

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 21, 2023, 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	Absent
Council Member	David McCauley	Present
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Police Department	Chief Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present
Channel 3	Dennis Cortes	Present
MyBuckhannon.com	Monica Zalaznik	Present - GTM
Record Delta	Noah Jeffries	Present

Guests: John Waltz; Buckhannon Police Department VIPS members Steve Wykoff, David Rowan, Vito Syski, Randall Tenney, Andi Cartier, and Robyn Simons; Bonnie Cartier.

City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, December 21, 2023

- 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 John Waltz, Chairman of the Colonial Arts Center Board
- 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 City of Buckhannon Call for Election 2024
  - D.2 Notice of Special Joint Working Session of the Buckhannon Planning Comm & City Council on 01/11/24 at 7pm to discuss Future Collaboration regarding Planning Priorities
  - D.3 Report of Cat & Dog Activity -Upshur County Commission-November 2023
- E. Consent Agenda
  - E.1 Approval of Minutes -Regular Meeting 12/07/23
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
  - E.4 Approval Appointment- WVWC's Representative to the SYCC Board of Directors (unexpired term)
  - E.5 Approval Appointment -Buckhannon Historic Landmarks Commission (unexpired term)
- F. Strategic Issues for Discussion and/or Vote
  - F.1 Approval Resolution 2023-11 General Fund Budget Revision #3 FY 2023/2024
  - F.2 Approval Amendment #1 to the Professional Services Agreement between COB & Region VII Planning & Development Council re: GIS Services Hourly Rate Increase
  - F.3 Approval of the Mountain Region Special Response Team Agreement between the BPD, Upshur Co Sheriff's Office Barbour Co Sheriff's Office & Randolph Co. Sheriff's Office
- G. Comments and Announcements
  - G.1 Pamela Bucklew
  - G.2 David McCauley
  - G.3 Jack Reger
  - G.4 David Thomas
  - G.6 CJ Rylands
  - G.7 Randall Sanders
- H. Mayor's Comments and Announcements
- I. Executive Session Per WV Code § 6-9A-4 Personnel Matters
- J. Adjournment

Posted 12/18/2023

A. Call to Order: The December 21, 2023 regular meeting of the Buckhannon City Council was called to order by Mayor Skinner, followed by a moment of silence and pledge to the flag.

**B.1 John Waltz, Chairman of the Colonial Arts Center Board** – Mayor Skinner recognized John Waltz who serves as the Chairman of the Colonial Arts Center Board. Mr. Waltz provided an update to the Mayor and City Council members on the recent activities that have taken place at the Colonial Arts Center (CAC). The events included the Grand Opening of the Colonial Arts Center, Death by Dessert Dinner Theater, Greg Popovich's Art Show in the MIB Art Gallery (that drew the largest number of attendees for an opening in the Gallery's history), the Middle School Theatrical Troupe, and most recently, seven sold-out performances of "A Christmas Story" (noting that combined total of 1,000+ tickets were sold for the seven performances). In January, the CAC will host its first branded educational event for young people. Mr. Waltz thanked the Mayor and City Council for the support provided to the CAC that enabled this type of success. He also reported on the success of two specific events, the Grand Opening of the Colonial Arts Center and the Death by Dessert Dinner Theater, where the City Council had approved the use of a 3<sup>rd</sup> party vendor to provide alcohol. This was done on a trial basis and it was determined that both events were successful. Mr. Waltz asked the City Council to consider approving the continuance of offering alcohol through a 3<sup>rd</sup> party vendor at appropriate events. While the Council members appeared to be in agreement that the events were successful, there is no mention of this on tonight's agenda so no action can take place. Mayor Skinner asked that we add this request to the next City Council agenda so that formal action can be taken. Continued discussion with Mr. Waltz took place with City Council members congratulating Mr. Waltz and the CAC BOD for the many successes at the CAC. It was also mentioned that Amby Jenkins, had recently purchased a seat in the upper balcony area to be named in honor of the 2023 Buckhannon City Council. Council thanked Amby for this and for her many contributions to the success of the CAC. Mayor Skinner also thanked Amby, all the City Department members, Councilman (and former Mayor) David McCauley and Architect Bryson VanNostrand for their many contributions to the success of the CAC.

It was also noted that VIPS member Edward Brandt passed away in 2023 and all members present tonight were wearing black ribbons in his memory.

Buckhannon Volunteers In Police Service (VIPS) Dec 2022 - Nov 2023 Member Hours																
Name	Unit	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total Hours	PVSA Award	Total Value*
Steve Wykoff	VIPS 350	43	8	41	52	37.75	38	49.25	39	40.5	30	27.5	35.5	441.50	Silver	\$ 11,774.81
Jewel Fisher	VIPS 351	36	8	17.75	12	24.5	41.5	48.75	62.75	18.5	15.25	17.5	20.75	323.25	Silver	\$ 8,621.08
Randall Tenney	VIPS 352	16	45	19.5	12	17.5	36.75	13.5	37.5	9	15.25	9.5	20.5	252.00	Silver	\$ 6,720.84
David Rowan	VIPS 354	26.75	8	8	4	16.75	34	47.25	100.3	37.75	12.25	17.75	11	323.75	Silver	\$ 8,634.41
Vito Syski	VIPS 355	29	8	19.5	21.5	46.75	42	56	99.5	43.25	12.75	9.5	15.75	403.50	Silver	\$ 10,761.35
Evelyn Syski	VIPS 356	32	8	13	10	17	5.75	21.75	31.25	17	7.5	0	0	163.25	Bronze	\$ 4,353.88
Andi Cartier	VIPS 357	27.25	8	8	8	10	21	11.75	11	25.75	27.5	10.25	16	184.50	Bronze	\$ 4,920.62
Allen Nash	VIPS 358	0	0	0	0	2	28	38	77	24	22.75	15.75	9.75	217.25	Bronze	\$ 5,794.06
Robyn Simons	VIPS 359	0	0	11	0	2.5	32	14.5	0	27	30	41.75	9.25	168.00	Bronze	\$ 4,480.56
Ed Brandt	VIPS 360	0	0	0	0	0	4.25	0	0	0	0	4	2.5	10.75	N/A	\$ 286.70
Chris Claus	VIPS 361	0	0	0	0	0	0	0	0	0	15.25	7.75	0	23.00	N/A	\$ 613.41
Alexis Claus	VIPS 364	0	0	0	0	0	0	0	0	9	8.25	5.5	3.25	26.00	N/A	\$ 693.42
Dustin Eskew	0	0	38	41.5	13.5	0	13	8	0	0	0	0	0	114.00	N/A	\$ 3,040.38
Twila Moreland	0	0	8	8	8	17	18.5	12.25	61	7.5	2	0	0	142.25	N/A	\$ 3,793.81
Trevor Phillips	0	0	2	4	9	0	0	0	0	0	0	0	0	15.00	N/A	\$ 400.05
Jordan Henry	0	0	2	0	0	0	0	0	0	0	0	0	0	2.00	N/A	\$ 53.34
Total Hours	ALL VIPS	210.00	143.00	191.25	150.00	191.75	314.75	321.00	519.25	259.25	198.75	166.75	144.25	2810.00		\$74,942.70
*Based on the value of a volunteer hour in WV as of April 2023: \$ 26.67																

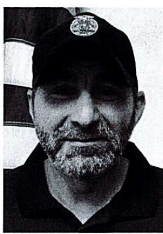
## Current VIPS Members



Steve Wykoff – VIPS 350  
VIPS Coordinator



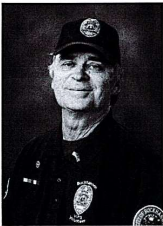
Jewel Fisher – VIPS 351  
Assistant Coordinator



Randall Tenney – VIPS 352  
Task Supervisor



David Rowan – VIPS 354  
Volunteer



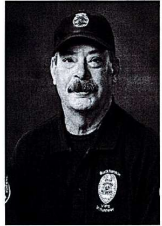
Vito Syski – VIPS 355  
Volunteer



Evelyn Syski – VIPS 356  
Volunteer



Andi Cartier – VIPS 357  
Volunteer



Allen Nash – VIPS 358  
Volunteer



Robyn Simons – VIPS 359  
Volunteer



Edward Brandt – VIPS 360  
Volunteer



Chris Claus – VIPS 361  
Volunteer



Alexis Claus – VIPS 362  
Volunteer

*Rest In Peace, Edward - It is with heavy heart that our organization announces the loss of one of our members, Edward Brandt. Edward joined Buckhannon VIPS and Upshur County CERT in the spring 2023. A glazier by trade, Ed worked for Royal Glass in Whitehall. He had a strong sense of family and community. Ed worked with the CERT program in New York during the events of 9/11 and brought that experience to our local organizations. Our agencies will be forever grateful for having the opportunity to get to know and work with Edward. Our thoughts and prayers go out to his family during this difficult time.*



### Buckhannon City Police Volunteers In Police Service (VIPS) Program 2023 Annual Report



- **Membership and training**
  - VIPS began 2023 with seven active members, and had six deactivations during the year.
  - We trained nine new members during the year to end 2022 with 11 active members.
  - We continue to enhance our member training to align with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS).
  - Our training covers ethics, basic medical, basic search and rescue, basic fire suppression, traffic and crowd management, basic and advanced disaster / multi casualty incident (MCI) management, as well as other topics and skills.
  - A current list of training requirements and recommendations is listed on pages 10-11.
- **Attended Events**
  - VIPS were requested for and participated in 204 public and private events in 2023 by providing traffic control, foot patrols, and enhancing public relations between law enforcement and our community. There was one public health related event and were no emergency responses. See pages 4-9 for a complete list of this past year's events.
- **Hours Volunteered**
  - In addition to assisting with the previously listed events, VIPS members also assisted the department with administrative tasks, business security checks and by performing ride along details with officers.
  - VIPS volunteered over 2793 hours during 2023, allowing officers to tend to other enforcement related situations during those hours and potentially saving the city almost \$75,000.00 in labor. (*Savings are calculated based on the current value of a volunteer hour for the state of West Virginia, which is \$26.67 according to [www.independentsector.org](http://www.independentsector.org). For comparison, the overall national value of a volunteer hour is \$31.80.*)
  - The attached chart on page 2 breaks down VIPS 2022 hours by month and member. Our annual hours are tracked from December 1 – November 30.
- **Presidential Volunteer Service Award program**
  - In an effort to recognize the service and dedication each of our members has, we participate in the Presidential Volunteer Service Award program. Information on the PVSA is attached on pages 9 - 10.
  - **Silver PVSA recipients** (250 – 500 volunteer service hours for 2022)
    - Steve Wykoff (441.50 hours)
    - Jewel Fisher (323.25 hours)
    - Randall Tenney (252.00 hours)
    - David Rowan (323.75 hours)
    - Vito Syski (403.50 hours)
  - **Bronze PVSA recipients** (100 – 249 volunteer service hours for 2022)
    - Evelyn Syski (163.25 hours)
    - Andi Cartier (146.50 hours)
    - Allen Nash (217.25 hours)
    - Robyn Simons (168.00 hours)

## C. Department & Board Reports:

**C.1 Public Works Director- Jerry Arnold** - Mayor Skinner recognized that Mr. Arnold had already begun his Christmas holiday break so there was no official report from Mr. Arnold this meeting.

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

Amby report 12-21-23

Balances in the Enterprise Funds November 30, 2023

Waste Collection Board	mm/cking	\$1,369,806	cd/sav \$308,746.
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,059,518	work/capital& savings \$874,441
Sanitary Board	mm/cking	\$1,044,631	work capital/cds \$459,670
Storm water Fund	mm/cking	\$190,130	

CAC  
Report by CAC Board on agenda tonight.

The financing through Citizens Bank is complete for the police radios, reminder that the radios cost was \$91,152 at 5.95% interest rate for three years. The payments will be \$2771 per month.

Annual audit for year ending 6/30/22, has been completed

We are just beginning to exchange information with the auditors for the 6/30/23 audit.

Still working with CPA on PSC water and sewer reports.  
Still working on to update the Floodplain Ordinance

SYCC-next page

USDA is still going over financials. Stacy is trying to solidify and clarify information in our financial feasibility study. After speaking with Stacy Karickhoff (USDA), we need to make sure Council is aware of costs they will be responsible for in this process. She plans to get the final report to USDA National Office before the end of this year.

Council directed in October that the maximum they are comfortable with borrowing is \$4M. This includes contingencies (approximately \$3.6M building plus 10% contingency) The City has \$439,000 that will also be contributed to the project, for a project budget of \$4,439,000.

Ms. Karickhoff wants City Council to confirm this information is correct and the minutes of this meeting will be submitted to her as quickly as possible, to help complete the submission to National Office.

In the feasibility study \$4,439,000 will go toward project costs as follows:

Development & Construction	\$3,636,000
10% contingency	\$364,000
Bond Counsel fee of	\$47,500
Interim Interest	<u>\$391,500</u>
	\$4,439,000

City Council also understands that the City of Buckhannon will pay for the following costs that may come in above the construction loan of \$4,439,000.

Note Counsel \$47,500

Costs of any construction overruns and change orders that do not fall within the \$4,439,000 budget.

Please note that we will not know until bids are received and opened, what added alternates can be included in the building construction.

Additive alternates #1 through #8 has been identified in the contract documents, dated November 15, 2023. The additive alternatives must be selected in the order that they are listed, starting with additive alternate #1 through #8.

Amby Jenkins also reported on the ongoing work by the City and USDA on the financing and construction plans of the Stockert Youth and Community Center building project. USDA representative Stacy Karickhoff has asked that City Council affirm their understanding of what is being requested of the USDA, including the total costs of the project, and that the City Council members affirm that they understand the bidding/construction process of the project, so Amby Jenkins and City Engineer presented the following details of the Stockert Youth and Community Center building project to the members of the Buckhannon City Council:

Current Additive Alternates for SYCC (3)  
October 20, 2023

These alternates are listed in order of preference, and will be included in the project should funds allow after receipt of bids.

- Alt. 1 – Brick on Main Street façade
- Alt. 2 – Brick on SYCC Street façade
- Alt. 3 – Add 4 side basketball court backboards and rims (2 each side court)
- Alt. 4 – Finish lower level locker room area
- Alt. 5 – Frame and finish the workout room (Room 108) on the entry level
- Alt. 6 – Add the connector / breezeway
- Alt. 7 – Add large rear storage area and concession area
- Alt. 8 – Addition of the drop off area at Main Street

Stockert Youth & Community Center  
Multi-Purpose Building Addition  
Buckhannon, WV

Project #21180  
November 15, 2023

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. **Add Alternate No. 1:** Add to the base bid all labor and material to install brick on the front (north) façade of the pre-engineered metal building. Refer to sheets A807 and A809 for specific area and limit of installation.
- B. **Add Alternate No. 2:** Add to the base bid all labor and material to install brick on the east side of the pre-engineered metal building facing the existing Stockert Youth and Community Center. This brick will be limited to a veneer of the masonry the wall height only, and will not include the wall area under the gable end, which will remain metal panels. Refer to sheets A807 and A809 for specific area and limit of installation.
- C. **Add Alternate No. 3:** Add to the base bid all labor and material to install four (4) basketball backboard and rims, including motorized apparatus to raise and lower each, on the north and south sides of the large multi-purpose room (Room 007). Refer to sheet A800 for specific locations.
- D. **Add Alternate No. 4:** Add to the base bid all labor and material to finish and install slab, finish floor and appropriate fixtures in the lower-level locker rooms, Rooms 003A and 006A. All rough-ins, as part of the base bid, will be available for connection of the fixtures. Soap, towel and toilet paper dispensers will also be included. Refer to sheet A804 for specific fixture, wall and door, and lighting locations.
- E. **Add Alternate No. 5:** Add to the base bid all labor and material to frame and finish the upper-level multi-purpose room, Room 108, with the exception of the (plan) N/S wall, Column line 9 which shall be constructed as a portion of the base bid, as well as the lighting and electrical work, which is also part of the base bid.
  - a. This work shall include all associated framing, GWB, as well as door frames and doors as specified. Refer to sheet A803 and drawings in electrical sheets for specific lighting and grid locations.
- F. **Add Alternate No. 6:** Add to the base bid all labor and material to construct the connector from the new structure to the existing Community Center as shown on Sheet A800. This work shall include demolition of the existing greenhouse adjacent to, as well as the existing canopy and existing concrete slab connected to the existing Community Center, preparation and installation of the new slab, footings and foundation to support the framed walls and roof. Locations at both the existing Community Center and new building will require proper connection, flashing and finishes to each building. Additionally, the connector shall meet code requirements for an exit corridor, including type of construction and exit doors. Refer to sheet A800 and A807 as well as electrical structural and civil drawings for specific information related to this connector.

- G. **Add Alternate No. 7:** Add to the base bid all labor and material to construct the approximately 2,200 square foot lean-to addition on the rear (south) side of the new structure. This work shall include installation of the new slab, footings and foundation to support the framed walls and roof. The roof will consist of metal structure and panels shown on drawings and will be connected to the CMU of the building as shown. Locations at the new building will require proper connection, flashing and finishes. This addition will have two separate rooms – a storage area, Room 013 and a concession area, Room 012. These rooms will require adequate mechanical systems and lighting as shown on the MEP Sheets, and the concession area will require all items identified on Sheet A806.
- H. **Add Alternate No. 8:** Add to the base bid all labor and material to provide semi-circular drop off area on the front (north) side of the building connected to E. Main Street. Refer to sheet C101 for type and finish of material. This will also require necessary site preparation and finish upon completion.

END OF SECTION 012300

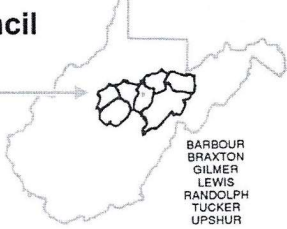
Following the presentation of the report a Q&A took place. After the presentation and Q&A, both Amby Jenkins and City Recorder Sanders specifically asked that if there were any City Council member present that had any questions or concerns to express those now. All City Council members present acknowledged that they had no further question or concerns and understood the presentation.

Without objection, *F.2 Approval Amendment #1 to the Professional Services Agreement between COB & Region VII Planning & Development Council re: GIS Services Hourly Rate Increase* to the table for discussion and/or vote

**F.2 Approval Amendment #1 to the Professional Services Agreement between COB & Region VII Planning & Development Council re: GIS Services Hourly Rate Increase** -. City Engineer Jay Hollen explained the new agreement noting that the only change was the rate for the services will go from \$55 per hour to \$65 per hour for consulting services.

Region VII Planning and Development Council

P.O. BOX 849 • 21 EAST MAIN STREET • SUITE 102 • BUCKHANNON, WV 26201  
PHONE: (304) 472-6584 • FAX (304) 472-6590



Amendment #1 to the Professional Services Agreement  
between the City of Buckhannon  
and the Region VII Planning and Development Council

**Old Scope of Services:** As mentioned in the original professional services agreement dated March 6, 2017 (attached) between the City of Buckhannon (referred to as the CITY) and the Region VII Planning and Development Council (referred to as the Council), the COUNCIL shall provide technical assistance to the CITY and its staff in all matters relating to the development and maintenance of the CITY's GIS systems for a hourly of \$55.00 per hour.

**New Scope of Services:** The COUNCIL is requesting their hourly rate be increased to \$65.00 per hour to cover the COUNCIL's costs related to the services provided to the CITY. The original agreement is over 6 years old, and this amendment will reflect the COUNCIL's current costs when providing the necessary services for the CITY. The scope of work is unchanged, and the COUNCIL will continue to provide the same services identified in the original agreement.

Both parties agree to this amendment of the original professional services agreement for as long as the CITY deems necessary.

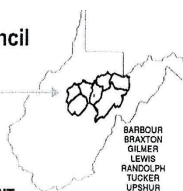
This Amendment is effective this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY:  
City of Buckhannon  
  
By: \_\_\_\_\_  
Jerry Arnold  
Director of Public Works

COUNCIL:  
Region VII Planning and Development Council  
  
By:  \_\_\_\_\_  
Shane Whitehair  
Executive Director

## Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201  
PHONE: (304) 472-6564 • FAX (304) 472-6590



### PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into this 16 day of March, 2017, by and between the City of Buckhannon hereinafter referred to as the "CITY" and the Region VII Planning and Development Council, hereinafter referred to as the "COUNCIL", set forth as follows:

WHEREAS, the CITY would like to make improvements to their GIS system and AutoCAD files used for their water and sewer utility systems; and

WHEREAS, the CITY has determined that it needs to obtain GIS professional services to assist with the setup, organization and management of its GIS system and files; and,

WHEREAS, the COUNCIL has had extensive experience in the development and management of these types of GIS and mapping activities,

NOW, THEREFORE BE IT RESOLVED, the CITY and the COUNCIL do agree as follows:

ARTICLE 1: The COUNCIL agrees to provide technical assistance to the CITY and its staff in all matters relating to the CITY's GIS and AutoCAD systems. These duties involve, but are not limited to, the following:

1. Update current water and sewer system AutoCAD drawings
2. Develop a universal water and sewer system base map within AutoCAD
3. Update and verify CITY's GIS shapefiles,
4. Develop geodatabase of water infrastructure systems from CITY's data and shapefiles,
5. Develop GIS shapefiles for CITY's sewer system from AutoCAD base map,
6. Develop geodatabase of sewer system from GIS shapefiles and collected data,
7. Develop GIS base web map for water and sewer systems,
8. Create a GIS web mapping application to house GIS base web maps for water and sewer systems,
9. Verify water and sewer GIS data with City of Buckhannon,

10. Develop system for collection of new data for the City of Buckhannon's water and sewer systems within AutoCAD and ArcGIS software.
11. Train City employees to update and maintain map.
12. Provide yearly maintenance services needed to keep system up to date and accurate.

ARTICLE II: The COUNCIL agrees to provide the CITY periodic updates concerning the progress made on the updates and development of the AutoCAD files and GIS system.


ARTICLE III: The COUNCIL has agreed, when necessary, to work in the City offices as much as possible when updating the AutoCAD drawings.

ARTICLE IV: The total compensation for the professional services herein set forth is \$55.00 per hour. The COUNCIL will provide the services needed for as long as the CITY deems necessary, or whenever the work identified in Article 1 is complete.

ARTICLE V: This agreement may be altered upon mutual agreement of both parties. It may also be terminated by either party upon the service of a thirty day notice so stating.

IN WITNESS HEREOF, the CITY and the COUNCIL have executed this agreement on or as of the date first written above.

  
Shane Whitehair  
Executive Director  
Region VII Planning & Development Council  
99 Edmiston Way, Suite 225  
Buckhannon, WV 26201

  
Jerry Arnold  
Director of Public Works  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

**Motion to approve the Amendment #1 to the professional services agreement between COB & Region VII Planning & Development Council re: GIS Services Hourly Rate Increase as presented was made by Sanders/Thomas. Motion carried.**

**C.3 Police Chief – Matthew Gregory - Mayor Skinner recognized BPD Chief Matt Gregory, who provided this report:**



***Buckhannon Police Department***

24 S Florida St \* Buckhannon, WV 26201  
Phone 304-472-5723 \* Fax 304-473-7911



### City Council Report

12/21/23

1. The police department recognizes our VIPS volunteers for their contributions in 2023.
2. The police department is aware of a recent uptick in thefts in and around the downtown area recently. In response to this, officers have stepped up their efforts in their investigations, which has resulted in a number of arrests for these crimes. Additionally, as a proactive approach, officers continue business checks in the downtown area and have increased their foot patrols in areas that have experienced a higher volume of foot traffic as it relates to these issues.
3. On January 17, 2024, the police department will sponsor Narcan refresher training. This training is also in conjunction with preparing for compliance with the new CALEA standard as it relates to Narcan delivery.

MISDEMEANOR ARRESTS - November 2023

	TOTAL
ASSAULT	1
DISORDERLY CONDUCT	3
DUI	1
FLEEING	
PETIT LARCENY	1
SHOPLIFTING	3
TRESPASSING	4
WARRANT FROM OTHER JURISDICTION	1
TOTAL MISDEMEANORS	15

FELONY ARRESTS - November 2023

	TOTAL
DRIVING REV./SUSP. DUI 3RD	1
TOTAL FELONIES	1

POLICE ACTIVITIES

MONTH: November

YEAR: 2023

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer: 14

By Officers: 1

TOTAL ISSUED: 15

Citations Issued: 16

Misdemeanor Arrests: 15

Felony Arrests: 1

Calls Answered: 384

Complaint Reports: 41

Accidents Investigated: 22

Community Policing Hours: 29

Patrol Mileage: 6,398

Council member McCauley applauded the department’s proactive efforts concerning potential criminal activity in the area.

Without objection, *F.3 Approval of the Mountain Region Special Response Team Agreement between the BPD, Upshur Co Sheriff’s Office, Barbour Co Sheriff’s Office & Randolph Co. Sheriff’s Office* to the table for discussion and/or vote.

**F.3 Approval of the Mountain Region Special Response Team Agreement between the BPD, Upshur Co Sheriff’s Office, Barbour Co Sheriff’s Office & Randolph Co. Sheriff’s Office** - Mayor Skinner asked Chief Gregory to explain the new language and substance of the Mountain Region Special Response Team Agreement between the BPD, Upshur Co. Sheriff’s Office, Barbour Co. Sheriff’s Office & Randolph Co. Sheriff’s Offices. Chief Gregory did so and then asked for the Council’s approval to authorize him signing this new agreement with the other mentioned agencies.

**Motion to approve authorizing Chief Matthew Gregory to enter into the Mountain Region Special Response Team Agreement between the BPD, Upshur Co Sheriff’s Office, Barbour Co. Sheriff’s Office & Randolph Co. Sheriff’s Offices as presented was made by Rylands/McCauley. Motion carried.**

**MOUNTAIN REGION  
SPECIAL RESPONSE TEAM AGREEMENT**

**A. Participating Agencies**

THIS AGREEMENT becomes effective upon the signature of the representatives of all the following Participating Agencies:

- 1. Randolph County Sheriff's Office
- 2. Barbour County Sheriff's Office
- 3. Upshur County Sheriff's Office
- 4. Buckhannon Police Department

**B. Mission Statement**

It is the mission of Mountain Region Special Response Team to provide an immediate, systematic response of trained law enforcement personnel and equipment to tactical situations, emergencies, critical incidents, or natural disasters that exceed the capabilities of a requesting agency. Critical incidents are defined as follows:

- 1. **Hostage Situations:** the holding of any person(s) against their will by an armed or potentially armed suspect.
- 2. **Barricade Situation:** the stand-off created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with law enforcement demands for surrender.
- 3. **Sniper Situations:** the firing upon citizens and/or law enforcement officers by an armed suspect, whether stationary or mobile.
- 4. **High-Risk Apprehension:** the arrest or apprehension of armed or potentially armed suspects where the likelihood of armed resistance is high.
- 5. **High-Risk Warrant Service:** the service of search or arrest warrants where the warrant service matrix or guideline recommends or requires the use of SWAT.
- 6. **Personal Protection:** the security of special persons, such as VIP's, witnesses, or suspects, based on threat or potential threat to the wellbeing of those persons.
- 7. **Special Assignments:** any assignment, approved by the MRSRT Tactical Commander or designee, based on a high level of threat and/or need.

By entering into this Agreement, the Participating Agencies intend to combine assets, intelligence gathering, and investigative efforts so that together and with broadened boundaries they can more effectively protect the citizens from the above listed situations.

**C. Interagency Agreement**

This agreement creates a multi-jurisdictional authority to be known as the Mountain Region Special Response Team (MRSRT). When requested, the MSSRT will direct its primary law enforcement efforts in the following manner:

- 1. Mountain Region Special Response Team is committed to preserve life in high-risk situations through the use of specialized training, equipment, and tactics in a professional manner which inspires confidence in the community.
- 2. All operations will be conducted with the highest regard for the preservation of life.
- 3. The MRSRT is committed to the safe resolution of all high-risk situations and will approach each situation in a professional and controlled manner, with an emphasis on a negotiated resolution.
- 4. The MRSRT will use the best available specialized training and equipment to accomplish its mission and will develop the specialized skills of each team member.
- 5. The MRSRT is committed to a controlled, rapid response to high-risk situations in order to gain control and minimize the risk of death or injury to any person.
- 6. Team members approach their duties with a high level of confidence, motivation, flexibility, and patience.
- 7. The MRSRT members acknowledge their dependence upon one another and work as a team in an atmosphere of trust, confidence, and open communication.
- 8. MRSRT operates using the safety priorities model in which the priority is those who are in the most peril with the least amount of control. Generally:
  - Hostages
  - Innocents/Bystanders
  - Law-Enforcement/First Responders
  - Suspects
  - Evidence/Property
- 9. Tactical entry of a structure shall only be used as a last resort and only once the suspects ability to resist has been greatly diminished.

The MRSRT will cooperate with all other municipal, state and federal agencies involved in hostage situations, barricade situations, sniper situations, personal protection, special assignments, high-risk apprehensions, and high-risk warrant service, especially other SRT/SWAT groups. The Participating Agencies agree to coordinate these types of incidents through the MRSRT by contacting the MRSRT Commander or his/her designee. The effective coordination of efforts is

**C.4 City Attorney- Tom O'Neill:** Mayor Skinner recognized City Attorney, Tom O'Neill who provided the following report:

Mr. O'Neill announced that he had made a trip to Charleston yesterday to receive the first of what should be several checks, made payable to the City of Buckhannon, representing payments on the

Opioid Settlement that has been recently reached. This check is in the amount of \$113,400.59 and we have no way to know of the amount of the future checks. Mr. O'Neill reminded us that this was a nationwide litigation that has taken about six years to settle. These funds must be spent in a specific manner with those details to come. Council thanked Mr. O'Neill for his efforts on this matter.

**D. Correspondence & Information:** The Mayor reviewed the following with Council:  
**D.1 City of Buckhannon Call for Election 2024**

**Call for Election  
On May 14, 2024  
City of Buckhannon**

A General Election for the City of Buckhannon is called to be held on the second Tuesday in May 2024, for the purpose of electing the following:

- Mayor for a Four (4) year term
- Three Council Members, at large, for Four (4) year terms

The voting locations are as follows:

Precinct 8	Buckhannon Academy Elementary School
Precinct 9	City Hall
Precinct 12	Fred W. Eberle Technical Center
Precinct 14	Buckhannon Academy Elementary School

Persons interested in filing for these offices may begin on Monday, January 8, 2024 and not later than the last Saturday on January 27, 2024, in City Hall, 70 E Main St, Buckhannon, WV 26201.

Hours for in-person filing on the final day, January 27, 2024 at City Hall 9:00 am until 12:00 pm

Mailed Certificate of Announcement Deadline: Must be postmarked by the U.S. Postal Service before midnight E.S.T. on January 27, 2024.

The last date to withdraw from the election is Tuesday, February 13, 2024.

Drawing for position on the ballot will take place on Tuesday, February 20, 2024 at 9:00 a.m. at the Upshur County Courthouse located in the County Clerk’s Office – 40 West Main Street, Buckhannon, WV.

All voters must be registered and must vote in the particular precinct in which they are registered.

Randall Sanders – City Recorder

**D.2 Notice of Special Joint Working Session of the Buckhannon Planning Commission & City Council on 01/11/24 at 7pm to discuss Future Collaboration regarding Planning Priorities**

**D.3 Report of Cat & Dog Activity -Upshur County Commission-November 2023**

- |   |    |
|---|----|
| • Cats brought in by City Trapper           | 3  |
| • Cats brought in by Animal Control Officer | 0  |
| • Cats brought in by County Residents       | 43 |
| • Dogs brought by Animal Control Officer    | 7  |
| • Dogs brought in by County Residents       | 31 |

**E. Consent Agenda** - Mayor Skinner presented an overview of the following to Council (E.1 Approval of Minutes -Regular Meeting 12/07/23, was not presented as they were not available) and asked for action:  
**E.2 Approval of Building and Wiring Permits** – As presented in the meeting packet;



Permit Fee Report #76076 - #76080

12/07/2023 - 12/20/2023

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

76078	Chapman Technical Group	43 E Main St	APPALACHIAN ROOFING & SHEET METAL	Existing Roof to Remain. New Roof TPO Thermoplastic Single Ply Membrane attached over existing roof	30,600.00	229.50		No		Yes	N/A	No	
76077	GARVAL PROPERTY RENTALS	13 YOUNG LN SUITE 101	KBS CONTRACTING LLC	SIGNAGE AND ELECTRICAL COMPLIANCE INSPECTION FOR BOUJEE MOUNTAIN LLC	250.00	15.00		No	12/4/2023	Yes	Zone AE	No	No
					30,850.00	244.50							

Group Total: 2

Group: Residential (non-commercial)

76080	Robin Bucklew	42 1/2 S Florida St	Stephen Corder	Private Sidewalk Concrete from porch to driveway	1,200.00	13.20				Yes	N/A	No	
76079	MELEES A WOHLBER	157 FAYETTE ST	FAHEY ROOFING AND CONTRACTING	REROOF SHINGLE REPLACEMENT.. ONE TIME CHANCE PER HERB HILLEARY	9,192.75	101.13		Yes -If yes attach report		No	N/A	No	No
76076	CAROLYN BROWN	4 AMBROSE	North Central Building Solutions LLC	REROOF-SHINGLES	7,560.00	83.16		Yes -If yes attach report		No	N/A	No	No
					17,952.75	197.49							

Group Total: 3

Group: Zoning Application Fee

76077	GARVAL PROPERTY RENTALS	13 YOUNG LN SUITE 101	KBS CONTRACTING LLC	SIGNAGE AND ELECTRICAL COMPLIANCE INSPECTION FOR BOUJEE	250.00	20.00		No	12/4/2023	Yes	Zone AE	No	No
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				MOUNTAIN LLC									
					250.00	20.00							

Group Total: 1

					49,052. 75	461.9 9							
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E.3 Approval of Payment of the Bills – As presented in the meeting packet;

12-21-2023 10:41 AM			DISBURSEMENTS 12-01-23 to 12-21-23		PAGE: 1	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
MAYOR'S OFFICE	GATES SUPPLY	409-341-00	MAYOR'S SUPPLIES & M	ROLL 34" PAPER	31.09	
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 11/2-12/3/2023	3.41	
	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	DEC 2023 LOC FEES	92.12	
		409-341-00	MAYOR'S SUPPLIES & M	NOV 2023 LOC FEES	92.12	
		409-341-00	MAYOR'S SUPPLIES & M	OCT 2023 LOC FEES	92.12	
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	NOV 2023 CREDIT CARD FEES	2,153.36	
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPPLIES	37.86	
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	43.64	
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.20	
	USI INSURANCE SERVICES LLC	409-105-00	MAYOR'S INSURANCE	GRP BENEFIT JAN TO MARCH 2	130.98	
	BENNETT SURVEYING	409-223-00	PROFESSIONAL SERVICE	RETAINER FEE SURVEY WVMC S	1,000.00	
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	DEC 2023 POSTAGE	250.00	
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	NOV CC FEE	15.85	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	2,217.28	
				TOTAL:	6,170.03	
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 11/2-12/3/2023	3.41	
	UPSHUR COUNTY COMMISSION	410-460-00	CAT CONTROL EXPENSE	NOV 2023 (3) CATS TRAPPED	30.00	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	600.00	
			TOTAL:	633.41		
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 11/2-12/3/2023	3.41	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	500.00	
				TOTAL:	503.41	
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 11/2-12/3/2023	3.41	
	DAVID L HOWELL CPA	413-224-00	AUDIT	FINAL BILL 2022 FINAN STM	889.75	
		413-224-00	AUDIT	1ST BILLING 6-30-23 AUDIT	1,957.50	
	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	
	WV STATE AUDITOR	413-224-00	AUDIT	2022 FINANCIAL AUDIT	408.50	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	626.36	
			TOTAL:	3,909.48		
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 11/2-12/3/2023	6.00	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	625.00	
				TOTAL:	631.00	
CITY ATTORNEY	USI INSURANCE SERVICES LLC	417-105-00	CITY ATTORNEY INSURA	GRP BENEFIT JAN TO MARCH 2	14.74	
				TOTAL:	14.74	
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 11/2-12/3/2023	24.20	
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51	
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05	
12-21-2023 10:41 AM			DISBURSEMENTS 12-01-23 to 12-21-23		PAGE: 2	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	1,646.60	
				TOTAL:	1,734.36	
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 11/2-12/3/2023	59.90	
	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	
	USI INSURANCE SERVICES LLC	437-105-00	ZONING HEALTH INS	GRP BENEFIT JAN TO MARCH 2	58.12	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	3,000.00	
				TOTAL:	3,232.77	
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	DEC 2023 IT SERVICE CONTRA	425.00	
		439-230-00	DATA PROCESSING	OCT & NOV 2023 IT SERVICES	1,067.50	
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	DEC 2023 CITY HALL INTERNE	214.63	
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	RECEIPT PRNTR MAINT JAN-DE	108.78	
				TOTAL:	1,815.91	
CITY HALL	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	NOV 2023 ALL DEPT UNIFORMS	122.52	
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 11/2-12/3/2023	73.09	
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	135.70	
	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	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	2,763.76	
				TOTAL:	3,197.77	
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 11/2-12/3/2023	1,286.51	
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	NOV 2023 CAR WASHES	20.75	
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	DEC 2023 POLICE COPIER	149.40	
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22SF24 2018 INTERCEPTOR PY	760.15	
		700-459-00	POLICE DEPT. NEW EQU	22SF27 2018 INTERCEPTOR PY	693.66	
		700-459-00	POLICE DEPT. NEW EQU	22SC22 2018 INTERCEPTOR PY	687.33	
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00	
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00	
		700-459-00	POLICE DEPT. NEW EQU	23KN29 2020 POLICE INTERCE	706.76	
		700-459-00	POLICE DEPT. NEW EQU	23KN2N 2020 POLICE INTERCE	850.73	
		700-459-00	POLICE DEPT. NEW EQU	23KN2S 2020 POLICE INTERCE	803.87	
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94	
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	844.91	
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59	
		700-459-00	POLICE DEPT. NEW EQU	25QCPL 2022 INTERCEPTOR	758.94	
		700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	767.54	
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,174.41	
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	508.51	
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-WATER FILTER WV FLAG	58.27	
		700-341-00	POLICE DEPT. MAT & S	PCRD-WV & USA FLAG	38.88	
		700-341-00	POLICE DEPT. MAT & S	PCRD-INK CARTRIDGES	407.58	
		700-341-00	POLICE DEPT. MAT & S	PCRD-DESK CALENDAR REFILL	33.93	
	USI INSURANCE SERVICES LLC	700-105-00	POLICE DEPT. GROUP I	GRP BENEFIT JAN TO MARCH 2	639.32	
	PACKTRACK	700-341-00	POLICE DEPT. MAT & S	PCRD-K9 HANDLER SOFTWARE	140.00	
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-NOV CELL PHN GEO TAB	1,255.90	
QUALITY INN & SUITES	700-221-00	POLICE DEPT. TRAININ	PCRD-O'CONNOR HOTEL STAY A	84.35		
FRONTIER	700-211-00	POLICE DEPT. TELEPHO	PCRD-7911-073014-4 POL FAX	94.87		
THE AWARD GROUP	700-341-00	POLICE DEPT. MAT & S	PCRD-OUTDOOR CALEA FLAGS	147.77		

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	65,800.07
				TOTAL:	81,247.94
FIRE	HI TECH	706-343-00	FIRE DEPT. AUTO SUPP	BRAKES, TIRE ROTAT 1121	270.63
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 11/2-12/3/2023	1,126.71
	LOWES BUSINESS ACCOUNTS	706-341-00	FIRE DEPT. MATERIAL	PCRD-LUMBER TRAINING FACIL	47.85
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	934.93
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK DEC 2023	4,790.11
	CASEYEARL'S	706-345-00	FIRE DEPT. UNIFORMS	PCRD-CAP HOODIE HOODED WRK	152.88
		706-341-00	FIRE DEPT. MATERIAL	PCRD-SIGN FOR TRAINING FAC	150.00
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	MEDS FOR E11	0.81
		706-341-00	FIRE DEPT. MATERIAL	MEDS FOR E11	50.19
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,597.76
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	373.67
	AMAZON.COM	706-345-00	FIRE DEPT. UNIFORMS	PCRD-TACTICAL ALTA BELT	49.99
		706-348-00	FIRE DEPT. HAZARDOUS	PCRD-BATTERY CHARGER FOR M	71.03
	USI INSURANCE SERVICES LLC	706-105-00	FIRE DEPT. GROUP INS	GRP BENEFIT JAN TO MARCH 2	406.84
	FIRE RESCUE & TACTICAL INC	706-345-00	FIRE DEPT. UNIFORMS	FAST TAC PANTS SHANE JENKI	81.97
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-NOV CELL PHN GEO TAB	190.28
	WITMER PUBLIC SAFETY GROUP I	706-345-00	FIRE DEPT. UNIFORMS	PANTS- M POTTER	70.00
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	51,889.04
				TOTAL:	62,254.69
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	10.02
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	541.76
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	682.75
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	NOV 2023 ALL DEPT UNIFORMS	514.61
	COLE TRUCK PARTS INC	750-343-00	STREET DEPT. AUTO SU	EXHAUST ELBOWS S10	124.37
		750-343-00	STREET DEPT. AUTO SU	EXH SADDLE & AIR LINE S10	198.60
	WV PAGING	750-213-00	STREET DEPT. UTILITI	DEC 2023 STREET DEPT PAGER	23.00
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 11/2-12/3/2023	996.01
	PROBILLING & FUNDING SERVICE	750-343-00	STREET DEPT. AUTO SU	WIPEER MOTOR FOR S-8	311.50
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	WIRE,CONN RING,TERM. S-10	40.43
		750-343-00	STREET DEPT. AUTO SU	BATTERIES FOR LOADER	321.54
		750-343-00	STREET DEPT. AUTO SU	FUSE HOLDER & ACCE	17.11
	HARBOR FREIGHT TOOLS	750-341-00	STREET DEPT. MAT & S	PCRD-WORK LIGHT	129.99
		750-341-00	STREET DEPT. MAT & S	PCRD- WELDING HELMET & PIN	137.97
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	LAG SCREWS & BOLTS SHOP	121.52
		750-341-00	STREET DEPT. MAT & S	2 X 4'S	47.28
		750-341-00	STREET DEPT. MAT & S	DRILLS; BATTERIES	265.74
	SYLVESTER W. LOWTHER	750-343-00	STREET DEPT. AUTO SU	HYD HOSE FOR S-1 BACKHOE	111.02
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	22WGHW 5500 CHASSIS DUMP T	811.43
		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	690.58
		750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	1,824.15
		750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500	426.56
	TRACTOR SUPPLY CREDIT PLAN	750-343-00	STREET DEPT. AUTO SU	PCRD-TIRES WHLS WARNING LG	520.89
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	DEC 2023 STREET PEST CNTR	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,206.55
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	282.20
	AMAZON.COM	750-343-00	STREET DEPT. AUTO SU	PCRD-SOLENOID COIL FOR S-9	57.98
		750-341-00	STREET DEPT. MAT & S	PCRD-FURNANCE VENT AIR PRE	19.00
		750-341-00	STREET DEPT. MAT & S	PCRD-TRANSPARENCY FILM	18.99
		750-341-00	STREET DEPT. MAT & S	PCRD-BATTERY CHARGER FOR P	265.56
	EBAY	750-343-00	STREET DEPT. AUTO SU	PCRD-BELT REMOVAL TOOL	47.98

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		750-343-00	STREET DEPT. AUTO SU	PCRD-BELT FOR SIDE BY SIDE	87.77
	H-D MEDIA COMPANY LLC	750-458-08	GATEWAY WEST GRANT E	LEGAL AD GWW II ST LIGHTS	187.85
	USI INSURANCE SERVICES LLC	750-105-00	STREET DEPT. GROUP I	GRP BENEFIT JAN TO MARCH 2	464.96
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	DEC 2023 PUBLIC WORKS BLDG	9,774.80
	AT&T MOBILITY	750-211-00	STREET DEPT. TELEPHO	PCRD-NOV CELL PHN GEO TAB	412.49
	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT. MAT & S	WEEDEATING CURBLINES	1,300.00
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	34,575.32
				TOTAL:	57,603.78
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,867.82
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	231.80
				TOTAL:	6,099.62
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	57.39
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	63.64
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	50.63
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	45.91
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	27.59
				TOTAL:	245.16
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	NOV 2023 HOTEL-MOTEL TAX	5,895.76
				TOTAL:	5,895.76
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	NOV 2023 HOTEL-MOTEL TAX	13,756.76
				TOTAL:	13,756.76
ARTS-THEATRE	BUCKHANNON UTIL BOARDS	906-213-00	CAC UTILITIES	DEC 2023 THEATRE WASTE	54.11
	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	263.53
	UNIFIRST CORP.	906-341-00	CAC SUPPLIES & EXPEN	NOV 2023 ALL DEPT UNIFORMS	36.01
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 11/2-12/3/2023	3.41
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	260.34
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BLDG	BASE BOARDS	109.05
		906-459-00	THEATRE CAPITAL	FRAMING SCREWS CHAIR LIFT	54.07
		906-459-00	THEATRE CAPITAL	FRAMING SCREWS CHAIR LIFT	56.92
		906-450-01	THEATRE BLDG	TAPCONS & PAINT	35.59
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING JAN 2024 PYMT	5,220.65
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-CAC CONCESSIONS	35.82
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-WATER FOR CAC	9.96
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	82.07
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	19.19
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-LEG CHAIR PROTECTORS	18.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-CHAIR END CAPS DRY ER	5.56
	AT&T MOBILITY	906-213-00	CAC UTILITIES	PCRD-NOV CELL PHN GEO TAB	50.72
	ANDREW LEE COBB DBA: A-C CON	906-459-00	THEATRE CAPITAL	LABOR TO INSTALL CARPET	4,217.00
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	117.66
	DC ELEVATOR COMPANY, INC.	906-459-00	THEATRE CAPITAL	LABOR- CHAIR LIFT CAC	4,178.88
	JON BENJAMIN DBA ARGO MEDIA	906-341-00	CAC SUPPLIES & EXPEN	VIDEO PRODUCTION HOURS	195.00
	PSSL-PRO SOUND & STAGE LIGHT	906-459-00	THEATRE CAPITAL	PCRD-CABLES LED LIGHTS AT	1,035.96
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	2,659.88
				TOTAL:	18,720.37
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 767 208 79 E MAIN	41.08
	RALSTON PRESS INC	907-341-00	MATERIALS & SUPPLIES	PCRD-SIGNATURE STAMP	23.00
	UNIFIRST CORP.	907-216-00	MAINTENANCE	NOV 2023 ALL DEPT UNIFORMS	54.64

12-21-2023 10:41 AM		DISBURSEMENTS 12-01-23 to 12-21-23			PAGE: 5	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	LEAF	907-341-01	OPERATING EXPENSES	SYC COPIER LEASE	182.69	
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 11/2-12/3/2023	140.10	
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	NOV 2023 KARATE INSTRCTR	44.00	
	BANDLAND, LLC	907-354-00	DRILL TEAM	PCRD-DRILL TEAM BOOTS	257.01	
	NAPA-AMTOWER AUTO SUPPLY	907-343-00	SYC AUTO SUPPLIES	OIL FOR SYC BUS	29.98	
	LOWES BUSINESS ACCOUNTS	907-341-00	MATERIALS & SUPPLIES	BOLTS FOR DOOR REPAIR	5.92	
	ACE HARDWARE & CONTRACTOR SU	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AA & AAA BATTERIES	29.97	
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SUPPLIES	58.68	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	106.11	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	37.47	
		907-341-00	MATERIALS & SUPPLIES	PCRD-UPHOLSTERY CLEANER	53.98	
		907-341-00	MATERIALS & SUPPLIES	OFFICE/ CLEANING SUPPLS	34.69	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	47.84	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	81.36	
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	DEC 2023 SYC PEST CONTROL	38.50	
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	414.91	
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	97.04	
	APRIL E SMALL	907-368-01	ZUMBA	NOV 2023 KICKBOXING INSTR	68.00	
	AMAZON.COM	907-356-00	YOUTH BASKETBALL	PCRD-BASKETBALL BAGS	27.98	
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-ART PROJECT SUPPLIES	15.76	
	USI INSURANCE SERVICES LLC	907-105-00	GROUP INSURANCE	GRP BENEFIT JAN TO MARCH 2	116.24	
	LYNX WV INC	907-213-00	UTILITIES	DEC 2023 SYC INTERNET	145.00	
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-NOV CELL PHN GEO TAB	38.85	
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	NOV 2023 KARATE INSTRCTR	132.00	
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	490.41	
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	NOV 2023 KANGOO INSTRCTR	24.00	
	**PAYROLL EXPENSES			12/01/2023 - 12/21/2023	13,638.94	
				TOTAL:	16,476.15	
	CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 11/2-12/3/2023	3.41
		INDEED.COM	910-341-00	EVENT CENTER SUPPLIE	PCRD-EVENT CENTER EMPLOYME	99.46
		WALMART STORES INC -BUCKHANN	910-341-00	EVENT CENTER SUPPLIE	SPOONS FOR EVENT CENTER	39.18
					TOTAL:	142.05
	PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S FLORI	1,031.89
		UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	NOV 2023 ALL DEPT UNIFORMS	83.73
		LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	DEC 2023 PSC INTERNET	150.00
					TOTAL:	1,265.62

12-21-2023 10:41 AM		DISBURSEMENTS 12-01-23 to 12-21-23			PAGE: 6
FUND: COAL TAX FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STREET	J F ALLEN CO	750-341-00	STREET MATERIAL & SU	BLACKTOP FOR PATCHING	446.78
				TOTAL:	446.78

**E.4 Approval Appointment- WVWC’s Representative to the SYCC Board of Directors (unexpired term)** - Mayor Skinner asked that Jessica Vincent be approved as WVWC’s Representative to the SYCC Board of Directors (unexpired term);

**E.5 Approval Appointment -Buckhannon Historic Landmarks Commission (unexpired term)** - Mayor Skinner asked that Daniel Green be approved as a member of the Buckhannon Historic Landmarks Commission (unexpired term).

**Motion to approve the Consent Agenda as presented was made by Reger/Rylands. Motion carried.**

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

**F.1 Approval Resolution 2023-11 General Fund Budget Revision #3 FY 2023/2024 –** No action was taken as the matter was not ready for presentation to City Council.

**F.2 Approval Amendment #1 to the Professional Services Agreement between COB & Region VII Planning & Development Council re: GIS Services Hourly Rate Increase –** Action taken earlier in the meeting.

**F.3 Approval of the Mountain Region Special Response Team Agreement between the BPD, Upshur Co. Sheriff’s Office, Barbour Co. Sheriff’s Office & Randolph Co. Sheriff’s Office –** Action taken earlier in the meeting.

**G. Comments and Announcements**

**G.1 Pamela Bucklew:** Mrs. Bucklew was absent.

**G.2 David McCauley:** Mr. McCauley asked if we could add a property discussion to the Executive Session and Mayor Skinner approved the request. Mr. McCauley also reminded Council members that we need to be aware of necessary succession plans concerning key employees, specifically Jerry Arnold and Amberle Jenkins. Mr. Arnold has informed us of his retirement plans while Mrs. Jenkins has not yet made that decision. Mayor Skinner noted that he and Mr. Sanders have had, and continue to have, discussions regarding this issue and also have had discussions with Mr. Arnold and Mrs. Jenkins. He assured Mr. McCauley and Council members that the matter was under review. Mr. McCauley wished everyone a Merry Christmas.

**G.3 Jack Reger:** Mr. Reger stated that he was thrilled with the success of the Colonial Arts Center. He also expressed his thanks to Amby Jenkins for all her efforts and his thanks to the VIPS for all that they do. He noted that this was the first day of winter and also the shortest day of the year, so tomorrow the days will begin to get longer, which is a positive time. He wished everyone a Merry Christmas.

**G.4 Dave Thomas:** Mr. Thomas wished everyone a Merry Christmas and a Happy New Year.

**G.5 CJ Rylands:** Mr. Rylands is thankful for all the people or contribute to the quality of life in Buckhannon and wished everyone a Merry Christmas and a Happy New Year.

**G.6 Randall Sanders:** Mr. Sanders mentioned that he recently traveled to Charleston, South Carolina, and spent time with friends, some of which live in South Carolina and one who lives in Tennessee. He noted that they all have visited Buckhannon and love our community. He expressed his pride of serving on the Colonial Arts Center Board of Directors and invited anyone who has not been to the CAC to come and see just how great it is. He also encouraged people to attend the Special Joint Working Session of the Buckhannon Planning Commission & City Council on 01/11/24 at 7pm to discuss planning priorities. He wished everyone a Merry Christmas and a Happy New Year.

**H. Mayor’s Comments and Announcements:** Mayor Skinner thanked all of the City Employees who daily contribute to our beautiful community. He also thanked the organizers of the Christmas in Fairyland event that was held at the Baxa Inn and noted that it was a huge success again his year, as was the Dickens Christmas event. He is both proud and grateful for all of the activities that go on in our town, while noting that we are not without our share of challenges. The Mayor is hopeful that we continue to work together to successfully face these challenges as we head in to 2024. Mayor Skinner concluded by wishing everyone a Merry Christmas and a Happy New Year.

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

**At 8:16 PM, a motion to adjourn into Executive Session Per WV Code § 6-9A-4 Personnel and Property Matters was made by Thomas/Rylands. Motion carried.**

**At 8:47 PM, a motion to leave Executive Session was made by McCauley/Reger. Motion carried.**

Mayor Skinner noted that while we had just held an Executive Session Per WV Code § 6-9A-4 Personnel and Property Matters, no decisions were made during the session.

**J. Adjournment: At 8:48 PM, a motion to adjourn from the regular meeting was made by Sanders/McCauley. Motion carried.**

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders