

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 19, 2023, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	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
City Attorney	Tom O'Neill	Present
Buckhannon Police Department	Chief Matt Gregory	Present
Director of Public Works	Jerry Arnold	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Stephen Santilli	Present

Guests: Jeffrey Perkins, Upshur County Schools; Jody Light; Jerry Henderson; Robyn Simons, Catherine Norko, Charles Gibson Library Director.

To participate in a City Council meeting participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.

***City Council of Buckhannon – 7:00 p.m., in the Council Chambers of City Hall
Meeting Agenda for Thursday, January 19, 2023***

- 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
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Police Chief – Matt Gregory
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 Information & Schedule-Buckhannon Police Department Citizen’s Police Academy
 - D.2 Charles Gibson Library Director’s Report January 2023
 - D.3 News Article- Upshur County Commission Acquires 10 Parcels of Land along Chancery Street
 - D.4 COB Parks & Recreation Advisory Board at 6pm on January 25, 2023
 - D.5 David L Howell-Certified Public Accountant- Engagement Letter-Audit
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 12/15/22, 01/15/23
 - 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 Approval/Authorization to Attend Auction & Bid on items for the SYCC and CAC
 - F.2 Approval Letter of Request from UCBOE for Assistance in the Demolition Project at 11 E Victoria Street
 - F.3 Approval Bid Solicitation -Seating for the Colonial Arts Center
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 C J Rylands
 - G.3 David Thomas
 - G.4 Jack Reger
 - G.5 David McCauley
 - G.6 Randall Sanders
- H. Mayor’s Comments and Announcements**
- I. Executive Session per WV Code § 6-9A-4 Property Matters**
- J. Adjournment**

Posted 01/13/2023

A. Call to Order: Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for January 19, 2023 to order. The Mayor then asked all to join him in a Moment of Silence followed by Mr. Jeff Perkins leading all in the Pledge to the Flag of the United States of America.

A.3 Mayor's State of the City Address – Mayor Skinner delivered the following State of The City Address:

Members of City Council, department directors, administration, staff, business owners, and residents of our City of Buckhannon: Good evening and thank you for joining us as we highlight the many projects and accomplishments we've celebrated over the past year together and share excitement for the future of our City in 2023.

I've had the honor and privilege of serving as Mayor of our hometown since July 1, 2020, and although we've shared good times together, we cannot deny that these past few years have each posed their own difficulties and challenge, but still our community, and the wonderful people who call our City of Buckhannon home, continue to preserve.

One year ago, the start of the year 2022 gave us hope. The world-wide COVID-19 pandemic was beginning to loosen its grip. Businesses, churches, holiday, and social get-togethers were finally gaining the confidence of returning to in-person gatherings; a sense of normal. We welcomed back a full, 10-day-long West Virginia Strawberry Festival, and it was a lot of fun! Our city beamed with pride as we were finally able to show off our Strawberry Spirit for the fifty plus thousand people who flock to Buckhannon to enjoy the unofficial kick off to summer in North-Central West Virginia. As Mayor, I joined the West Virginia Strawberry Festival Board of Directors in 2022, and I am proud to report that, under the direction of President Shane Jenkins, our festival organization is in the best shape that it's been in many years. We're looking forward to another great festival in 2023!

We welcomed more new businesses to town including The Coop, Mountain Chic Boutique, Brightside, and Moonflower – all on Main Street, and elsewhere throughout the community: The Outpost, owned by Aaron and Tasha Harris, People's Bank, Shop N' Save, CP Imagery, The Tanning Hut, ParMar Stores, Mizu Japanese Steakhouse, and Sam's Southern Sea Food all opened in 2022. Additionally, several more businesses improved upon their existing footprints, or took on major expansions, including the return of Sweet-A-Licious. Devastated by fire in 2021, Michelle Jack now has the perfect location across the street from Jawbone Park. Citizens Bank of West Virginia purchased Community Bank and are remodeling our former fire station on Locust Street to add more offices, thus creating more jobs. Community Care of West Virginia purchased and remodeled the former Citizens Bank location. Buffalo Wild Wings and First Community Bank both underwent complete interior renovations. Wendling's Food Service continued to expand, adding more job opportunities – further proving the Upshur County IS a great place to live, work, and invest!

