

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

A regular meeting of the Buckhannon City Council was held on Thursday, February 15, 2024, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

| | | |
|--|-----------------------|---------------|
| Mayor | Robbie Skinner | Present |
| City Recorder | Randy Sanders | Present |
| Council Member | Pam Bucklew | Present |
| Council Member | David McCauley | Present |
| Council Member | Jack Reger | Present |
| Council Member | CJ Rylands | Present |
| Council Member | David Thomas | Present |
| Assistant Recorder & Director of Finance | Amberle Jenkins | Present - GTM |
| City Attorney | Tom O'Neill | Present |
| Buckhannon Fire Department | Chief Matthew Gregory | Present |
| Director of Public Works | Jerry Arnold | Present |
| Channel 3 | Rodney Irvin | Present |
| MyBuckhannon.com | Lily Hicks | Present |
| Record Delta | Noah Jeffries | Present |

Guests: Barbara Hinkle, COB; Vincent Smith, COB; Kevin Shreve, Channel 3; Patricia Collett, PA-C, Jamie Parker, & Heather Powell all of Community Care of WV; Sandra Frame, Orion Strategies; Dr. Tim Reese; Mike McCauley; Skip Gjolberg; Jamie Powell;

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, February 15, 2024***

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 Community Care of WV -Presentation/Property Update

C. Department & Board Reports

- C.1 Code Enforcement Officer- Vincent Smith
- C.2 Public Works Director - Jerry Arnold
- C.3 Finance Director - Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney - Tom O'Neill

D. Correspondence & Information

- D.1 Letter Agreement between Foster's Marketing Group, Inc & COB re: Relinquishment of Claims-Real Estate 3-4-361
- D.2 FOIA Request-AEL Consultants re: Property located at 293 N. Locust St.

E. Consent Agenda

- E.1 Approval of Minutes - Regular Meeting 02/01/24
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation Sara Aylestock-Planning Commission

F. Strategic Issues for Discussion and/or Vote

- F.1 Housing Enforcement Board Recommendation to City Council to Amend Ordinance No. 2016-004 (#404) The Issuance of "On Site" Citations related to Property Nuisance
- F.2 Appointment City of Buckhannon Representative to the WV First Foundation (Opioid Settlement)
- F.3 Request to move City Council Meeting to Tuesday, March 5th due to the Annual Chamber of Commerce Awards Dinner

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. Adjournment**

Posted 02/12/24; Revised 02/13/24

A. Call to Order: The February 15, 2024 regular meeting of the Buckhannon City Council was called to order by Mayor Robbie Skinner, followed by a moment of silence and pledge to the flag.

Prior to the moment of silence, Mayor Skinner reported on a significant structure fire in downtown Petersburg, WV and he asked that we keep all those affected in our thought and prayers.

B. Recognized Guests:

B.1 Community Care of WV - Presentation/Property Update – Mayor Skinner recognized Patricia “Trish” Collett, Chief Executive Officer of Community Care of WV who presented both a spoken and visual overview of the planned four-story building that will be built on North Kanawha Street this summer. CEO Collett explained that “Community Care of West Virginia started as Tri-County Health Clinic over 40 some years ago in Rock Cave, and we have expanded our footprint over the last several years. We are excited to unveil our new clinic that we are anticipating starting work on this coming summer, with anticipation of having the project completed in 2026 or 2027.” The new building will be called ‘Community Care Buckhannon: Integrated Health and Education Center.

As part of her presentation to Council, she spoke of how this will assist Upshur County residents with its integrated system, consisting of an expanded pharmacy with a drive-thru and outpatient lab. It will continue with outpatient family practice services, behavioral health services, pediatrics and an education center. It is estimated that this new facility will have the need for approximately 60 new health care professionals.

City Council members overwhelmingly praised the project and all that it will contribute to Buckhannon and Upshur County community. Council member Rylands stated his support for the project and advised Mrs. Collett to approach the city for any future needs. City Recorder Sanders also added his congratulations for the project. He noted the plans are beautiful and everything described will be magnificent for the community. He supports this project 100 percent.

Council members Thomas, Reger, McCauley and Bucklew all had agreed that this was a wonderful project and all pledged their support.

Mayor Robbie Skinner said he was grateful to Community Care and its continued expansion in the area noting that the organization is headquartered in Upshur County, and of the 500+ employees who work for Community Care in total, about a third or fourth of those employees work right here in Buckhannon and Upshur County, All Council members participated in a Q & A with Mrs. Collett.



Guests who signed in to speak – Mayor Skinner recognized Dr. Tim Reese and Mike McCauley. Mr. Reese spoke first providing these remarks:

First of all, I want to thank you, the council and our City employees, for your services which allow our City to be the authentic Appalachian community that maintains its desirability.

One thing I would request that you address, while considering the agenda item F.1, the Housing Enforcement Recommendation, is the storage of waste containers by property owners.

The City's zoning ordinance (244) under section 628 requires that the placement of garbage storage facilities be in a manner that is LEAST unattractive to the lot and surrounding neighborhood (see

exhibit: .SECTION 628. GARBAGE, TRASH AND OTHER REFUSE MATERIAL CONTAINMENT AND

CONCEALMENT: Owners of all commercial buildings and structures shall be required to provide adequate facilities for the containment and concealment of all garbage, trash and other refuse materials, including the receptacles and containers thereof, such as but not limited to garbage cans and dumpsters. The owners of all residential buildings and structures shall be required to provide adequate facilities for the containment of all garbage, trash and other refuse materials, and further shall be required to provide for the placement of such facilities in a manner which is the least unattractive to the lot and surrounding neighborhood, and in any event, garbage, trash and other refuse materials' containers shall not be kept or stored in front yard areas except upon appropriate waste collection days.

The toters provide an excellent facility for storage of waste but the storage of these taters is becoming more and more of an issue. Most, but not all, of the residential violations of this ordinance seem to me to be rental properties.

Most of these properties DO have adequate space to store the taters appropriately but landlords and/or tenants are not abiding by the ordinance. This situation is a GROWING problem that affects the appearance of neighborhoods as well as property values.

The City's zoning officer's duty is to issue citations for these violations and should be not be hindered by unnecessary delays (see exhibit: SECTION 1301. CITATION PROCEDURES: Nothing herein shall be construed to in any way limit the Zoning Officer from issuing any appropriate warning citation to any violator of these Standards, which said warning citation shall provide the violator with such amount of time as deemed reasonable and sufficient in the exclusive discretion of the Zoning Officer for the violator to correct or remedy any such violation. Upon the expiration of the time as provided for by the Zoning Officer in such warning citation, the Zoning Officer may proceed to file the complaint referred to in Section 1301(a) hereof, with the Municipal Court. Nothing herein shall be pursuant to Sections 1300 or 1301(a) hereof.

The zoning ordinance's penalty and citations procedures need to be enforced in a timely manner in order to maintain the dignity of our neighborhoods (see exhibit: SECTION 1300. CRIMINAL PENALTIES:

Any property owner, tenant or lessee, contractor, mobile home transporter, or any other person, business entity or corporation who violates, disobeys, omits or refuses to comply in whole or in part with, resists enforcement of, or who assists in any way in violating any of the provisions of this Zoning Ordinance, shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than Ten Dollars (\$10.00) nor more than Five Hundred Dollars (\$500.00), for each such offense, and in the discretion of a Court exercising proper jurisdiction, i.e., the Municipal Court of the City of Buckhannon or the Circuit Court of Upshur County, West Virginia, may further be imprisoned for a period not exceeding thirty (30) days, or may be both fined and imprisoned for each offense. Each calendar day's continuance of any such violation of these Standards shall be considered as a separate offense.

Dr. Reese concluded by requesting that Council take action that will rectify this situation.

Mayor Skinner then recognized Mike McCauley who specifically cited three properties that he has witnessed the toters being left longer than the allotted times. The properties are 47 College Avenue, 51 College Avenue, and 53 Avenue. Mr. McCauley requested that Council take action that will rectify this situation.

C. Department & Board Reports

C.1 Code Enforcement Officer- Vincent Smith – Mayor Skinner recognized Code Enforcement Officer, Vincent Smith who presented the Housing Enforcement Board Recommendation to City Council to amend Ordinance No. 2016-004 (#404) The Issuance of "On Site" Citations related to Property Nuisance (see Agenda Item F.1). Mr. Vincent explained that this came out of a recent meeting of the Housing Enforcement Board where the subject of the length of time that our current ordinance required for the enforcement phases of citations to kick in. Mayor Skinner then recognized City Attorney Tom O'Neill who provided the reasoning for the proposed draft that is being presented to Council this evening noting that includes strike and insert language. Language that is struck though will be removed and language that is underlined will be included in the newly revised ordinance. He further explained that there are no changes to the rules but there are changes to streamline the enforcement portion of the ordinance. A Q & A session took place.

Mr. Smith provided other information as his current department report:

Code Enforcement Case Status Reporting

Oct 2023 - Feb 2024 – There have been 14 complaints received

Routine Enforcement - Zoning, Building & Electrical Permits

Oct 2023 - Feb 2024 – There have been 91 permits issued

Vacant Properties Update

We started with 150 Properties on the list;

42 are current on List;

16 have paid the assessments in full;

6 are past due;

21 have due dates of May 1, 2024

Courtesy Reminder to Residents: Cleanup Checklist

The City of Buckhannon would like to remind residents to be thoughtful of visitors and their neighbors as summer approaches. A number of issues appear each year that cause complaints to be filed with the City.

- Be a responsible pet owner** – a pet must be in the control of the owner and it is the pet owner’s responsibility to remove pet waste from public property whether it is located in a Park or along the street. If the pet owner does not own the property then it is their responsibility to remove the waste and dispose of it in an acceptable manner. Be kind to your pet, if it kept tied-up all day – does it have access to shade, does it have access to food and fresh water.
- Keep grass clippings out of the street** – leaving grass clippings in the street contributes to blocked storm drains and an increased threat of local flooding. When you or your yard service finishes mowing, excess grass is to be collected and disposed of properly. The City collects yard debris early each Friday morning – if you will call and schedule a pickup before noon on Thursdays. Note: yard waste is collected by the Street Department and is not treated as garbage. Please *do not* dispose of yard waste as part of your weekly trash pickup.
- Trash cans need to be concealed** – After your scheduled pickup please retrieve your trash containers from along the street and return them to a location more pleasing to the appearance of your neighborhood. Having trash containers “out” more than 24 hours is a violation of a City Ordinance.
- Lawn care needs to be done weekly** – The attractiveness of your neighborhood is enhanced by proper maintenance of your yard. Failure to mow your lawn, having excess materials in your yard or on an open porch filled with “stuff” often become eyesores for your neighbors. Please help make our City Shine for our visitors and your neighbors. As a regular subscriber of City service for trash collection you may call and arrange for the pickup of bulky goods and other unwanted items by City crews for a reasonable fee.
- Automobiles and other items are often left to rust** – in back or side yards. It only takes a few moments to arrange to have that unused item removed from your property by a towing service and disposed of properly. If you haven’t done anything with the item in the past year it will probably be there next year as well, why not have it removed today.
- Yard Sales are limited by State Law** – State Law limits the number and length of yard sales (isolated transactions) that can be conducted without a business license and without the collection of sales tax. “Isolated Transactions--sales of tangible personal property or taxable services by persons who are not in the business of making such sales, such as individuals selling their used furniture, if the person or business holding the sale holds no more than four in one year and each sale lasts no more than forty-eight hours, and sales of taxable services by persons who are not routinely in the business of providing taxable services, such as teenagers who occasionally mow lawns, baby-sit or do odd jobs (persons who routinely sell odd items at yard sales, flea markets or along the roadside are engaged in the business of selling and must register with the Department of Tax and Revenue as a business).
- Obey traffic laws and speed limits** – All too often in our hurry to get somewhere we fail to stop at the corner or ignore a speed limit. Failure to obey established traffic laws can be very expensive and extremely hazardous to a child or elderly resident. Slow down and enjoy your trip.
- Finish that remodel project** – Do you have a half completed project around your home? Building permits expire after 6 months and your neighbors are getting tired of seeing the clutter.
- Please don’t litter** – Keeping Buckhannon clean is everyone’s job. Take that empty soda cup home and dispose of it properly or keep a small plastic bag in your car to collect the trash and dispose of it properly when it is full.
- Swimming Pools & Other Water Features** – “Private swimming pools containing water more than 24 inches in depth, shall be permitted only when located in rear yards, and further when completely enclosed by a fence or buildings or combination thereof of a height of six feet (6’) in the case of fences, and six feet (6’) or greater in the case of buildings, and generally protected in such a manner so as to avoid becoming an attractive nuisance especially to children.” Please take the necessary steps to resolve this problem within 15 days from the receipt of this notice. Untreated, stagnant pool water will need to be drained for prevention of breeding of mosquitoes.
- Tips on Keeping Sidewalks Clean and Safe-** Property owners are responsible for maintaining sidewalks and driveway aprons next to their property. Keeping sidewalks clean and free of tripping hazards reduces liabilities for property owners, who can be held liable if someone is injured on the sidewalk in front of their property.
- Address problems as soon as possible to minimize area and amount of repair required.
- If you observe hazardous sidewalks, report them by calling 304.472.1651
- Watch for early signs of leaking water lines, tree roots, and other damages
- Do not park cars or other heavy equipment on your sidewalk.
- Remove paint, tar, or other materials if they get on the sidewalk. Do not hose paint or petroleum products into the storm drainage system.
- Sweep sidewalks to keep them free of leaves, snow, ice, or debris. Be sure to properly dispose of debris. Do not sweep them into the gutter or street.
- Trim tree branches, shrubs, and other vegetation so they do not obstruct the sidewalk.

Mayor Skinner then recognize Skip Gjolberg who provided an update on the St. Joseph’s Hospital-WVU Medicine Certificate of Need status and the upcoming St. Joseph’s Hospital-WVU Medicine/WVWC Gala to be held March 22, 2024.

As this point of the meeting the time for Public Comments was closed.

C.2 Public Works Director- Jerry Arnold - Mayor Skinner recognized Mr. Arnold who reported on the ongoing DEP/EPA search for the source of an unidentified odor in the area. He also reported on a few Street, Sanitary, Water and Waste department projects.

C.3 Finance Director - Amberle Jenkins – While Amberle Jenkins was attending through GTM, Mayor Skinner recognized Barbara Hinkle who provided the following reports:

Amby report 2-15-24

Balances in the Enterprise Funds January 31, 2024

| | | | |
|------------------------|----------|-------------|--------------------------------------|
| Waste Collection Board | mm/cking | \$1,506,310 | cd/sav \$308,746. |
| | | | Plus a letter of credit for \$64,000 |
| Water Board | mm/cking | \$1,067,445 | work/capital & savings \$874,441 |
| Sanitary Board | mm/cking | \$1,027,937 | work capital/cds \$459,670 |
| Storm water Fund | mm/cking | \$191,959 | |

Had our first working session was held with City Council. The need to increase police and fire fees was discussed. The next session will be held March s12th, at which time the supervisors for the police department, fire department, street department, Stockert Youth Center and Colonial Arts Center will explain their budget summaries.

C.4 Police Chief – Matthew Gregory - Mayor Skinner recognized BPD Chief Matt Gregory, who provided the January 2024 activity report and the Buckhannon Police Department Annual Report for 2023 (available for review at the BPD). A Q&A with the Chief took place following the reports.

**MONTHLY ACTIVITY REPORT
January 2024**

| | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | TOTAL |
|--------------------|-----|-----|-----|-----|------|------|-----|-----|------|-----|-----|-----|-------|
| Calls Answered | 8 | 10 | | 74 | 31 | 40 | | 33 | 26 | 40 | 33 | 42 | 337 |
| Community Policing | | 10 | | | | | | 4 | | | | 2 | 16 |
| Road Patrol | | 46 | | 105 | 130 | 124 | | 80 | 68 | 44 | 85 | 104 | 786 |
| Traffic Hours | | 1 | | | 3 | 1 | | | 25 | 44 | 20 | | 94 |
| Criminal Inv. | 3 | 14 | | 47 | 36 | 44 | | 29 | 19 | 30 | 25 | 4 | 251 |
| Court Hours | | 3 | | | 2 | | | | 10 | | | 7 | 22 |
| Report Writing | 21 | 84 | | 24 | 3 | 6 | | 43 | 28 | 9 | 20 | 46 | 284 |
| Other Hours | 149 | 11 | | 8 | 17 | | | 18 | 10 | 42 | 17 | 36 | 308 |
| Miles | | | | | | | | | | | | | 7,784 |
| Accidents - Prop. | | | | 3 | | | | 1 | 1 | | 1 | 5 | 11 |
| Injury | | | | | | | | | | | | | |
| Fatality | | | | | | | | | | | | | |
| Parking Tickets | | | | | | | | | | | | | |
| Criminal Reports | | 2 | | 4 | 1 | 3 | | 4 | 3 | 7 | 5 | 10 | 39 |
| Reports Cleared | | 1 | | 1 | 1 | 3 | | 3 | 3 | 6 | 4 | 7 | 29 |
| Clearance Rate | | 50% | | 25% | 100% | 100% | | 75% | 100% | 86% | 80% | 70% | 74% |

POLICE ACTIVITIES

MONTH: January

YEAR: 2024

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

By Officers:

TOTAL ISSUED:

Citations Issued:

Misdemeanor Arrests:

Felony Arrests:

Calls Answered:

Complaint Reports:

Accidents Investigated:

Community Policing Hours:

Patrol Mileage:

TRAFFIC CITATIONS - January 2024

| | Gregory | Loudin | Posey | Stewart | Courtney | Hissam | McCauley | Fisher | W. Loudin | Warner | Major | TOTAL |
|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|
| DEFECTIVE EQUIPMENT | | | | | | | | 1 | | | | 1 |
| EXPIRED REGISTRATION | | | | | 1 | | | | | | | 1 |
| IMPROPER REGISTRATION | | | | | 1 | | | | | | | 1 |
| NO INSURANCE | | | | | 1 | | | | | | | 1 |
| SPEEDING | | | | | | | | 2 | 2 | | | 4 |
| TOTAL TRAFFIC CITATIONS | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 3 | 2 | 0 | 0 | 8 |

C.5 City Attorney - Tom O'Neill: City Attorney provided his report earlier in the meeting.

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

D.1 Letter Agreement between Foster’s Marketing Group, Inc & COB re: Relinquishment of Claims-Real Estate 3-4-361

January 18, 2024

Foster's Marketing Group, Inc.
Travis Foster, President
1 Traders Alley
Buckhannon, WV 26201

RE: Relinquishment of Claims – Real Estate
Corporation District, Map 4, Parcels 361


Mr. Foster,

This purpose of this letter is to serve as an Agreement between Foster's Marketing Group, Inc., and the City of Buckhannon, West Virginia, whereby you, on behalf of Foster's Marketing Group ("FMG"), and any other entity related thereto, surrender and relinquish any claim or interest – if any – it may have in a certain piece of real property located on the south side of Main Street, identified on the real property tax records of Upshur County, West Virginia, as being located in Corporation District, upon Map 4, being parcel 361 thereupon (the "Subject Property").

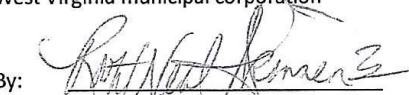
The City of Buckhannon purchased the Subject Property from its previous owner by deed dated January 28, 2022; however, an adjacent property owned by Foster's Marketing Group (parcel 360) has situate upon it a structure that encroaches onto the Subject Property. In light of any claim or potential claim to that portion of the Subject Property upon which appurtenances to FMG's property encroach, and the length of time such encroachments upon the Subject Property have lain, FMG agrees to waive and forever release to the City of Buckhannon such claims in consideration of the payment of Thirty-five Thousand Dollars (\$35,000.00).

As part of this Agreement, FMG agrees to permit the City to demolish that part of the structure which is encroaching upon the Subject Property, and will retain responsibility for any repair or modification to the structure upon Parcel 360 as may be necessary due to said demolition. The City of Buckhannon is released from any liability for damages to Parcel 360, including any structure thereupon, which may be a consequence of said demolition. FMG agrees to undertake the demolition within 90 days of the execution of this Agreement.

FOSTERS MARKETING GROUP, INC., a
West Virginia corporation

By: 
Travis Foster, President

CITY OF BUCKHANNON, a
West Virginia municipal corporation

By: 
Robbie Skinner, Mayor

D.2 FOIA Request-AEL Consultants re: Property located at 293 N. Locust St.



February 8, 2024

Building Department

Subject: Freedom of Information Act (FOIA) Request/File Review Request
293 North Locust Street, Buckhannon, West Virginia
Historical address: 3 Clarksburg Road
Parcel ID#: 03 1013400000000 and 03 1013400020000
AEI Project No. 489061

To Whom It May Concern:

Please accept this request for any information/documentation/files with your department regarding the above-referenced subject property.

AEI Consultants is currently conducting a Phase I Environmental Site Assessment for the property. The current ASTM E1527 Standard Practice for Environmental Site Assessments requires a records search be conducted with local regulatory departments for information regarding the subject property. Of particular interest are the following items:

- Available permits, licenses, and certificates of occupancy (including oldest historical records) OR permit summary (date, type of permit, applicant/tenant) (NOTE: upon review of a permit summary, we may request review of individual permits)
- Construction date(s) [current building(s), and previous building(s) if applicable]
- List of tenants which have occupied the subject property
- Permits of environmental concern (e.g., petroleum storage tanks, septic systems, oil/water separators)
- Oldest and most recent maps and site layout plan of the subject property (if available)
- Records of any major environmental violations or significant complaints registered against the subject property

Please indicate if older historical records have been archived and require additional fees for retrieval.

Feel free to call ((708) 787-9785) or email (mrothacher@aeiconsultants.com) me to discuss the file information or if you require further information. Thank you for your time and attention regarding this matter.

Respectfully,

Mara Rothacher
(708) 787-9785
mrothacher@aeiconsultants.com

No files were discovered for the addresses listed herein.

Name: _____

Title: _____

Phone: _____

Date: _____

E. Consent Agenda - Mayor Skinner presented an overview of the following agenda items to Council and asked for action:

E.1 Approval of Minutes - Regular Meeting 02/01/24 - As provided to Council

E.3 Approval of Payment of the Bills

General Fund Payment of Bills 2-15-24

**American Garage Door \$1,282.00

April Small \$48.00

Buckhannon Upshur High School \$646.00

**Cardinal Sales & Service \$1,944.18

Larry Carter \$60.00

Cole Truck Parts \$561.13

**Comfortech LLC \$1,827.67

Corridor H Tire \$215.00

Crites Electrical Supply \$53.40

Dawn Webb \$180.00

Fire Department Training \$200.00

Freedom AG & Energy Coop \$506.57

Galls \$95.62

**J.F. Allen \$2,825.31

Kimberly Gifford \$23.20

Leaf \$182.69

Lowes \$222.29

Mountain State Pest Guard \$33.50

Napa-Amtower Auto Supply \$974.58

Sam's Pizza \$40.00

Scott Electric \$1654.81

State Electric \$798.92

Walmart \$585.11

E.4 Accept Resignation Sara Aylestock - Planning Commission

Motion to approve the Consent Agenda items E.1, E2, and E.4 as presented was made by McCauley/Rylands. Motion carried.

Mayor Skinner then presented an overview of the following agenda item to Council nothing that Mr. Reger will need to abstain and asked for action:

E.2 Approval of Building and Wiring Permits

Permit Fee Report #76097-#76109

2/1/2024 - 02/14/2024

| 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 |
|----------|----------------|-------------------|--------------------|-------------|--------------|------------|--------------------------|---------------------|----------------------|-------------------|-----------------|----------------------------------|--------------------|
|----------|----------------|-------------------|--------------------|-------------|--------------|------------|--------------------------|---------------------|----------------------|-------------------|-----------------|----------------------------------|--------------------|

Group: Commercial Electrical Fee

| | | | | | | | | | | | | | |
|-------|-------------|-----------------|-------------------------|-------------------------------------|----------|--------|-----------------------|----|--|-----|---------|----|----|
| 76103 | Dave Long | 16 N Kanawha St | LET THERE BE LIGHT, LLC | Interior Remodel Upstairs Apartment | 5,000.00 | 100.00 | A Commercial Property | | | Yes | N/A | No | |
| 76100 | GARY JORDAN | 41 THURMAN | | RECONNECT-INSPECTI | 0.00 | 100.00 | A Commercial | No | | No | Zone AE | No | No |

| | | | | | | | | | | | | | |
|------|--------------------|----------------------|-------------------------|--|----------------|------------|-------------------------------------|----|--------------|----|-----|----|----|
| | | | | ON WO 76900314 4 | | | Propert y | | | | | | |
| 7610 | WHISTL 2 E STOP | 23 N SPRING ST | REGER COMPANIES, LLC | HEATING, COOLING, AND DUCTWO RK 6X8 FREEZER INSTALL ON THE EXISTING PATIO/DE CK NOT CHANGIN G THE EXTERIOR FOOTPRI NT OF BLDING 8X10 COOLER INSTALL IN THE KITCHEN, ICE MACHINE RELOCATI ON, NEW FLOORIN G INSTALLA TION, BAR RENOVAT ION (INSTALL ATION OF NEW TOP ONLY), INSTALLA TION OF METAL CEILING, INSTALL STAINLES S STEEL FOOD PREP COUNTER (8') REMOVE LATTICE ABOVE BAR, INSTALLA TION OF 22 LIGHTS, RENOVAT E BATHROO MS TO CREATE ADA BATHROO M, FRAME UP EXISTING EXTERIOR OF BLDING TO CREATE 2ND BATHROO M THE EXISTING PORCH TO BE ENCLOSE D | 99,500. 00 | 100.0 0 | A Comme rcial Propert y | No | 2/5/20 24 | No | N/A | No | No |
| | | | | | 104,50 0.00 | 300.0 0 | | | | | | | |

Group Total: 3

Group: Commercial-Industrial (nonresidential)

| | | | | | | | | | | | | | |
|-------|-------------------------|-----------------|------------------------------------|--|-----------|--------|-----------------------|----|----------|-----|-----|----|----|
| 76103 | Dave Long | 16 N Kanawha St | LET THERE BE LIGHT, LLC | Interior Remodel Upstairs Apartment | 5,000.00 | 47.50 | A Commercial Property | | | Yes | N/A | No | |
| 76099 | CHIP ALLEN WWC THETA XI | 87 S KANAWHA ST | CITY WINDOW & CONSTRUCTION COMPANY | BUSTED PIPES-REPLACE MENT PIPES | 12,454.00 | 105.85 | | No | | Yes | N/A | No | No |
| 76102 | WHISTLE STOP | 23 N SPRING ST | REGER COMPANIES, LLC | HEATING, COOLING, AND DUCTWORK 6X8 FREEZER INSTALL ON THE EXISTING PATIO/DECK NOT CHANGING THE EXTERIOR FOOTPRINT OF BLDING 8X10 COOLER INSTALL IN THE KITCHEN, ICE MACHINE RELOCATION, NEW FLOORING INSTALLATION, BAR RENOVATION (INSTALLATION OF NEW TOP ONLY), INSTALLATION OF METAL CEILING, INSTALL STAINLESS STEEL FOOD PREP COUNTER (8') REMOVE LATTICE ABOVE BAR, INSTALLATION OF 22 LIGHTS, RENOVATE BATHROOMS TO CREATE ADA BATHROOM, FRAME UP EXISTING EXTERIOR OF BLDING TO CREATE 2ND BATHROOM THE EXISTING PORCH TO BE | 99,500.00 | 646.75 | A Commercial Property | No | 2/5/2024 | No | N/A | No | No |

| | | | | | | | | | | | | | |
|-------|------------------|-------------------|-----------------|-----------------------------------|-------------------|---------------|--|----|--|----|---------|----------------------------------|----|
| | | | | ENCLOSED | | | | | | | | | |
| 76097 | Treasea Crites | 15 Henry St Lot 3 | | Pitch on Flat Roof with Metal | 1,900.00 | 15.00 | | No | | No | Zone AE | Yes-Elevation Cert. Not Required | |
| 76098 | JENNIFER REXROAD | 31 BOGGESS ST | WAGNER SERVICES | KITCHEN CABINETS AND COUNTER TOPS | 5,000.00 | 47.50 | | No | | No | N/A | No | No |
| | | | | | 123,854.00 | 862.60 | | | | | | | |

Group Total: 5

Group: No Charge

| | | | | | | | | | | | | | |
|-------|-----|----------------------------|---------------------------------|--------------------------|-------------|-------------|--|---------------------------|--|-----|--|----|--|
| 76107 | COB | 57 E Main St-Rear Addition | SUPERIOR ENVIRONMENTAL/ASBESTOS | Demolition Rear Addition | 0.00 | 0.00 | | Yes -If yes attach report | | Yes | | No | |
| | | | | | 0.00 | 0.00 | | | | | | | |

Group Total: 1

Group: Residential (non-commercial)

| | | | | | | | | | | | | | |
|-------|-----------------|-------------------|----------------------------|---|------------------|---------------|--|---------------------------|--|-----|-----|----|----|
| 76109 | LEAH MOORE HEAD | 157 POCAHONTAS ST | WINDOW WORLD OF FAIRMONT | REPLACE DOORS (ONE ENTRY AND ONE STORM) | 4,200.00 | 46.20 | | No | | No | N/A | No | No |
| 76108 | Randolph Hurst | 45 College Ave | | Install Tankless Hot Water Heater | 1,000.00 | 11.00 | | | | Yes | N/A | No | |
| 76106 | MICHAEL KENNEDY | 28 REGER AVE | | BATHROOM REMODEL | 4,000.00 | 44.00 | | No | | No | N/A | No | No |
| 76105 | Wanda Roby | 33 W Lincoln St | NORTH CENTRAL BUILDERS LLC | Re-Roof Shingles | 4,500.00 | 49.50 | | Yes -If yes attach report | | No | N/A | No | |
| 76104 | Stephen Posey | 31 Marion St | REGER COMPANIES, LLC | Re-Roof Shingles | 13,780.00 | 151.58 | | Yes -If yes attach report | | No | N/A | No | |
| 76101 | TIM GROGG | 22 BOGGESS ST | LEIGH ENTERPRISES LLC | SOFFIT AND FASCIA REPAIR | 3,000.00 | 33.00 | | No | | No | N/A | No | No |
| | | | | | 30,480.00 | 335.28 | | | | | | | |

Group Total: 6

Group: Zoning Application Fee

| | | | | | | | | | | | | | |
|-------|--------------|----------------|----------------------|---|-----------|-------|-----------------------|----|----------|----|-----|----|----|
| 76102 | WHISTLE STOP | 23 N SPRING ST | REGER COMPANIES, LLC | HEATING, COOLING, AND DUCTWORK 6X8 FREEZER INSTALL ON THE EXISTING PATIO/DECK NOT CHANGING THE EXTERIOR FOOTPRINT OF BLDING 8X10 COOLER INSTALL IN THE KITCHEN, | 99,500.00 | 20.00 | A Commercial Property | No | 2/5/2024 | No | N/A | No | No |
|-------|--------------|----------------|----------------------|---|-----------|-------|-----------------------|----|----------|----|-----|----|----|

| | | | | | | | | | | | | | | |
|-----------------------|--|--|--|---|------------|----------|--|--|--|--|--|--|--|--|
| | | | | ICE MACHINE RELOCATION, NEW FLOORING INSTALLATION, BAR RENOVATION (INSTALLATION OF NEW TOP ONLY), INSTALLATION OF METAL CEILING, INSTALL STAINLESS STEEL FOOD PREP COUNTER (8') REMOVE LATTICE ABOVE BAR, INSTALLATION OF 22 LIGHTS, RENOVATE BATHROOMS TO CREATE ADA BATHROOM, FRAME UP EXISTING EXTERIOR OF BLDG TO CREATE 2ND BATHROOM THE EXISTING PORCH TO BE ENCLOSED | | | | | | | | | | |
| | | | | | 99,500.00 | 20.00 | | | | | | | | |
| Group Total: 1 | | | | | | | | | | | | | | |
| | | | | | 358,334.00 | 1,517.88 | | | | | | | | |

Motion to approve the Consent Agenda as presented was made by Rylands/Thomas. Motion carried with Councilman Reger abstaining.

F. Strategic Issues for Discussion and/or Vote.

F.1 Housing Enforcement Board Recommendation to City Council to Amend Ordinance No. 2016-004 (#404) The Issuance of "On Site" Citations related to Property Nuisance – No action was necessary.

F.2 Appointment City of Buckhannon Representative to the WV First Foundation (Opioid Settlement) -Mayor Skinner recommended that we appoint City Attorney Tom O’Neill to this position.

Motion to appoint City Attorney Tom O’Neill as the City of Buckhannon’s Representative to the WV First Foundation (Opioid Settlement) was made by Bucklew/Sanders. Motion carried.

MONONGALIA COUNTY COMMISSION

243 HIGH STREET, ROOM 202
COURTHOUSE
MORGANTOWN, WEST VIRGINIA 26505

Jeffrey L. Arnett, Commissioner
Thomas C. Bloom, Commissioner
Sean P. Sikora, Commissioner



Telephone: 304 291-7257

January 31, 2024

City of Buckhannon
Attention: Mayor's Office
70 E Main St
Buckhannon, WV 26201

RE: Region 4 Local Governance Structure – Appointment of a representative to committee

Dear Sir or Madam,

On January 25, 2024, representatives from the local governments in Region 4 met to discuss how the governance structure should be dictated to facilitate project submissions to the WV First Foundation. Attached are the minutes of the meeting for your reference.

Among the attendees in person and via web conference, it was determined that the committee will consist of 26 members and made up in the following manner:

- One member appointed by the County Commission within the county
- One member appointed to represent municipal governments within the county
Please note: If there are multiple municipalities within the county, the municipal governments of that county will need to meet and appoint one individual that will represent the municipalities
- Members are not required to be an individual holding an elected position

We are requesting that the name and contact information of your selected representative be submitted to the Monongalia County Commission no later than March 1. Once the list of appointees is compiled, we will send out a complete listing to all local governments. Information can be sent to rmcclure@monongaliacounty.gov or via regular mail to: 243 High Street Room 202, Morgantown, WV 26505.

If you have any questions, please contact me at your earliest convenience.

We look forward to hearing from you.

For the Commission,


Renetta McClure
County Administrator
Monongalia County Commission

F.3 Request to move City Council Meeting to Tuesday, March 5th due to the Annual Chamber of Commerce Awards Dinner - Mayor Skinner recommended that we move the date of the next City Council Meeting to Tuesday, March 5th due to a conflict with the Annual Chamber of Commerce Awards Dinner.

Motion to move the next City Council Meeting to Tuesday, March 5th due to a conflict with the Annual Chamber of Commerce Awards Dinner was made by Sanders/Thomas. Motion carried.

G. Comments and Announcements

G.1 Pamela Bucklew: Mrs. Bucklew asked about the recent power outage that a part of the community had only about a one hour notice. Mayor Skinner explained that it was an emergency and that was the most favorable reaction to correct and impending problem. Recorder Sanders noted that while the notice dealt with an emergency outage by the power company to make a necessary repair, the release did not state the fact that it was an “emergency” planned outage. Mrs. Bucklew also asked when the Charles W. Gibson Library will reopen. Recorder Sanders and Mayor Skinner both explained that the library is operated by its own board, independently from the City, and it was their understanding that the Board wishes to reopen the library just as soon as possible. Mrs. Bucklew announced that her next Downtown Seasonal Decorating Committee meeting will be March 11, 2024 at 5:00 PM. She noted that the recent Special Olympics fundraising event, the Polar Plunge, was very successful raising over \$25,000. \$4,500 of that was raised by herself, Council Member Thomas, and Mayor Skinner. She thanked everyone for their support.

G.2 David McCauley: Mr. McCauley thanked Dr. Tim Reese and Mike McCauley for appearing to discuss the toter storage situation and he is pleased that we are pursuing efforts to correct the enforcement situation. He also mentioned that March 13, 2024 will make 30 years since Joyce Stockert had left \$500,000 for the Stockert Youth & Community Center. He provided some background on the Stockert legacy. He encouraged the community to revitalize the SYCC capital campaign to raise even more funding for the new building.

G.3 Jack Reger: Mr. Reger mentioned his condolences for the City of Petersburg and wished them well in their recovery. He also thanked Chief Gregory for the great work he and his department continue to perform. He spoke of the many wonderful things happening in the City of Buckhannon.

G.4 Dave Thomas: Mr. Thomas mentioned that he heard the comptroller of Dixon, IL had been arrested and accused of stealing approximately 20 million dollars. He also thanked all the people who supported him, Pam, and the Mayor in the Polar Plunge. He mentioned that he was not able to plunge due to an injury he sustained the night before. He encouraged people to join the Fred Books Garden Club and that a meeting was coming up on Monday.

G.5 CJ Rylands: Mr. Rylands is thankful that we have healthcare providers such as St. Josephs - WVU Medicine in our town and wishes them well in their ongoing work to protect their certificate of need. He also congratulated Community Care of WV for the new building that they have proposed and noted that it will be a wonderful addition to the downtown area.

G.6 Randall Sanders: Mr. Sanders echoed Mr. Rylands comments about Community Care of WV and their great working relationship with St. Josephs - WVU Medicine, and he wished St. Josephs well with their work ahead. He noted that everything that the Community Care of WV is top-notched. He announced that the Colonial Arts Center has been selected to receive the Governor's Emerging Arts Organization of the Year award from the WV Arts, Culture, and Humanities Department. He congratulated the Special Olympics organization for a very successful Polar Plunge fundraising event, which he emceed, and noted that they collected nearly \$27,000.

H. Mayor's Comments and Announcements: Mayor Skinner agreed with Mr. Sanders with regards to Community Care of WV, noting that everything they work with turns to gold. He is very excited with all of their future expansions for Buckhannon for the future. He also wanted to note that while he, Mr. Thomas and Mrs. Bucklew banded together as a team for the Special Olympics Polar Plunge, it was Mr. Thomas and Mrs. Bucklew who raised the lion share of the money for the team. He thanked council for all that they do including all meetings that we have had recently as we work on the upcoming budget. He especially thanked Barbara Hinkle for taking on the added responsibilities as Amberle Jenkins will be on leave for a period of time. He thanked Channel 3, Record Delta, and My Buckhannon for their coverage.

I. Adjournment

At 8:32 PM, a motion to adjourn was made by Thomas/Rylands.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____