

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

A regular meeting of the Buckhannon City Council was held on Thursday, January 18, 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	Absent
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present-GTM
Buckhannon Police Department	Chief Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Absent
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present - GTM
Record Delta	Noah Jeffries	Present

Guests: Sandra Frame, Orion Strategies; Kevin Shreve, Channel 3; Lata Menon, First Choice Services - GTM

City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, January 18, 2024

- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
  - A.3 Mayor’s State of the City Address
- B. Recognized Guests
  - B.1 Lata Menon- First Choice Services -Peer Recovery Support Specialist
- 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 State Auditor’s 2024 Budget Preparation Regional Workshops
  - D.2 Charles Gibson Library Director’s Report January 2024
  - D.3 Notice Accepting Applications for Clerical Position
- E. Consent Agenda
  - E.1 Approval of Minutes - Regular Meeting 01/04/24
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote
  - F.1 Discussion/Possible Action Buckhannon Police Department-First Choice Services- Peer Recovery Support Specialist
  - F.2 Approval Resolution 2024-01 Participation in WV Board of Treasury Investments
  - F.3 Approval Resolution 2024-02 General Fund Budget Revision #3 FY 2023/2024
  - F.4 Discussion/Possible Action to Appoint Opioid Settlement Funds Review Committee
  - F.5 Approval Ordinance No. 466 St. Joseph’s Hospital Property Annexation 1st Reading
  - F.6 Application for Solicitor-Door to Door Sales Specialist-Frontier Telecommunication Products & Serv
- 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 01/12/24

**A. Call to Order:** The January 18, 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.

**A.3 Mayor's State of the City Address** – This was tabled for a future meeting.

**B. Recognized Guests:**

**B.1 Lata Menon- First Choice Services -Peer Recovery Support Specialist** –Mayor Skinner recognized Lata Menon and Police Chief Matt Gregory to discuss First Choice Services. He provided an overview of the company and noted that our guest is the CEO. Ms. Menon explained the proposed MOU that is being present to Council, which would establish a Law Enforcement Peer Recovery Support Specialist (LE PRSS) within the Buckhannon Police Department, to be funded through a three-year grant (with one year renewal terms) from the WV Department of Health and Human Resources Bureau. This would be a position within the BPD and that person would be under the direction of Chief Gregory. The MOU is a part of the Council packet and is presented for the consideration of Council.

First Choice operates several programs and helplines across six states with the common goal of promoting well-being and facilitating access to behavioral health and social services. First Choice is a second-chance employer, offering opportunities to peers with a variety of lived experiences. Their 175+ staff members work with over 175,000 people every year. First Choice began in 1995 as a collaborative effort among West Virginia's comprehensive behavioral health care centers. The goal was to combine resources and expertise to provide management of statewide behavioral health care contracts. The Board of Directors includes executives from Genesis Youth Crisis Center, Healthways, Potomac Highlands Guild, Presteria Center, Valley HealthCare System, and Westbrook Health.

Following the presentation, a Q&A took place with members of City Council, Ms. Menon, and Chief Gregory.

**Motion to bring *F.1 Discussion/Possible Action Buckhannon Police Department-First Choice Services- Peer Recovery Support Specialist* to the table was made by Sanders/Thomas. Motion carried unanimously.**

MEMORANDUM OF UNDERSTANDING BETWEEN  
FIRST CHOICE SERVICES AND  
THE BUCKHANNON POLICE DEPARTMENT

This Memorandum of Understanding (MOU) indicates a voluntary agreement between First Choice Services, 1 Hillcrest Dr E Ste 400 Charleston, WV 25311, and the Buckhannon Police Department, 24 S Florida St Buckhannon, WV 26201.

The purpose of adopting this MOU is to establish a Law Enforcement Peer Recovery Support Specialist (LE PRSS) position within the Buckhannon Police Department. This law enforcement embedded peer will serve the community of Buckhannon, WV by supporting the needs of its residents as determined by Chief Gregory and improving outcomes for those the Buckhannon Police Department encounter who are determined to be a candidate for diversion/deflection.

- I. First Choice Services and the Buckhannon Police Department shall work jointly to:
  - a. Develop a job description unique to the needs of the Buckhannon Police Department.
  - b. Screen and interview qualified candidates.
  - c. Select a candidate to fill the LE PRSS role.

\*Should the selected candidate leave the role whether by their own accord, or at the request of First Choice and/or the Buckhannon Police Department, the two parties shall again work jointly on the aspects outlined above to fill the vacant role.

- II. First Choice Services will be the employer of record for the LE PRSS and will provide:
  - a. Compensation Package – First Choice Services will provide a compensation package to the LE PRSS, including but not limited to, wages, benefits, and paid time off.
  - b. Human Resources – as the employer of record First Choice Services will take lead on any matters regarding administering employee benefits, payroll processing, performance management, performance improvement plans/corrective action, and employment termination.
  - c. Training – First Choice Services will ensure that the LE PRSS receives new hire training, professional development opportunities, and continuing education as required by First Choice Services and the LE PRSS's credentialing board. First Choice Services will also facilitate the LE PRSS's attendance at trainings required or requested by the Buckhannon Police Department.
  - d. Equipment – First Choice Services will supply the LE PRSS with the cell phone and laptop computer that will be needed to carry out their duties.

- e. Clinical Supervision – First Choice Services will provide the LE PRSS monthly supervision as required by their credentialing body.

III. The Buckhannon Police Department (BPD) will provide:

- a. Task Assignment - BPD will determine the tasks which will be associated with this position and develop the scheduling and workflow to best suit their needs.
- b. Daily Supervision - BPD will provide oversight and supervision of the LE PRSS’s daily activities to ensure they are meeting goals and accomplishing assigned tasks.
- c. Workspace – if a workspace is required to carry out job functions, BPD will provide adequate space for the LE PRSS.

\*The LE PRSS hired will be required to adhere to the NAADAC Peer Recovery Support Specialist specific code of ethics as well as the policies and procedures and operating handbook of both First Choice Services and the Buckhannon Police Department. Should a situation arise where the policies & procedures of the two agencies conflict, the LE PRSS will default to the more stringent policy.

- IV. Funding – the LE PRSS position described herein is funded by a three-year grant with one year renewal terms, distributed by SAMHSA to the West Virginia Department of Health and Human Resources Bureau for Behavioral Health, and in turn, distributed to First Choice Services who serves as the employee of record. Should this funding cease, the agreement will be terminated with notice.
- V. Data Collection – data collection is a required component of the grant which funds the LE PRSS position described herein. The Buckhannon Police Department will allow the LE PRSS to transmit the data required to satisfy these requirements with First Choice Services via a secured HIPAA compliant platform.
- VI. Agreement Term & Renewal – this agreement is valid for one year from date of signature. If no requests for amendment, modification, or termination of the agreement are made, it shall automatically renew for a total of three years. If funding is secured beyond this scope, this agreement may be extended.
- VII. Amendment and/or Modification of Agreement – requests for modification or amendment of this MOU shall be made in a timely manner between the representatives listed herein. Parties shall make all reasonable efforts to come to terms on such requests. All modifications and amendments will be valid once signed by the representatives listed herein.
- VIII. Termination of Agreement – either party may terminate this agreement by providing a thirty-day written notice to the representatives listed herein.

In witness thereof, \_\_\_\_\_ has caused this to be executed by its \_\_\_\_\_;  
and First Choice Services has caused this agreement to be executed by its Chief Executive Officer; said agreement to become effective and operative upon fixing of the last signature hereto:

Signatures to Agreement:

\_\_\_\_\_  
Typed Name, Title  
Name of Law Enforcement Agency

Date: \_\_\_\_\_

\_\_\_\_\_  
Lata Menon, CEO  
First Choice Services

Date: \_\_\_\_\_

**Motion to approve the Buckhannon Police Department - First Choice Services, Peer Recovery Support Specialist Memorandum of Understanding between First Choice Services and the Buckhannon Police Department as presented was made by Thomas/Reger. Motion carried unanimously.**

At this point of the meeting the Public Comments part of the meeting was closed.

### C. Department & Board Reports

**C.1 Public Works Director- Jerry Arnold** - Mayor Skinner noted that Jerry Arnold was not in attendance and there was no Public Works report to present.

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

Amby report 1-18-24

Balances in the Enterprise Funds December 31, 2023

Waste Collection Board	mm/cking	\$1,440,550	cd/sav \$308,746.
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,064,708	work/capital& savings \$874,441
Sanitary Board	mm/cking	\$1,013,292	work capital/cds \$459,670
Storm water Fund	mm/cking	\$163,815	

SYCC-activities   Next Page

Board of Treasury Investments

This is a service offered through the WV State Treasurer's Office.

These investments are S&P Global rated at AAA. S&P (Standard & Poor's) is a well known long-term credit rating system. AAA is the highest rating assigned by S&P.

Three types of investment options are offered

WV Money Market – Has a higher interest rate. Currently at 5.62%. The interest rates can change, but have been consistently over 5% since July 2023

WV Government Money Market – This is for investments that may have restriction on how funds are invested. An example is some Board's of Education have restricted investments

WV Short Term Bond Pool – The balance in these accounts could fluctuate. For example if you invest \$300,000 and then need to immediately draw out, the balance could be lower. This if for long term investing. It is recommended that we invest in the WV Money Market. This will give the city the ability to deposit or withdraw from the account

Start Date	Start Time	End Time	Event	Location	# Attended
12/01/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	49
12/01/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Library	3
12/01/2023	5:00 PM	7:00 PM	Small White Bus in Buckhannon Christmas Parade -SYCC Drill Team	Small White Bus & Parking lot	10
12/01/2023	6:00 PM	7:00 PM	Basketball Practice-Dave	Gym	14
12/02/2023	11:00 AM	2:00 PM	Small White Bus-Rock Cave Christmas Parade - SYCC Drill Team	Small White Bus & Parking lot	8
12/02/2023	4:00 PM	6:30 PM	Meeting -Holley Hitt	Lounge	12
12/03/2023	1:00 PM	4:00 PM	Party Rental - Sherielle	Gym, Lounge, and Game Room	22
12/03/2023	4:00 PM	7:00 PM	Basketball Practice-Caleb	Gym	13
12/04/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	53
12/04/2023	5:30 PM	6:30 PM	Little Ninjas	Gym	5
12/04/2023	6:30 PM	8:30 PM	Karate	Gym	12
12/05/2023	9:00 AM	11:00 AM	Pickleball	Gym	4
12/05/2023	12:00 PM	2:30 PM	Home School Group - Free Play	Whole building	27
12/05/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	57
12/05/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Andrea	Library	3
12/05/2023	5:30 PM	6:30 PM	Kickboxing	Gym	11
12/05/2023	6:30 PM	8:00 PM	Basketball Practice-Dave	Gym	15
12/06/2023	12:00 PM	1:00 PM	FRN Tobacco Coalition-Meeting	Cancelled	0
12/06/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	61
12/06/2023	5:00 PM	6:00 PM	Kangoo	Gym	3
12/06/2023	6:00 PM	8:00 PM	Basketball Practice-Dalton	Gym	9
12/07/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	57
12/07/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Library	3
12/07/2023	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	23
12/07/2023	6:30 PM	8:30 PM	Karate	Gym	11
12/08/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	45
12/08/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Library	3
12/08/2023	6:00 PM	7:00 PM	Basketball Practice-Dave	Gym	15
12/08/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	11
12/09/2023	2:00 PM	4:00 PM	Party Rental Fulineer	Cancelled	0
12/09/2023	5:00 PM	7:00 PM	Party Rental-McCormick	Cancelled	0
12/10/2023	11:00 AM	1:00 PM	Party Rental-Stackpole	Gym, Lounge, and Game Room	25
12/11/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	58
12/11/2023	5:30 PM	6:30 PM	Little Ninjas	Gym	5
12/11/2023	6:30 PM	8:30 PM	Karate	Gym	7
12/12/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	52
12/12/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Andrea	Library	3
12/12/2023	5:30 PM	6:30 PM	Kickboxing	Cancelled	0
12/12/2023	4:30 PM	5:30 PM	Girl Scouts-Meeting	Playhouse room	7
12/12/2023	6:30 PM	8:00 PM	Basketball Practice-Dave	Gym	13
12/13/2023	3:30 PM	6:00 PM	SYCC After School Program	Cancelled Early Release	0
12/13/2023	5:00 PM	6:00 PM	Kangoo	Gym	3
12/13/2023	6:00 PM	8:00 PM	Basketball Practice-Dalton	Gym	7
12/13/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	10
12/14/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	63
12/14/2023	4:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	3
12/14/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Library	3
12/14/2023	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	16
12/14/2023	6:30 PM	8:30 PM	Karate	Gym	11
12/15/2023	11:00 AM	12:00 PM	FRN Grand families Social - Meeting	Lounge, Gym, and Game Room	29
12/15/2023	3:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	4
12/15/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	36
12/15/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Library	3
12/15/2023	6:00 PM	7:00 PM	Basketball Practice-Dave	Gym	11
12/15/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	8
12/16/2023	8:30 AM	4:00 PM	Craft Sale Building Rental-Fisher	Gym	203
12/17/2023	12:00 PM	2:00 PM	Party Rental-Weisse	Lounge, Gym, and Game Room	35
12/17/2023	4:00 PM	6:00 PM	Party Rental-Kimberly	Lounge, Gym, and Game Room	24
12/18/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	57
12/18/2023	6:30 PM	6:30 PM	Little Ninjas	Cancelled due to snow	0
12/18/2023	6:30 PM	8:30 PM	Karate	Cancelled due to snow	0
12/19/2023	3:30 PM	6:00 PM	SYCC After School Program	Cancelled Snow Day No School	0
12/19/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Andrea	Cancelled due to snow	0
12/19/2023	5:30 PM	6:30 PM	Kickboxing	Gym	6
12/19/2023	6:30 PM	8:00 PM	Basketball Practice-Dave	Gym	12
12/20/2023	10:00 AM	12:00 PM	FRN Grand families - Meeting	Lounge	3
12/20/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	51
12/20/2023	5:00 PM	8:00 PM	Kangoo	Cancelled	0
12/20/2023	6:00 PM	7:00 PM	4-H Meeting	Cancelled/2 met in lobby for 20 min	2
12/20/2023	6:00 PM	8:00 PM	Basketball Practice-Dalton	Gym	7
12/20/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	11
12/21/2023	3:30 PM	6:00 PM	SYCC After School Program	Whole building	49
12/21/2023	4:00 PM	6:00 PM	Violin Lessons	Cancelled	0
12/21/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Library	3
12/21/2023	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	14
12/21/2023	6:30 PM	8:30 PM	Karate	Gym	8
12/22/2023	3:00 PM	6:00 PM	Violin Lessons	Cancelled	0
12/22/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Cancelled	0
12/22/2023	6:00 PM	7:00 PM	Basketball Practice-Dave	Gym	11
12/22/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	9
12/26/2023	12:00 PM	4:00 PM	Open Gym	Gym	5
12/26/2023	2:00 PM	4:00 PM	Basketball Practice - Brittany	Gym	7
12/26/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Andrea	Cancelled	0
12/26/2023	5:30 PM	6:30 PM	Kickboxing	Gym	3
12/26/2023	6:30 PM	8:00 PM	Basketball Practice-Dave	Gym	9
12/27/2023	12:00 PM	4:00 PM	Open Gym	Gym	7
12/27/2023	5:00 PM	6:00 PM	Kangoo	Cancelled	0
12/27/2023	6:00 PM	8:00 PM	Basketball Practice-Dalton	Gym	5
12/27/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	7



12/28/2023	10:00 AM	12:00 PM	Basketball Practice - Cody	Gym	11
12/28/2023	12:00 PM	4:00 PM	Open Gym	Gym	3
12/28/2023	4:00 PM	6:00 PM	Violin Lessons	Cancelled	0
12/28/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Cancelled	3
12/28/2023	5:00 PM	7:00 PM	Basketball Practice-Adam	Gym	14
12/28/2023	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	12
12/28/2023	6:30 PM	8:30 PM	Karate	Cancelled	0
12/28/2023	6:30 PM	8:00 PM	Basketball Practice-Kendra	Gym	9
12/29/2023	3:00 PM	6:00 PM	Violin Lessons	Cancelled	0
12/29/2023	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Cancelled	0
12/29/2023	6:00 PM	7:00 PM	Basketball Practice-Dave	Gym	7
12/29/2023	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	9
12/29/2023	12:00 PM	5:00 PM	Open Gym	Gym	14
12/30/2023	12:00 PM	2:00 PM	Party Rental-Loughlin	Lounge, Gym, and Game Room	21
12/30/2023	3:00 PM	5:00 PM	Party Rental-Rovello	Lounge, Gym, and Game Room	38

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Without objection, **F.2 Approval Resolution 2024-01 Participation in WV Board of Treasury Investments** was moved to the table for discussion and/or action. Mrs. Jenkins provided an overview and recommended that Council approve the resolution for opening the account and participating in the Money Market program with excess sales tax balances that are awaiting distribution to the General Account for projects.

**Motion to approve Resolution 2024-01 Participation in WV Board of Treasury Investments with certain sales tax funds was made by Sanders/Thomas. Discussion took place. Motion carried.**

RESOLUTION 2024-01

RESOLUTION AUTHORIZING INVESTMENT IN CONSOLIDATED FUND

WHEREAS, *W. Va. Code §12-6C-6* authorizes spending units and political subdivisions of the State of West Virginia to participate and invest in the Consolidated Fund, which is administered and managed by the Board of Treasury Investments and used to purchase securities and other investments authorized by law; and

WHEREAS, the \_\_\_\_\_ City Council  
Name of Governing Body  
the Governing Body of \_\_\_\_\_ City of Buckhannon  
Name of Spending Unit/Political Subdivision  
a spending unit or political subdivision of the State of West Virginia, has reviewed the *Investment Policy* of the West Virginia Board of Treasury Investments and the provisions of all applicable agreements, applications, state and local laws, policies, rules or ordinances; and

WHEREAS, the undersigned Governing Body has made an independent determination that investment in the Consolidated Fund in accordance with the provisions of the aforesaid statute is in the best interests of the spending unit or political subdivision and is within the scope of activities and investments for which it is authorized by law; **NOW THEREFORE BE IT:**

RESOLVED: That \_\_\_\_\_ City of Buckhannon  
Name of Spending Unit/Political Subdivision  
Is hereby authorized to participate in the Consolidated Fund for the purpose of investment, and its treasurer or designated financial officer is further authorized to do all things necessary in order to participate in the investment pools in the Consolidated Fund as selected below:

WV Money Market	Yes <input type="checkbox"/>	No <input type="checkbox"/>
WV Government Money Market	Yes <input type="checkbox"/>	No <input type="checkbox"/>
WV Short Term Bond Pool	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ADOPTED on the 18th day of January, 2024, by the

City Council

Name of Governing Body

SIGNED: _____	TITLE: Mayor
ATTEST: _____	TITLE: Recorder

Please return to: West Virginia State Treasurer's Office, Attn: Participant Accounting, 322 70th Street, S.E., Charleston WV 25304 Telephone (304) 340-1573 or (304) 340-1577

Without objection, **F.3 Approval Resolution 2024-02 General Fund Budget Revision #3 FY 2023/2024** was moved to the table for discussion and/or action. Mrs. Jenkins provided an overview of the proposed budget revision. A Q&A took place.

Motion to approve Resolution 2024-02 General Fund Budget Revision #3 FY 2023/2024 was made by McCauley/Bucklew. Motion carried unanimously.

A roll call was required and the results were as follows:

Thomas - Yes  
Rylands - Absent  
Bucklew - Yes  
McCauley - Yes

Reger - Yes  
Skinner - Yes  
Sanders - Yes

RESOLUTION 2024-02

At a regular session of the municipal council, held January 18, 2024 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the CITY OF BUCKHANNON. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number General Fund #3, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by David McCauley, and duly seconded by Pamela Bucklew the vote thereon was as follows:

J DAVID THOMAS:	-COUNCIL	<u>Yes</u> or No
CLIFFORD RYLANDS	-COUNCIL <u>Absent</u>	Yes or No
PAMELA BUCKLEW	-COUNCIL <u>Pamela Bucklew</u>	<u>Yes</u> or No
DAVID MCCAULEY	-COUNCIL <u>David McCauley</u>	<u>Yes</u> or No
JACK REGER	-COUNCIL <u>Jack Reger</u>	<u>Yes</u> or No
ROBERT N SKINNER	-MAYOR <u>Robert N Skinner</u>	<u>Yes</u> or No
RANDALL SANDERS	-RECORDER <u>Randall Sanders</u>	<u>Yes</u> or No

WHEREUPON, Randall Sanders, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the RECORDER is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone: 627-2415 ext. 5114  
Fax: 304-340-5090  
Email: lgs@wvsao.gov

Person to Contact Regarding Request:  
Name: Amberle Jenkins  
Phone: 304-472-1651  
Fax: 304-472-0934  
Email: \_\_\_\_\_

**REQUEST FOR REVISION TO APPROVED BUDGET**  
Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

City of Buckhannon  
GOVERNMENT ENTITY

70 E MAIN ST  
STREET OR PO BOX

BUCKHANNON  
CITY

26201  
ZIP CODE

CONTROL NUMBER  
Fiscal Year: 6/30/2024  
Fund: 1  
Revision Number: 3  
Pages: 1 of 1

Municipality  
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
303	Gas and Oil Severance Tax	10,000	2,755		12,755
326	Building Permit Fees	40,000	500		40,500
358	Civic Center / Coliseum	1,015	1,700		2,715
362	Charges to Other Entities	129,700	13,600		143,300
366	State Government Grants	26,000	23,520		49,520
399	Miscellaneous Revenues	30,000	5,500		35,500
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			47,575		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category) (WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	220,450	9,000		229,450
413	Treasurer's Office	20,560	1,650		22,210
437	Planning & Zoning	57,128	500		57,628
700	Police Department	1,636,664	2,600		1,639,264
705	City Jail		900		900
906	Arts & Humanities	173,327	26,625		199,952
907	Youth Program	622,725	4,600		627,325
910	Civic Center - Municipal Auditorium	89,145	1,700		90,845
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			47,575		

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_ AUTHORIZED SIGNATURE OF ENTITY

Deputy State Auditor, Local Government Services Division Date

1/18/24 APPROVAL DATE



GF Budget Rev 3	1/18/2024				
		current budget	adjustment		
Revenues					
001-303-000-00	Gas & Oil Severance Tax	10000	2755	12755	
001-326-000-10	Property Registration-vacant	0	500	500	
001-358-000-00	Event Center Revenu	1015	1700	2715	
001-362-000-07	SYC After School Fees	35000	13600	48600	\$9T toward feasibility study;\$4600 to AftSchl-Zumba-ChildFest
001-366-000-15	REAP-Clean Up Grant	0	23520	23520	Did not budget for the Revenue From REAP grant revenue
001-399-000-00	Misc Revenue	30000	5500	35500	
			47575		
Expenses					
001-409-223-00	Professional Services	6000	9000	15000	SYCC feasibility studies; WVWC survey
001-413-224-00	Audit	6500	1650	8150	6-30-23 audit is a single audit
001-437-341-00	zoning supplies	1500	500	2000	Code books
001-440-216-00	City Hall Maintanance	5000	3000	8000	exterior paint and cleanup City Hall
001-440-459-00	City Hall Capital	13800	-3000	10800	move to City Hall Maintenance
001-700-341-04	CVR-LET-RJ FEE EXPENSE	4000	-900	3100	WV Auditors office requires Reg Jail be expensed from another GL acct
001-700-341-05	Police VIPS Expense	11900	3500	15400	The original budget hand \$8400 for radios. The actual cost of VIPS radios is \$11,900
001-705-234-00	Regional Jail Fee expense	0	900	900	Required GL Code for Reg Jail
001-906-223-00	CAC Professional Services	0	125	125	
001-906-226-00	CAC Insurance	2000	1500	3500	value of building increased
001-906-450-01	Theatre Bldg	21700	3000	24700	stage flooring, work on sound, misc small items
001-906-459-00	Theatre Capital	64000	22000	86000	chair lift repairs \$4200; final carpet \$4200; chairs \$600; cables-light-sound; \$1300 tables; basement HVAC completion\$10700
001-907-361-00	SYCC After School Supplies	6000	3000	9000	fees collected for this
001-907-368-01	ZUMBA	500	600	1100	fees collected for this
001-907-458-01	SYC Childrens Festival	1300	1000	2300	
001-910-101-00	Event Conference Center Salaries	30000	-5000	25000	Have not hired yet
001-910-101-00	Event FICA	2295	-300	1995	
001-910-226-00	Event Insurance	0	2000	2000	
001-910-341-00	Event Center Supplies	0	5000	5000	carpet cleaning, health permit, bar service, employment ad,
			47575		
			0		

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



City Council Report

1/18/24

1. I have received notice that Sgt. Marshal O'Connor has resigned his position from the Buckhannon Police Department, effective January 17, 2024.
2. The police department will host two interns this Spring semester. Our interns are Alyssa Williams and Alyssa Keller, both students at WVWC.
3. Work continues on maintaining our CALEA accreditation with nine time-sensitive projects being due in the month of January. Many of these time-sensitive initiatives include analytical reports, as well as the filing of the police department's annual CIMRS report.
4. Planning has commenced for the WV Strawberry Festival as we host regular meetings to better prepare our response to this event.

MISDEMEANOR ARRESTS - December 2023

	TOTAL
BATTERY	1
B&E of AUTO	2
CONTRIBUTING TO MINOR	1
DESTRUCTION OF PROPERTY	2
DISORDERLY CONDUCT	1
DOMESTIC BATTERY	1
DUI	2
HARASSMENT	1
OBSTRUCTING POLICE OFFICER	1
PETIT LARCENY	3
POSSESSION OF CONTROLL, SUB.	3
SHOPLIFTING	3
TRESPASSING	1
TOTAL MISDEMEANORS	22

FELONY ARRESTS - December 2023

	TOTAL
BREAKING AND ENTERING	4
CONSPIRACY	1
ENTERING W/O BREAKING	1
GRAND LARCENY	1
POSSESSION INTENT DELIVER	1
SOLICITING MINOR VIA COMPUTER	1
TOTAL FELONIES	9

POLICE ACTIVITIES

MONTHLY ACTIVITY REPORT  
December 2023

MONTH: December

YEAR: 2023

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

14

By Officers:

0

TOTAL ISSUED:

14

Citations Issued:

6

Misdemeanor Arrests:

22

Felony Arrests:

9

Calls Answered:

351

Complaint Reports:

43

Accidents Investigated:

9

Community Policing Hours:

33

Patrol Mileage:

5,967

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	3	25		63	38	48		44	25	38	25	42	351
Community Policing	2	1			1	8			2	2		17	33
Road Patrol	1	53	40	51	89	127		68	97	42	86	94	748
Traffic Hours		6			2	2			28	41	21		100
Criminal Inv.	2	26		49	40	53	88	47	25	38	17	8	393
Court Hours		3			2					2		1	8
Report Writing	15	83		21	2	6		50	15	8	10	28	238
Other Hours	122	8		51	22	11		12	3	37	26	63	355
Miles													5,967
Accidents - Prop.		1		3				3				1	8
Injury				1									1
Fatality													
Parking Tickets													
Criminal Reports		6		2	1	3	2	11	3	3	8	4	43
Reports Cleared		3		1	1	0	2	8	2	2	5	1	25
Clearance Rate		50%		50%	100%	0%	100%	73%	66%	66%	63%	25%	58%

Mayor Skinner recommended that the City open up the application process through the Police Commission Board. No official action took be taken but the process will be explored.

**C.4 City Attorney- Tom O’Neill:** Mayor Skinner recognized City Attorney, Tom O’Neill who had no formal report.

Without objection, ***F.5 Approval Ordinance No. 466 St. Joseph’s Hospital Property Annexation 1st Reading*** was moved to the table for discussion and/or action.

**Motion to table consideration to approve Ordinance No. 466 St. Joseph’s Hospital Property Annexation 1st Reading was made by Thomas/Sanders. Motion carried.**

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

**D.1 State Auditor’s 2024 Budget Preparation Regional Workshops**

**D.2 Charles Gibson Library Director’s Report January 2024**

Gibson Circulation & Renewals by Month (2023-2024)													
ITYPE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ANNUAL
Adult Fiction & PB	198	194	187	175	145	166							899
Adult Nonfiction	21	39	18	19	30	31							127
Books on CD	1	0	5	7	9	0							22
Easy Books	123	191	105	108	71	91							598
Juvenile Fiction	53	57	32	40	55	27							237
Juvenile Nonfiction	25	12	17	17	13	4							84
Large Print	220	279	264	340	247	220							1350
New Books	228	238	188	185	187	145							1026
New Media	10	13	5	3	2	0							33
Reference	0	0	0	0	0	0							0
West Virginia Material	4	1	0	2	2	0							9



Young Adult Fiction	30	21	8	13	8	23							80	1.8%
Young Adult Nonfiction	4	4	0	0	0	0							8	0.2%
eBooks (WVReads)	146	134	137	160	140	155							717	16.0%
eAudio (WVReads)	72	46	45	59	50	63							272	6.1%
eMagazines (WVReads)	2	6	8	23	23	18							62	1.4%
TOTAL	1137	1235	1019	1151	769	943	0	0	0	0	0	0	4473	100.0%

Building Statistics by Month (2023-2024)

Door Count:	542	616	480	566	446	403							2650
Average # People Per Day	22	23	20	23	21	19							
Computer Use:	49	52	55	55	48	44							259
Reference Questions:	2	3	4	3	4	0							16
Curbside Service:	0	0	0	0	0	0							0
Microfilm:	0	0	1	0	0	0							1
Notary	4	11	7	11	7	2							40
Wi-Fi Log-In:	37	72	54	62	54	46							279
Virt. Conf. Kit:	0	0	0	0	0	0							0
Website Users:	135	131	167	171	149	152							753

Upcoming Dates

January 13	Tea Time Book Discussion
January 15	Library Closed: MLK, Jr. Day
January 23	Friends of the Library Preliminary Meeting
February 10	Tea Time Book Discussion
February 14	Board of Trustees Meeting
February 19	Library Closed: Presidents' Day
February 29	End of Winter Reading Bingo
March 9	Tea Time Book Discussion
March 13	Board of Trustees Meeting
March 29-30	Library Closed: Easter Weekend
April 3-5	Public Library Association Conference
April 7-13	National Library Week
April 10	Board of Trustees Meeting
April 11-12	Spring Fling Virtual Conference
April 13	Tea Time Book Discussion

D.3 Notice Accepting Applications for Clerical Position

CITY OF BUCKHANNON  
CLERICAL POSITION

The City of Buckhannon is currently accepting applications for one clerical position. The successful applicant (s) must be able to lift 50 pounds, and walk in inclement weather. Office duties include data entry, answer phone, filing, assist customers and general office duties. Hourly rate starting at \$13.00 per hour with benefits. This is dependent on skills. Candidates having additional knowledge of CADD or GIS software is an advantage.

Applicant must be 18 or older with a high school diploma or GED equivalent. Applicants will be subject to skills testing, drug screening and background check.

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm or call 304-472-1651 for information. The deadline for applications is January 26, 2024.

The City of Buckhannon is an equal opportunity employer and does not discriminate on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.

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 01/04/2423 – As provided to Council.  
E.3 Approval of Payment of the Bills – As presented in the meeting packet.

JANUARY 1-17-2024 GENERAL FUND PAYMENT OF BILLS

- \$39,150.00– POTESTA & ASSOCIATES – SYCC ARCHITECT & ENGINEERING SERVICES
- \$3,629.00 – ESO SOLUTIONS – INCIDENT SOFTWARE FOR FIRE DEPT
- \$2,009.50 – JOHNSON’S FIRE EQUIPMENT – MSA FLOWTEST
- \$50,000.00 – CONSOLIDATE PUBLIC WORKS BOARD – 2<sup>ND</sup> HALF 2023-24 BUDGET
- \$7,500.00 – COUNTRY ROADS TRANSIT – 2<sup>ND</sup> HALF 2023-24 BUDGET
- \$2,500.00 – UPSHUR BUCKHANNON HEALTH DEPT – 2<sup>ND</sup> HALF 2023-24 BUDGET
- \$50,000.00 – SANITARY BOARD STORMWATER – 2<sup>ND</sup> HALF 2023-24 BUDGET

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DISBURSEMENTS 01-01-24 to 01-17-24

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION DESCRIPTION	AMOUNT
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M WINDOW ENVELOPES	98.75
		409-341-00	MAYOR'S SUPPLIES & M WINDOW ENVELOPES	55.94
	LEAF	409-341-00	MAYOR'S SUPPLIES & M JAN 2024 CITY HALL COPIER	155.50
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE & WCN6007140 12/4/23-1/1/202	3.41
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE GF JAN 2024 HEALTH INS	1,607.96
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE PERMIT #10 POSTAGE	750.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M NOV 2023 AA FEES	221.24
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M DEC 2023 CREDIT CARD FEES	3,133.91
	BADZIK PRINTING SERVICE, INC	409-341-00	MAYOR'S SUPPLIES & M TAX FORMS 2023	174.23
	JERRY HEARD ASSC.	409-341-00	MAYOR'S SUPPLIES & M DISBURSEMENT CHECKS	66.24
		409-341-00	MAYOR'S SUPPLIES & M COPIER PAPER & PERFED PAPE	409.59
	WVNET	409-341-00	MAYOR'S SUPPLIES & M WEB HOSTING 1ST QTR FY 24	26.25
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M CLEANING SPPLS CITY HALL	34.31
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A. FICA WITHHELD AND MATCHED	40.39
		409-104-00	MAYOR'S F.I.C.A. MEDICARE WITHHELD & MATCHE	9.44
	KOMAX LLC	409-218-00	MAYOR'S POSTAGE INK CARTRIDGE POSTAGE	80.88
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE JANUARY 2024 POSTAGE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M DEC 2023 RECDESK CC FEE	85.13
	WV NEWS	409-220-00	MAYOR'S LEGAL PUBLIC LGL AD APPEAL ZONING N LOC	28.97
		409-220-00	MAYOR'S LEGAL PUBLIC LGL AD PLANNING COMMISSION	19.91
		409-220-00	MAYOR'S LEGAL PUBLIC LGL AD PLANNING COMMISSION	15.88
	HDL COMPANIES NC	409-341-00	MAYOR'S SUPPLIES & M DEC 2023 BUSINESS LIC COLL	268.57
	**PAYROLL EXPENSES		1/01/2024 - 1/17/2024	663.08
			TOTAL:	8,199.58
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P WCN6007140 12/4/23-1/1/202	3.41
			TOTAL:	3.41
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI WCN6007140 12/4/23-1/1/202	3.41
			TOTAL:	3.41
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC WCN6007140 12/4/23-1/1/202	3.41
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN GF JAN 2024 HEALTH INS	1.98
	DAVID L HOWELL CPA	413-224-00	AUDIT '23 FINANCE STMT 2ND BILL	1,957.25
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A. FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A. MEDICARE WITHHELD & MATCHE	4.54
	**PAYROLL EXPENSES		1/01/2024 - 1/17/2024	313.18
			TOTAL:	2,299.78
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON WCN6007140 12/4/23-1/1/202	6.00
	WV MUNICIPAL LEAGUE	416-226-00	POLICE JUDGE INS BON GF 4TH QTR 2023 UNEMPLOYME	25.31
			TOTAL:	31.31

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DISBURSEMENTS 01-01-24 to 01-17-24

PAGE: 2

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 12/4/23-1/1/202	24.20
	POTESTA & ASSOCIATES INC	420-223-01	ENGINEERING SERVICES	SYCC ARCH & ENG SVCS	39,150.00
	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
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	823.30
				TOTAL:	40,061.06
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 12/4/23-1/1/202	59.50
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF JAN 2024 HEALTH INS	390.98
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE	DEC 2023 CODE ENF MILEAGE	117.92
	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
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	1,500.00
			TOTAL:	2,183.15	
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	JAN 2024 IT SERVICE CONTRA	425.00
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	UTL BILL AUTOPAY, IVR, SIT	2,153.75
		439-230-00	DATA PROCESSING	UTIL NOTIFICATION CALLS	60.50
				TOTAL:	2,639.25
CITY HALL	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	DEC 2023 ALL DEPT UNIFORMS	122.52
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 12/4/23-1/1/202	73.09
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF JAN 2024 HEALTH INS	1.98
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	ANNUAL TERMITE CVRGE 2024-	200.00
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	82.46
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.29
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	1,344.75
				TOTAL:	1,844.09
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 12/4/23-1/1/202	1,286.51
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF JAN 2024 HEALTH INS	8,042.76
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	UNIFORM SHIRT	60.24
		700-345-00	POLICE DEPT. UNIFORM	UNIFORM TROUSERS	92.32
		700-345-00	POLICE DEPT. UNIFORM	UNIFORM SHIRT	125.11
	PARR PUBLIC SAFETY EQUIPMENT	700-459-00	POLICE DEPT. NEW EQU	FREIGHT RETURN EQUIPMT	1,478.00
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	DEC 2023 CAR WASHES	22.25
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	DEC 2023 COURT FEES	80.00
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	DEC 2023 POLICE DEPT COPIE	161.16
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCIN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	850.64
		700-459-00	POLICE DEPT. NEW EQU	22SFZ4 2018 INTERCEPTOR PY	555.68
		700-459-00	POLICE DEPT. NEW EQU	22SFZ7 2018 INTERCEPTOR PY	652.78
		700-459-00	POLICE DEPT. NEW EQU	22SCZ2 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	1,084.63
		700-459-00	POLICE DEPT. NEW EQU	JAN 2024 POLICE RADIO PYMT	2,802.39
	STERICYCLE INC	700-341-00	POLICE DEPT. MAT & S	HAZMAT PICK UP JAN-MAR 24	81.24
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,000.36

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DISBURSEMENTS 01-01-24 to 01-17-24

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	467.84
	FUBAR ENTERPRISES	700-459-00	POLICE DEPT. NEW EQU	SHIPPING 3 LAPTOP STANDS	118.94
	TARGET SOLUTIONS LEARNING, L	700-341-00	POLICE DEPT. MAT & S	GUARDIAN TRACKING LICENSE	950.04
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	OFFICE SUPPLIES	136.47
	VIRGINIA CARMOIA	700-345-00	POLICE DEPT. UNIFORM	SEW PATCHES	20.00
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	32,528.64
				TOTAL:	58,733.91
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	DEC 2023 COURT FEES	120.00
				TOTAL:	120.00
FIRE	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	VFIS 1ST QTR INSTALLMENT	7,242.91
	WARE'S GLASS AND AWNING, LLC	706-343-00	FIRE DEPT. AUTO SUPP	BACK GLASS DODGE 1150	930.00
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 12/4/23-1/1/202	1,126.71
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF JAN 2024 HEALTH INS	5,603.80
	MATHENY MOTOR TRUCK CO	706-343-00	FIRE DEPT. AUTO SUPP	TEMP SENSOR ENG 1	42.50
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	BATTERY FOR TRK 1121	141.99
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	2268ST6 2023 RAM 2500	934.93
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK JAN 2024	4,790.11
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	MEDS FOR ALS & BLS	50.19
		706-341-00	FIRE DEPT. MATERIAL	MEDS FOR ALS & BLS	1.40
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,518.93
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	355.22
	WITMER PUBLIC SAFETY GROUP I	706-341-00	FIRE DEPT. MATERIAL	MENS STRUCTURE BOOTS	560.88
	ESO SOLUTIONS, INC.	706-341-00	FIRE DEPT. MATERIAL	INCIDENT SOFTWARE	3,629.40
	JOHNSON'S FIRE EQUIPMENT CO	706-216-00	FIRE DEPT. MAINTENAN	MSA FLOWTEST	2,009.50
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	24,512.23
				TOTAL:	53,450.70
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	10.03
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	591.69
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	708.18
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	DEC 2023 ALL DEPT UNIFORMS	587.00
	WV PAGING	750-213-00	STREET DEPT. UTILITI	JAN 2024 STREET DEPT PAGER	23.00
	RITE-WAY HEATING & PLUMBING	750-341-00	STREET DEPT. MAT & S	TOILET HANDLE	4.39
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 12/4/23-1/1/202	996.01
	AIRGAS USA, LLC	750-341-00	STREET DEPT. MAT & S	LEASE FOR TORCH BOTTLES	208.00
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF JAN 2024 HEALTH INS	5,581.84
	MATHENY MOTOR TRUCK CO	750-343-00	STREET DEPT. AUTO SU	SENSORS FOR S-10	157.55
		750-343-00	STREET DEPT. AUTO SU	THERMOSTAT FOR S-10	84.54
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	POWER STEERING PUMP S-12	125.56
		750-343-00	STREET DEPT. AUTO SU	POWER STEERING PUMP S-12	164.99
		750-343-00	STREET DEPT. AUTO SU	PS FLUID & OIL DYE S-12	55.86
	CONSOLIDATED PUBLIC WORKS BD	750-215-00	CONTRIBUTION TO CPWB	FY 2023-24 BUDGET SECOND H	50,000.00
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	CABLE TIES	11.39
		750-341-00	STREET DEPT. MAT & S	60A DISCON & TAPCONS	63.88
		750-341-00	STREET DEPT. MAT & S	CONDUIT & BOXES FOR GATE	133.13
		750-341-00	STREET DEPT. MAT & S	OUTDOOR CAMERAS - SHOP	197.57
		750-341-00	STREET DEPT. MAT & S	BOXES FOR SHOP LIGHT	66.49
	WV MUNICIPAL LEAGUE	750-226-00	STREET DEPT. INSURAN	GF 4TH QTR 2023 UNEMPLOYME	2.72
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500	426.56
		750-459-00	STREET DEPT. CAPITAL	22WGHV 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	684.15



FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CRITES ELECTRICAL SUPPLY INC	750-341-00	STREET DEPT. MAT & S	1" PVC CONNECTOR FOR GATE	7.59
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	JAN 2024 PEST CONTROL ST	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,157.50
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	270.71
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	3,244.11
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERY PAYMENT MODL	JAN 2024 PUBLIC WORKS BLDG	9,774.80
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	18,698.21
				TOTAL:	95,572.96
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,881.43
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	225.77
				TOTAL:	6,107.20
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	59.52
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	62.52
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	51.28
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	42.72
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	27.73
		752-230-00	SIGNS & SIGNALS	ONE-WAY SIGNS	433.65
				TOTAL:	677.42
PUBLIC TRANSIT	COUNTRY ROADS TRANSIT	759-568-00	PUBLIC TRANSIT	FY 2023-24 BUDGET SECOND H	7,500.00
				TOTAL:	7,500.00
HEALTH DEPT	UPSHUR BUCKHANNON HEALTH DEP	803-568-00	BUCKHANNON-UPSHUR HE	FY 2023-24 BUDGET SECOND H	2,500.00
				TOTAL:	2,500.00
STORM WATER	SANITARY BOARD STORM WATER	805-348-00	STORM WATER TO SANIT	FY 2023-24 SECOND HALF	50,000.00
				TOTAL:	50,000.00
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	DEC 2023 HOTEL-MOTEL TAX	1,277.54
				TOTAL:	1,277.54
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	DEC 2023 HOTEL-MOTEL TAX	2,980.92
				TOTAL:	2,980.92
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	264.26
	UNIFIRST CORP.	906-341-00	CAC SUPPLIES & EXPEN	DEC 2023 ALL DEPT UNIFORMS	22.73
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 12/4/23-1/1/202	3.41
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF JAN 2024 HEALTH INS	390.98
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING FEB 2024 PYMT	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	75.80
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.73
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	117.70
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	1,222.50
				TOTAL:	7,335.76
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 767 208 79 E MAIN	48.86
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	ICE MELT	27.82
	UNIFIRST CORP.	907-216-00	MAINTENANCE	DEC 2023 ALL DEPT UNIFORMS	74.71
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE SYC	190.07
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 12/4/23-1/1/202	140.10
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	DEC 2023 KARATE INSTRCTR	48.00
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF JAN 2024 HEALTH INS	2,527.92

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	NAPA-AMTOWER AUTO SUPPLY	907-343-00	SYC AUTO SUPPLIES	ANTIFREEZE	23.05
	LOWES BUSINESS ACCOUNTS	907-216-00	MAINTENANCE	TOILET & FLOOR PAINT	122.34
	WV MUNICIPAL LEAGUE	907-226-00	INSURANCE & BONDS	GF 4TH QTR 2023 UNEMPLOYME	307.74
	CRITES ELECTRICAL SUPPLY INC	907-216-00	MAINTENANCE	EMERGENCY LIGHTS	798.50
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	OFFICE SUPPLIES	121.48
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLEIS	41.97
		907-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	8.91
		907-361-00	AFTER SCHOOL SUPPLIE	AFTERSCHOOL SNACKS	72.42
		907-356-00	YOUTH BASKETBALL	BASKETBALL CONCESSIONS	58.88
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	JAN 2024 PEST CONTROL SYC	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	395.98
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	92.60
	APRIL E SMALL	907-368-01	ZUMBA	DEC 2023 KICKBOXING INSTR	56.00
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	DEC 2023 KARATE INSTRUCTO	144.00
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	DEC 2024 KANGOO INSTRCTR	8.00
	**PAYROLL EXPENSES			1/01/2024 - 1/17/2024	6,386.77
				TOTAL:	11,734.62
CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 12/4/23-1/1/202	3.41
				TOTAL:	3.41
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	DEC 2023 ALL DEPT UNIFORMS	55.82
	MOUNTAIN STATE ELECTRICAL CO	976-459-36	FEMA GRANT#1 GENERAT	RETAINAGE RELEASE STP GEN	18,593.42
	TRI-COUNTY ELECTRIC CO. INC	976-459-36	FEMA GRANT#1 GENERAT	RETAINAGE RELEASE RWI BLD	37,008.65
				TOTAL:	55,657.89

Motion to approve items E.1 and E.3 of the Consent Agenda as presented was made by Sanders/Reger. Motion carried.

E.2 Approval of Building and Wiring Permits – As presented in the meeting packet.



Permit Fee Report #76088-#76095

01/04/2024 - 01/17/2024

Per mit #	Applican t Name	Applic ant Addres s	Primary Contractor	Descript ion	Project Cost	Fee Amoun t	Electric al Propert y Type	Asbesto s Inspect ion	Zonin g Appro val Date	Histor ic Propert y	Flo od Zon e Area	Flood Zone /Elevat ion Certific ate	FEMA Access ory Use
76092	CASEY MOSSALATTI	12 HARTMAN PLAZA	TRI COUNTY ELECTRIC CO INC	ADDITIO NAL METER	1,000.00	100.00	A Commer cial Property	No		No	Zon e AE	Yes-Elevatio n Cert. Not Required	No

Group: Commercial Electrical Fee

76089	ROBERT BARBOR	14 RITCHIE ST	WILLIAM CRITCHFIELD	CHANGING GARAGE INTO APARTMENT *UPSTAIRS IS ALREADY AN APARTMENT	10,000.00	100.00	A Commercial Property	No	1/5/2024	No	N/A	No	No
					11,000.00	200.00							

Group Total: 2

Group: Commercial-Industrial (nonresidential)

76095	COLE KELLEY (FIREHOUSE DAWGS)	539 OLD WESTON RD (539 W MAIN)		ADA BATHROOM AND RAMP, 8FT BY 4FT SIGN ON EXISTING POLES, ANSUL SYSTEM	3,500.00	33.25		No	1/17/2024	No	N/A	No	No
76089	ROBERT BARBOR	14 RITCHIE ST	WILLIAM CRITCHFIELD	CHANGING GARAGE INTO APARTMENT *UPSTAIRS IS ALREADY AN APARTMENT	10,000.00	85.00	A Commercial Property	No	1/5/2024	No	N/A	No	No
					13,500.00	118.25							

Group Total: 2

Group: Residential (non-commercial)

76094	James Kavalias	138 Camden Ave		Replacement Siding	1,200.00	13.20				No	N/A	No	
76093	Cynthia King	104 Smithfield St	BY TOR CONTRACTING	Replace Exterior Patio Door	1,061.00	11.67				Yes	N/A	No	
76091	Carlin Boso	82 S Florida St	FIRST CLASS CONSTRUCTION CORP	Replace Tub & Plumbing	1,000.00	11.00		No		Yes	N/A	No	
76090	LISA HINKLE	46 S FLORIDA		INTERIOR REMODEL- NEW SHOWER, CHANGE VANITIES , REPLACE CARPET WITH VINYL	15,000.00	165.00		No		Yes	N/A	No	No
76088	Sarah St Clair	96 Chestnut St	REGER COMPANIES , LLC	Re-Roof	17,000.00	187.00		Yes -If yes attach report		No	N/A	No	
					35,261.00	387.87							

Group Total: 5

Group: Zoning Application Fee

76095	COLE KELLEY (FIREHOUSE DAWGS)	539 OLD WESTON RD		ADA BATHROOM AND RAMP,	3,500.00	20.00		No	1/17/2024	No	N/A	No	No
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	USE DAWGS)	(539 W MAIN)		8FT BY 4FT SIGN ON EXISTIN G POLES, ANSUL SYSTEM									
7608 9	ROBERT BARBOR	14 RITCHI E ST	WILLIAM CRITCHFIEL D	CHANGIN G GARAGE INTO APARTME NT *UPSTAI RS IS ALREADY AN APARTME NT	10,000. 00	20.00	A Commer cial Property	No	1/5/20 24	No	N/A	No	No
					13,500. 00	40.00							
Group Total: 2													
					73,261. 00	746.1 2							

Total Records: 11

1/18/2024

Motion to approve the Building and Wiring Permits was made by Sanders/McCauley. Motion carried with Mr. Reger abstaining due to a conflict of interest.

F. Strategic Issues for Discussion and/or Vote  
F.1 Discussion/Possible Action Buckhannon Police Department-First Choice Services- Peer Recovery Support Specialist – Action taken earlier in the meeting.

F.2 Approval Resolution 2024-01 Participation in WV Board of Treasury Investments – Action taken earlier in the meeting.

F.3 Approval Resolution 2024-02 General Fund Budget Revision #3 FY 2023/2024 – Action taken earlier in the meeting.

F.4 Discussion/Possible Action to Appoint Opioid Settlement Funds Review Committee – During C.2 Finance Director - Amberle Jenkins’ report this item was moved to the table for discussion and/or vote. Mayor Skinner recommended that we use the active Revenue Review Committee that is already in place for this committee. Mr. Reger recommend that we add Buckhannon Police Chief Matthew Gregory to this committee as well. All agreed that would be a good idea.

Motion to appoint the current members of the Revenue Review Committee along with Buckhannon Police Chief Matthew Gregory to serve on the newly created Opioid Settlement Funds Review Committee was made by Bucklew/Sanders. Motion carried unanimously.

F.5 Approval Ordinance No. 466 St. Joseph’s Hospital Property Annexation 1st Reading – Action taken earlier in the meeting.

F.6 Application for Solicitor-Door to Door Sales Specialist-Frontier Telecommunication Products & Services – Mayor Skinner provided an overview of the application that was a part of the Council packet. A Q&A and discussion took place.



CITY OF BUCKHANNON  
APPLICATION FOR SOLICITOR /CANVASSER

DATE: 1/18/24  
NAME: Trinity Communications, INC  
ADDRESS: 126 Joyce St Clarksburg WV 26301

REASON FOR SOLICITATION: Offering Frontier Fiber Optic services to customers

METHOD OF SOLICITATION: Door to door

DATES OF SOLICITATION: 1/18/24-1/18/25

ADDRESS OF COMPANY: PO Box 311 Morgantown WV 26507  
(Mailing address)

PHONE NUMBER OF COMPANY: 304-641-0847

I, Gage Moore do hereby certify that I have never been convicted of any criminal offense and the above information is true and accurate.

Signature of Solicitor/Canvasser

\*SOLICITATION ONLY BETWEEN HOURS OF 9:00 A.M. & 8:00 P.M.  
\*STATE LICENSE AND CITY LICENSE TO BE CARRIED AT ALL TIMES

TO BE COMPLETED BY CITY HALL

DATE: APPROVED: DISAPPROVED:

WV LICENSE #

CITY LICENSE #

AMOUNT PAID \$

City Recorder

WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE

ISSUED TO:  
TRINITY COMMUNICATIONS, INC.  
126 JOYCE ST  
CLARKSBURG, WV 26301-2218

BUSINESS REGISTRATION ACCOUNT NUMBER: 2302-1883

This certificate is issued on: 07/28/2014

This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with Chapter 11, Article 12 of the West Virginia Code.

The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.

This certificate is not transferrable and must be displayed at the location for which issued.  
This certificate shall be permanent until cessation of the business for which the certificate of registration  
was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new  
certificate shall be required.

TRAVELING STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of  
this certificate displayed at every job site within West Virginia.

aL006 v.4  
L0135596608

Motion to approve the application for Solicitor - Door to Door Sales Specialist - Frontier Telecommunication Products & Services was made by Sanders/Reger. Motion carried.

G. Comments and Announcements

**G.1 Pamela Bucklew:** Mrs. Bucklew reminded us that she will be holding a Downtown Decorations Committee meeting to discuss new seasonal decorating ideas on January 23, 2024 at 6:00 pm in Council Chambers in City Hall. All interested parties are invited to attend. She also announced that the BCT and Chamber of Commerce will be presenting a play called “The Single Man” at the Colonial Arts Center February 9 & 10, 2024. Tickets are available at Salon 88, the Chamber of Commerce office and at City Hall.

**G.2 David McCauley:** Mr. McCauley asked about the USDA application regarding the SYCC project. Mayor Skinner noted that he would have an update during the Executive Session. Mr. McCauley expressed frustration with the misunderstandings of the importance of the SYCC programming. A discussion on community engagement took place.

**G.3 Jack Reger:** Mr. Reger is encouraged with the opportunities that are being presented to our community like the Peer Recovery Support services program that we approved this evening. He then spoke on a personal matter noting that 3 years ago on this date he was diagnosed with COVID and had a severe adverse reaction from the illness that nearly took his life. He noted the enormous outpouring of support that he received and, on behalf of his family and himself, thanked all those who helped him recover and those who kept him in their thoughts and prayers.

**G.4 Dave Thomas:** Mr. Thomas spoke about his admiration for the successful battle Mr. Reger has gone through with his health as had Mr. Rylands. He wished them both the very best in the future.

**G.5 CJ Rylands:** Mr. Rylands was not in attendance.

**G.6 Randall Sanders:** Mr. Sanders noted that it had been a very good meeting. He mentioned that at the beginning of every meeting we have a moment of silence and during that time he asks for guidance and the wisdom to make good decisions and he feels that we have done that this evening. He mentioned that the Governor of West Virginia had declared a State of Emergency for all 55 counties in West Virginia for the upcoming winter weather event. He advised everyone to take

precautions and stay safe throughout the winter weather. He also reminded everyone that it is the property owner’s responsibility to clean all sidewalks that abut their property and he asked that property owners do so as quickly and safely as possible.

**H. Mayor’s Comments and Announcements:** Mayor Skinner also advised all citizens to be cautious with the upcoming winter storm. He noted that the City will be facing some upcoming retirements and additional resignations and pledged that we will always work to find the very best to fill those positions and keep the high standards of service a priority in Buckhannon. He then requested an Executive Session per WV Code § 6-9A-4 Personnel and Property Matters.

**At 8:19 pm, a motion to adjourn into an Executive Session was made by Thomas/Sanders. Motion carried.**

**At 9:22 pm, a motion to leave the Executive Session was made by Reger/Thomas. Motion carried.**

Mayor Skinner noted that no decisions were made during the Executive Session.

**I. Adjournment**

**At 9:23 PM, a motion to adjourn from the regular meeting was made by Sanders/Thomas.**

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

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