Though many positives have taken place, we cannot deny that our community is changing. Nostalgic businesses have closed – some due to retirements, and some due to uncontrollable external factors. Thompson's & Miller's Pharmacies, and Andregg's Jewelers on Main Street closed early in 2022. Those three businesses represent a legacy of over 200 years combined on Main Street. We wish Doug and Yvonne Stewart, John Miller, and Jake Andregg happy and healthy retirements. Speaking of Andregg's, though, have you heard the news? Yours truly will be opening a jewelry store in the same location on Main Street this spring. I'm excited to continue Jake's legacy and do my part to help keep Main Street vibrant and beautiful. Chris Brake also decided to embark on retirement, which resulted in the closure of Brake's Dairy King. BUT... the Outpost on Brushy Fork Road has many of Brake's favorites offered daily. Finally, the end of 2022 brought additional sadness, and state-wide outcry, with the closure of one of our most-well-known local staples: The Donut Shop. BUT... I learned just today that an announcement will be made very soon regarding its come back.

Building on the positive momentum of from our business community, we are excited to see the light at the end of the tunnel with our Colonial Theater project. We've made significant progress in 2022 toward completing project, which should open very soon as a fully renovated, state-of-the-art public entertainment space adding yet another amazing asset to our beautiful Downtown. In September, following significant discussion and community conversation, City Council finalized the architectural plans for our new, also state-of-the-art Stockert Youth & Community Center's new multi-purpose facility. We plan to break ground on this facility later this year. It's been a long time coming, but we're thrilled to be able to offer additional space for our youth to enjoy recreation. We couldn't have done without the guidance and leadership of our Stockert Board of Directors, generous donors, and community members. Thank you!

I want to now provide updates from several internal city departments; highlighting what has been accomplished, and some of the goals we have as we look to our future:

CITY POLICE DEPARTMENT:

Chief Gregory and his officers have completed their first full year of CALEA Accreditation (that is the Commission on Accreditation for Law Enforcement Agencies). This continues to be a HUGE honor, and we could not be prouder of our officers for all their hard work and dedication to seeing this process through and continuing to maintain this status.

The department has been working on bringing back a Citizens Police Academy – set to begin on February 7. This opportunity will be utilized for not only training our new VIPS volunteers, but also giving the general public a unique perspective into the inner workings of the police department. Classes will meet every Tuesday for six weeks. Participants then can attend CERT training for an additional four weeks.

In 2022, we hired three additional police officers. These young men are now at the West Virginia State Police Academy in Charleston for the next 15 weeks. Following their graduation in the spring, they will return to Buckhannon and finish their training with our field training program. Once field training is complete, the police department will finally be back to a fully trained staff, something which hasn't occurred for six years.

Additionally, department acquired a "use-of-force simulator and is in the process of fielding this very useful piece of training equipment into our training programs and operations. This equipment allows officers more realistic scenario-based training exercises, thus helping them make better decisions to keep them and the public safer.

CITY FIRE DEPARTMENT:

Chief Kimble and our BFD members had another busy year; responding to 1,218 total calls in 2022; down 75 calls from 2021. In those calls, our fire fighters assisted in delivering three babies, and resuscitated four patients through CPR.

In March, we were thrilled to receive our brand new, custom-built fire engine (Engine 11) from the Sutphin Corporation in Columbus, Ohio. The engine cost roughly $\frac{3}{4}$ of a million dollars and has proven to be a great asset to our fire department fleet so far.

Like the CALEA Accreditation at the Police Department, our Fire Department continues to work toward CFAI Accreditation (that is the Commission on Fire Accreditation International). This is a much slower process than the police department because it is data driven vs. policy driven.

In December, we received excellent news that our community's ISO rating was reduced from a 4 to a 3. The scale is from 1 to 10, with 1 being the best, and 10 being the worst. For every level reduced, both residential and commercial property insurance premiums go down resulting in a savings for property owners. A community ISO rating is calculated after reviewing both the fire and water departments.

Also in December, John Brugnoli and Tanner Smith passed their exam to be promoted to Lieutenants. We extend congratulations to them and thank them for their pursuit to always improve their skills.

SANITATION DEPARTMENT:

Ethan Crosten and his crews have been busy laying the groundwork on our new Madison Street green space and parking area. They've added over 200 feet of storm sewer and over 700 feet of main and service lines in order to serve vendors for fairs and festivals. I should mention that this project is a city-wide, team effort. Our Water and Street Departments are also very involved, coordinating resources, saving money to create a nice addition to Downtown.

Other projects throughout the city include adding storm water collection and sewer main upgrades to Shawnee Drive, and College Avenue near the corner of Lumber Street. Last summer, our crews worked with West Virginia Wesleyan College to repair a major sink hole on campus – thus adding a long-term fix to line that previously had a catastrophic failure.

We purchased a new mini-excavator and added two more class two operators and we're working toward adding four more CDL drivers.

WATER DEPARTMENT:

Kelly Arnold and his crews have been busy making upgrades all over town. Some of these include: the installation of a new domestic and fire service to Battle Green Company on Brushy Fork Road. A new fire service was installed at Buckhannon Christian Academy, also on Brushy Fork. Crews worked with our fire department members to install new fire service lines on Mudlick Road – the site of our future fire training facility. An 8" main line was replaced at the entrance of Sam's Pizza. (I should add, Commissioner Sam Nolte, and owner of Sam's Pizza, was very complementary of the job). We

rehabilitated the Tennerton storage tank using \$134,000 of ARPA funds that provides critical fire suppression to Buckhannon-Upshur High School. We also relocated an 8" line Raella Lane, lowered a line 6" for sewer department on Shawnee Drive, installed a 2" main line for our new green house, and added a new 2' line on Vicksburg Road for a new residential development.

A total of 38 leaks were repaired, 15 new services were installed, 16 new valves installed, and numerous plant improvements were made – adding to the crucial longevity of our facility on Wood Street. Finally, our water loss rate continues to be one of the best in the state – sitting at well under 10%.

STREET & WASTE DEPARTMENTS:

Brad Hawkins and his guys have been working on installing thousands of feet of new ADA compliant sidewalks on West Main Street, North & South Kanawha Street, North Spring Street, Willard Way, and South Florida Street, shaping the landscape at the Madison Street project, and widening North Kanawha Street. Several paving projects were completed including: Smithfield, Gum, Lightburn, North Spring, West Lincoln, Second, and Latham Streets. Once the sidewalks are complete on South Kanawha Street, the stretch from First Community Bank to the Triangle will also be paved.

Replacing street signs continues to be a priority (and I get to help with that project). We completed the construction of our new 30'X130' city greenhouse. Dixie Green, or City Horticulturalist, did a FANTASTIC job on the flowers in 2022. Downtown looked as beautiful last year, as it ever did!

The Waste Collection Department finalized the implementation of the toter-cart system, making waste collections safer and more efficient. Jerry and the Waste Collection Board have been working on a comprehensive strategic plan to implement new operational solutions to increase efficiency with more automated systems.

ENGINEERING:

City Engineer Jay Hollen continues to be one of organization's busiest bees. When it comes to receiving and administering grant funding, there's no one like Jay. To highlight some of Jay's work, I'll do my best to summarize:

Work continues, and should be completed prior to June 30, 2023, on the Gateway West Sidewalk and Lighting Improvement Project. The estimated cost of the completed Project is \$625,840, of which the city is only responsible for \$125,168.

Work continues, and should be completed prior to June 30, 2023, on the design phase of the Poundstone Multi-Use Trail Extension project from the Marion Street / Railroad Avenue intersection to the Wood Street / Preston Street intersection. The estimated cost of the completed project is \$50,000, of which the city is responsible for \$10,000.

Upon completion of the design phase and review / approval from the DOH, the construction phase of the Poundstone Multi-Use Trail Extension project will begin. The estimated cost of the construction phase is \$240,785, of which the City is only be responsible for \$48,157.

Work continues on the detailed design, which includes the project specifications and drawings, of the Stockert Youth & Community Center's Multi-Use Facility. We anticipate the contract documents will be completed by late Spring or early Summer.

In the very near future, the Water Department will begin construction on the new waterline project along Route 20 South near Stoney Run required for the new Tennerton Booster Station Building. The project is being undertaken using ARPA funding. The estimated cost of the project was \$271,150, of which the city was responsible for \$0.00.

Also, in the very near future, the Water Department will begin construction, via a contractor, on the new Tennerton Booster Station Building project along Route 20 in the Tractor Supply Complex. The project is being undertaken using ARPA funding.

In the very near future, the Sewer Department will begin construction on the new sanitary sewer collection system along Taylor Street. The project is being undertaken using ARPA funding. The estimated cost for the new sanitary sewer collection system is \$577,742, of which the city was responsible for \$0.00.

In the very near future, the Sewer Department will advertise, bid and begin construction, via a contractor, on the new sanitary sewer collection system along North Locust Street. The project is being

undertaken using ARPA funding. The estimated cost for the new sanitary sewer collection system is \$291,643, of which the City was responsible for \$0.00.

*****END DIRECTOR REPORTS*****

In addition to the department heads listed above, Finance & Administration Director Amby Jenkins is truly an invaluable resource for our city. She is in this building before the sun comes up and doesn't leave until long after the sun goes down. By the way, I'm not talking about winter sunrise and sunset references. If it were mid-June, when the sun comes up at 6am and doesn't go down until after 9pm, the same is true. She has dedicated her life to the betterment of this organization, and we will never be able to thank her enough.

City Attorney Tom O'Neill, Stockert Youth Director Deborah Brockleman, Colonial Arts Center Director Anne Wilson, and Building Code and Enforcement Officer Vincent Smith all play integral roles in taking our projects from discussions to finished products.

As you can see, we have been extremely busy, but we wouldn't want it any other way! Our team includes nearly 100 men and women who come to work every day – all for one goal: to serve our community. To signify our appreciation, Council approved the largest comprehensive pay increases to our employees in the history of the city. Over \$700,000 of annual payroll improvements was spread out to every single employee. To everyone who works here: We want YOU to know that YOU are appreciated for everything YOU do!

Over the course of this next year, one of our main goals is to comprehensively look at our city parks and make some much needed improvements. We have done a great job developing the Jawbone Park area, but our City Park on Park Street, and our other five public parks also need our attention. In 2022, the city's first ever Parks & Recreation Board was created by ordinance, and the members of this board are set to have their first meeting next week. I am confident that this energetic group will help us realize our goal of improving all parks.

Council, as we work on our 2023-2024 general fund budget, I am asking that we consider an allocation of funds to support the efforts and suggestions of our board and committee members toward improving our parks and recreational facilities.

Finally tonight, I want to say I am proud of my colleagues on this City Council. Each one of you brings a wealth of knowledge and unique perspective to the table. I appreciate your friendship, guidance, discussions, and even disagreements. Our community is a better place because of the conversations held here, and the diverse opinions and backgrounds that guide us forward.

And so, to the citizens and business owners of this wonderful community, I am proud to report to you tonight that the State of our City is strong. We are well-positioned for the future, and I am confident we will continue to be one of "America's Best Small Towns!" It is truly my honor to serve my hometown, the City of Buckhannon, as your Mayor, and I cannot thank all of you enough for your support, love, encouragement, guidance, advice, and prayers most importantly. Let's bring on 2023!

May God continue to bless our City of Buckhannon, State of West Virginia, and the United States of America!

Thank you.

Mayor Robert N. Skinner, III

B. Recognized Guests: None

The Mayor asked if any persons would like to address Council. There were no requests and at 7:21 PM, Mayor Skinner proclaimed the Recognized Guests and Public Comments portion of the meeting as closed.

C. Department & Board Reports

C.1 Public Works Director- Jerry Arnold: Mr. Arnold was recognized by the Mayor and presented the following to Council:

Buckhannon City Council

**Public Works Director Report
January 19, 2023
Jerry Arnold**

Director Arnold:

- I conducted our first Federal Motor Carriers Safety Administration Entry Level Driver Training orientation on Tuesday. We have 12 employees enrolled.
- I will be assisting in the razing of the structures on E. Victoria Street next week for the UCBOE (pending approval by Council).
- I am also working on configuring and setup of our new telemetric system on our fleet vehicles.
- I have received 2-quotes on the new fence along the SYCC side on the Florida Street.
- We will be meeting with the WVDOH next Wednesday to discuss their plans to replace the storm sewer on Marion Street.

Street:

- Travis Carpenter and I have started working on the electrical service at the Madison Street Lot.

Sewer:

- The sewer component of the Shawnee Project has been completed.
- Crews are investigating the infiltration on the sewer installed on the former JF Allen property.
- Replaced a drop inlet on Railroad Avenue.
- Will be constructing a section of new storm sewer at Amelia Drive as part of the GWW Project.

Water:

- Repairing damage incurred during the freezing weather the first of the month.

Waste:

- I continue to work on the comprehensive plan for waste collection operations.

Engineering:

- Elizabeth J. “Binky” Poundstone Riverwalk Trail Extension No. 4 – Continuing to work on the design on the 1,000 LF extension of the walking trail from Marion Street to the Preston Street / Wood Street. The on-site kick off meeting with the WVDOH was held on December 1, 2022, to discuss the scope and alignment of the project.
- The WVDOH is going to allow engineering design money to be used to survey the exact location of the Railroad Avenue Right-of-Way to ensure that the multi-use path is located on city property.
- Jay reviewed and corrected the RFP for theatre seating for the CAC.

A Q & A with Council Members took place regarding the extension of the trail systems, street and sidewalk work, and the Colonial Arts Center and items for the new SYCC multipurpose building.

Without objection, ***F.1 Approval/Authorization to Attend Auction & Bid on items for the SYCC and CAC*** was moved to the table for discussion and/or vote.

Specific discussion centered on Council giving Mr. Arnold the authority to attend the upcoming auction & bid on items for the SYCC and CAC. It was further discussed that we could set the ceiling for bids in Executive Session (allowed by state law) so not to give an advantage to another party that is bidding.

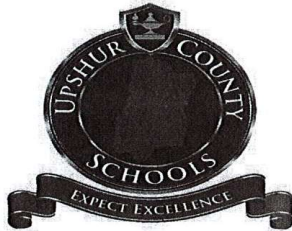
Motion to approve and authorize Jerry Arnold and Jay Hollen to attend the auction at Peterstown Middle School in Peterstown, WV as discussed & bid on items for the SYCC and CAC with the ceiling of bids to be set in an Executive Session was made by Rylands/Thomas. Motion carried.

Without objection, ***F.2 Approval Letter of Request from UCBOE for Assistance in the Demolition Project at 11 E Victoria Street*** was moved to the table for discussion and/or vote.

Mayor Skinner recognized Mr. Jeffrey Perkins of the UCBOE and provided an overview of the request (also outlined in the letter included in the packet) and pursuant to the letter of agreement as drafted by City Attorney Tom O'Neill.

Motion to approve request from the UCBOE for the City to assist in the demolition project at 11 E Victoria Street, Buckhannon WV 26201 and approve the Mayor to execute the letter of agreement as drafted by City Attorney Tom O'Neill was made by McCauley/Rylands. Motion carried. Index City A334

Administration
Dr. Debra Harrison
Interim Superintendent
Ms. Melinda Stewart
Interim Assistant
Superintendent



Board of Education
Dr. Tammy Samples, President
Mrs. Jan Craig, Vice-President
Mrs. Sherry Dean
Mr. Roy Wager
Mrs. Daya Wright

January 10, 2023

Dear Mayor Skinner and Members of the Buckhannon City Council,

Please accept this letter as our written request for assistance in expanding the green space and playground area at Buckhannon Academy Elementary School (BAES). As you may recall, the City of Buckhannon assisted in the expansion of the parking area in front of our Board Office on 102 Smithfield Street by helping us to tear down a large, metal structure. We request assistance once again, in a project that will benefit both the city and the schools. We request your assistance in the demolition of our property located at 11 East Victoria Street. All associated costs, including tipping and disposal fees, will be assumed by the Upshur County Board of Education.

This demolition project will benefit our 740 students who are currently enrolled at BAES, where the blacktop and concrete now serve as the primary play area. We understand the relationship between green spaces and mental well-being in children and that green spaces can significantly benefit children's social, emotional, and physical development. The Upshur County Board of Education and the City of Buckhannon have a long-standing positive relationship and enjoy sharing spaces and resources.

Thank you for your consideration of this request.

Sincerely,

Dr. Debra Harrison
Interim Superintendent

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

19 January 2023

Dr. Debra Harrison
Superintendent, Upshur County Schools
102 Smithfield Street
Buckhannon, West Virginia 26201

RE: Letter Agreement
City of Buckhannon/Upshur County Board of Education
Structure Razing – 11 East Victoria Street

Dear Dr. Harrison,

The purpose of this letter is to serve as an Agreement by which the Upshur County Board of Education ("Board") and the City of Buckhannon ("City") will undertake the labor to raze a structure located upon certain Board property, being that structure located adjacent to Buckhannon Academy Elementary School at 11 East Victoria Street and identified on the records of the Assessor of Upshur County as being Corporation District, Map 10, Parcel 43 (the "Subject Property"), in exchange for certain assurances from the Board.

The City agrees that it will undertake the razing of the structure on the Subject Property, including the costs for labor associated with debris removal (except for any tipping fees or third-party costs the City may incur to dispose of any refuse generated by the razing or any materials located within the structure, which the Board will reimburse to the City). The Board will indemnify and hold City harmless for any damages incurred by any party as a result of the City's activities on Board property.

The Board is responsible for acquiring all necessary permits and authorizations for the razing, as well as securing and funding any required asbestos testing and abatement on the Subject Property prior to the commencement of the City's work.

The City agrees that, once the structure is razed, it will grade and level the Subject Property in preparation for the Board's final preparation of the Subject Property as an extension of the physical plant for Buckhannon Academy Elementary School, including its use as student recreational space.

The City of Buckhannon supports the mission of the Upshur County Board of Education, and we trust that further mutually beneficial collaborations may be identified and carried to fruition.

City of Buckhannon/Upshur County Board of Education
Letter Agreement – Structure Razing – 9 East Victoria Street
June 9, 2022
Page 2 of 2

Please indicate your assent to the terms of this Agreement, and intent to be bound thereto, by signing below.

Sincerely yours,

Robert N. Skinner, III
Mayor

Agreed to this ____ day of _____, 2023

Upshur County Board of Education

By: Dr. Debra Harrison
Its: Superintendent of Schools

Cc: Jerry Arnold, Director of Public Works, City of Buckhannon
Amberle Jenkins, Director of Finance and Administration, City of Buckhannon
Members of Buckhannon City Council
Thomas J. O'Neill, Buckhannon City Attorney
File

Without objection, ***F.3 Approval Bid Solicitation -Seating for the Colonial Arts Center*** was moved to the table for discussion and/or vote.

Jerry Arnold provided an overview of the Bid Solicitation for seating in the Colonial Arts Center for the Main Hall and the upper level Small Theater.

Motion to approve the bid solicitation for the seating for the Colonial Arts Center as described was made by Rylands/Thomas. Motion carried.

ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON
COLONIAL ARTS CENTER
THEATRE SEATING INSTALLATION PROJECTS
CONTRACT A AND CONTRACT B

Sealed Bids for the Colonial Arts Center (CAC) new theater seating shall be received by the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201, until February 22, 2023 at 1:00 PM EST, at which time all bids which have been submitted in accordance with the conditions of this project will be publicly opened and read aloud.

The Project consists of furnishing all labor, materials & equipment and performing all work set forth in the Advertisement for Bids, Information for Bidders, the Official Bid Form, the technical specifications and drawings and all addenda issued prior to receipt of Bids.

The Work to be bid upon is generally described as follows: Purchase & installation of (81) fixed seats, including seat supports, custom shims and all necessary appurtenances in the balcony area of the CAC and the purchase & installation of two (2) wall-attached, power operated telescoping platform systems (each platform system will contain a minimum of (62) chairs (for a total of (124) chairs), power cords, platform electric connections and all necessary appurtenances to make the telescoping platform systems operational.

The Issuing Office for the Bidding Documents is the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201. Call 304-472-1651, extension 1006 to obtain the necessary Bidding Documents. Bidding Documents will be released upon request for an electronic PDF set.

The Owner shall be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the City Engineer or City Hall.

Bids will be opened using a two-envelope bidding system as outlined in the contract documents. Bid security shall be furnished in accordance with the Instructions to Bidders. Evidence of a current and valid West Virginia Contractor's License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, and a West Virginia Jobs Act Compliance Certification is required. Bids received after the scheduled closing time for the reception of bids will be returned unopened to the bidders.

All interested companies should contact Jerry L. Arnold (Director of Public Works for the City of Buckhannon (304-472-1651, extension 1001) for additional project information. All clarifications, questions or comments regarding the contracts must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 12:00 PM EST on February 8, 2023.

Sealed bids should be clearly labeled on both the envelopes required for the Bid as "CAC Theatre Seating Bid". The separate inner envelope, which will contain the Official Bid Form only shall be sealed and be inserted in a separate "outer" envelope and may be either hand-delivered or mailed to the following address:

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

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Work at any time due to noncompliance with the City of Buckhannon and/or the Water Department's expectations and requirements.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon

END OF ADVERTISEMENT FOR BIDS

Publish Dates RD & Gazette 01/25/23; 02/01/23

C.2 Finance Director - Amberle Jenkins: Mayor Skinner recognized Finance Director, Amberle Jenkins, who provided the following financial reports and a report of Colonial Arts Center (CAC) activities:

Amby report 1/19/23

Balances in the Enterprise Funds December 31, 2022

Waste Collection Board	mm/cking	\$1,309,501.	cd/sav \$58,713
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$847,081	work/capital& savings \$874,401
Sanitary Board	mm/cking	\$926,295	work/capital \$459,184
Storm water Fund	mm/cking	\$208,765	

Colonial Manager Report
Marque is being removed to be repaired and replaced and the façade of the building will be worked on for the next few months.
Beginning to schedule activities: The CAC Grand Opening will be April 15th
April 20 – 22nd The BOE Arts facilitator reported that the BU Middle School Thespians will perform a play called "Cowgirls Don't Ride Zebras" at the CAC
April 28-29th The WV Dance Company will have a performance at the Colonial Arts Center
May 4 – 7th The Buckhannon Community Theatre will perform "Red Velvet Cake Wars" in the Colonial Arts Center
May – Strawberry Festival Association has requested use of the CAC for the Strawberry Idol contest
July 17 - 23rd- WAMSB Host Committee has asked to use the Gallery and Main Hall during their event

The Colonial Manager and BOE Arts Facilitator are working to schedule and plan summer camp activities.

The fundraising committee has given weekly tours to groups of potential donors.

C.3 Police Chief – