE GROW	70.25
		700-464-00	HOTEL-MOTEL (FLOWERS	DUCKET & BOLBS	102.43
		700-464-00	HOTEL-MOTEL (FLOWERS	LANDSCAPE PINS	42.69
		700-464-00	HOTEL-MOTEL (FLOWERS	30 SECOND OUTDOOR CLEANER	47.08
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH COMPOST POTTING MIX	20.85
		700-464-00	HOTEL-MOTEL (FLOWERS	BOLT CUTTERS	5.69
		700-464-00	HOTEL-MOTEL (FLOWERS	LATEX GLOVES	3.38
	WV MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	CPWB 3RD QTR 2022 UNEMPLOY	155.58
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.28
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	189.87
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	51.20
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	208.56
	REFUND PARKING TICKETS	700-342-00	MAT & SUPP - PARKING	REF AMANDA SCHUMACHER PRK	25.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	235.71
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	335.38
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	55.13

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disbursements 10-01-22 to 10-31-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	78.44
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-TOILET PAPER DISP FOR	66.78
		700-343-00	MAT&SUPP-PARKS	PCRD-TOILET PAPER DISP FOR	66.78
	RODNEY WINTERS	700-341-00	MAT & SUPP - CEMETER	BUSH HOGGED WATER TANK H	640.00
	AMMIE GARMAN	700-342-00	MAT & SUPP - PARKING	REIMB FOR TICKETS FOR PARK	8.08
	UPSHUR MONUMENTS	700-341-00	MAT & SUPP - CEMETER	REPLACEMENT BROKEN VASE	140.00
	RODNEY CASSIDY DEB CASSIDY T	700-345-00	TREE MAINTENANCE	9 TREES & 6 STUMPS REMOVE	7,000.00
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INS PREM AUTO LYAB OCT 202	186.18
	**PAYROLL EXPENSES			10/01/2022 - 10/31/2022	9,210.95
				TOTAL:	19,566.51

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

3-CONSOL PUBLIC WORKS % OF YEAR COMPLETED: 33.33

VENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
HER FEES						
3-340-000-01 DONATION REAOTIFICATION U	60	6.00	24.00	0.00	36.00	40.00
3-340-000-02 DONATION DOG PARK UTILITY	60	7.00	28.00	0.00	32.00	46.67
3-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
3-342-000-01 PARK.PEN.LOT 1	25	0.00	0.00	0.00	25.00	0.00
3-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
3-343-000-00 PARKING LOT 2 RENTAL	2,000	0.00	0.00	0.00	2,000.00	0.00
3-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
3-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
3-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
3-344-000-01 PARK.PEN.LOT 3	1,500	100.50	517.50	0.00	982.50	34.50
3-344-000-02 STICKERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
3-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
3-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
3-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
3-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
3-346-000-01 PARK.PEN.ON STREET	4,000	765.00	3,920.00	0.00	980.00	98.00
3-347-000-00 OPENING & CLOSING GRAVES	30,000	4,900.00	10,800.00	0.00	19,200.00	36.00
3-347-000-01 SALE OF LOTS	10,000	1,700.00	5,750.00	0.00	4,250.00	57.50
3-347-000-03 PLACEMENT OF MARKERS	1,500	100.00	100.00	0.00	1,400.00	6.67
3-349-000-01 PARK.PEN.LOT 6	0	0.00	0.00	0.00	0.00	0.00
3-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	49,145	7,578.50	21,139.50	0.00	28,005.50	43.01
ANTS						
3-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
3-367-000-01 HOTEL OCCUPANCY TAX	36,000	0.00	6,750.28	0.00	29,249.72	18.75
3-368-000-00 RENTAL OF PAVILION	3,000	690.00	2,265.00	0.00	735.00	75.50
TOTAL GRANTS	39,000	690.00	9,015.28	0.00	29,984.72	23.12
HER REVENUE						
3-380-000-00 INTEREST	50	0.00	6.65	0.00	43.35	13.30
3-399-000-00 MISCELLANEOUS	100,000	20.00	70.00	0.00	99,930.00	0.07
3-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
3-399-000-03 CONTRIB FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
3-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	700.00	0.00	700.00	0.00
TOTAL OTHER REVENUE	100,050	20.00	776.65	0.00	99,273.35	0.78
TOTAL REVENUE	188,195	8,298.50	30,931.43	0.00	157,263.57	16.44

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

3-CONSOL PUBLIC WORKS % OF YEAR COMPLETED: 33.33

PARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
D DEBT						
NON-OPERATING EXPENSES						
3-550-576-00 BAD DEBT EXPENSE (return to	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
AD						
SALARIES & BENEFITS						
3-700-101-00 BOARD SALARIES	16,800	1,400.00	5,600.00	0.00	11,200.00	33.33
3-700-103-00 SALARIES	35,000	3,384.00	13,239.00	0.00	19,772.00	43.51
3-700-103-01 FLOWER SALARIES	73,000	4,426.95	23,405.86	0.00	51,594.14	29.32
3-700-104-00 FICA TAX	9,600	704.66	3,230.98	0.00	6,369.02	39.66
3-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
3-700-106-00 GROUP RETIREMENT	790	113.48	496.20	0.00	293.80	37.50
3-700-106-01 CONSOLIDATED RETFLOWER	4,200	389.43	1,733.06	0.00	2,466.94	41.26
TOTAL SALARIES & BENEFITS	139,390	10,427.52	47,695.10	0.00	91,693.90	34.22
CONTRACTUAL SERVICES						
3-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
3-700-223-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
3-700-226-00 INSURANCE & BONDS	10,000	467.44	3,168.94	0.00	6,831.06	31.69
TOTAL CONTRACTUAL SERVICES	10,000	467.44	3,168.94	0.00	6,831.06	31.69
COMMODITIES						
3-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
3-700-341-00 MAT & SUPP - CEMETERY	7,000	780.00	1,527.60	0.00	5,472.40	21.82
3-700-342-00 MAT & SUPP - PARKING	5,000	84.65	3,923.23	0.00	1,076.77	76.47
3-700-343-00 MAT&SUPP-PARKS	45,805	424.45	4,847.04	0.00	40,957.96	10.58
3-700-343-01 DOG PARK EXP	1,000	5.78	26.78	0.00	973.22	2.68
3-700-344-00 AUTO SUPPLIES	0	0.00	24.50	0.00	24.50	0.00
3-700-345-00 TREE MAINTENANCE	10,000	7,000.00	7,054.99	0.00	2,945.01	70.55
3-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	68,805	8,294.88	17,404.16	0.00	51,400.84	25.29
CAPITAL OUTLAY						
3-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	376.67	4,173.48	0.00	15,826.52	20.86
3-700-465-00 CONTRACT MOWING CEMETERY	60,000	0.00	29,050.00	0.00	30,950.00	48.42
TOTAL CAPITAL OUTLAY	80,000	376.67	33,223.48	0.00	46,776.52	41.53
CONTRIBUTIONS						
3-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
3-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

3-CONSOL. PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

PARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
3-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	298,195	19,566.51	101,490.68	0.00	196,704.32	34.04
TOTAL EXPENDITURES	298,195	19,566.51	101,490.68	0.00	196,704.32	34.04
VENUE OVER/ (UNDER) EXPENDITURES	(110,000)	(11,278.01)	(70,559.25)	0.00	(39,440.75)	64.24

Motion to accept the November 2022 Financial Report was made by Shobe/Waldo. Motion Carried.

E. Correspondence and Information – Mayor Skinner reviewed the following with the Board:

E.1 Memorandum of Understanding for the Installation of Sconce Style Streetlights on Facilities:

Memorandum of Understanding

8/13/2022

Mr./Mrs,

The intent of this memorandum of understanding (MOU) between the City of Buckhannon (COB) a municipal corporation ("City"), and _____ ("Owner") is to memorialize certain conditions agreed upon by both parties for the installation of street lights on facilities located at _____.

The City of Buckhannon would request the following considerations:

1. To install a sconce-style streetlight matching the current period style streetlights on Main Street on the street-facing side of the building located at the address identified above.

In exchange for these considerations the COB would agree to the following:

1. The COB will provide all materials and labor to install the streetlight.
2. The COB will maintain in good condition the streetlight for the duration of this agreement.
3. The COB will cover all costs associated with maintenance and utilities for this streetlight

If these conditions meet your approval please signify by signing below.

Received signed MOU's from the following: Indexed as City A349

- 5 W. Main Street- Dale Hawkins, Fish Hawk Acres
- 14 N. Kanawha Street-David Long, Lazy L Enterprises
- 24 N. Kanawha Street-Patrick Martin, Colonial WV
- 42 E. Main Street-China Wok
- 21 N. Spring Street- Salvation Army
- 8 N. Spring Street-Central WV Aging Services

F. Consent Agenda

F.1 Approval of Minutes 09/22/22 and 10/27/22 - Mayor Skinner reported that there was no Consent Agenda to present.

G. Strategic Issues for Discussion and/or Vote

G.1 Add additional directional signage on Madison Street – Paint white ONE WAY arrow and red "DO NOT ENTER" bar on street surface from between Wendy's entrance and South Kanawha Street – Discussion took place.

Motion to approve adding additional directional signage on Madison Street; paint white ONE WAY arrow and a red "DO NOT ENTER" bar on street surface from between Wendy's entrance and South Kanawha Street was made by Shobe/Waldo. Motion carried.

G.2 Change traffic direction to RIGHT TURN ONLY from Green Street onto Route 20 South – Discussion took place.

Motion to approve changing the traffic direction to RIGHT TURN ONLY from Green Street onto Route 20 South was made by Waldo/Shobe. Motion carried.

G.3 Change traffic direction to RIGHT TURN ONLY from Franklin Street onto South Locust Street – Discussion took place.

Motion to approve changing the traffic direction to RIGHT TURN ONLY from Franklin Street onto South Locust Street was made by Waldo/Shobe. Motion carried.

G.4 Change traffic pattern at the Chestnut and West Victoria Streets – ADD YIELD SIGNS on West Victoria Street and REMOVE STOP SIGN on Chestnut Street – Discussion took place.

Motion to approve changing the traffic pattern at the Chestnut and West Victoria Streets – ADD YIELD SIGNS on West Victoria Street and REMOVE STOP SIGN on Chestnut Street was made by Shobe/Bucklew. Motion carried.

G.5 Revisit Traffic Direction on Huffman Lane – Discussion took place.

Motion to make Huffman Lane one-way going East from Locust Street to N Kanawha Street was made by Bucklew/Waldo. Motion carried.

G.6 Discussion/Possible Action – New traffic pattern on North Kanawha Street – Discussion took place. The Board decided to table this matter.

G.7 Discussion/Possible Action – Traffic pattern change on Apothacary Lane – Discussion took place. The Board decided to table this matter.

G.8 Discussion/Possible Action – Request WVDOH to REMOVE “NO TURN ON RED” signage on stoplight pole at West Main & South Locust Streets – Discussion took place.

Motion to request the WVDOH to remove the “NO TURN ON RED” signage on stoplight pole at West Main & South Locust Streets was made by Bucklew/Waldo. Motion carried.

G.9 Update City Park Signage-Language – Discussion took place.

Motion to refer the update on the City Park signage and language to the Parks & Recreation Board was made by Bucklew/Shobe. Motion carried.

G.10 Approval Event Request-Seventh day Adventist Church-Christmas Caroling-Campaign for Community – Discussion took place.

Motion to approve the Event Request from the Seventh day Adventist Church for Christmas Caroling and the Campaign for Community was made by Bucklew/Shobe. Motion carried.

H. Board Members Comments and Announcements

Pamela Bucklew – Pamela Bucklew ask questions regarding the schedule for the sidewalk replacement on both sides of Florida Street and the area around the SYCC in general. A discussion took place with Jerry Arnold and Brad Hawkins.

Mark Waldo – Mark Waldo asked if once the new fence along Florida Street (SYCC property line) if we could replace the individual spindles in the fence. Mr. Arnold was not sure but he will try and use the type of fencing that will allow this. Mr. Waldo also thanked the City employees for their efforts in making the WV Dickens Festival & Faire a success.

Nancy Shobe – Nancy Shobe was happy we had the discussion concerning Apothecary Lane and she wished everyone a Merry Christmas.

Jack Reger – Mr. Reger was absent.

Recorder Sanders – Recorder Sanders asked about additional lighting in the Safety Complex and Mr. Arnold confirmed it was in the new design that has been approved and is forthcoming.

Amby Jenkins – Nothing further.

Jerry Arnold – Nothing further.

Brad Hawkins – Nothing further.

Mayor Skinner – Mayor Skinner congratulated all who helped make the WV Dickens Festival & Faire a success and he wished everyone a Merry Christmas.

I. Adjournment

Motion to adjourn at 8:50 AM was made by Shobe/Bucklew. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
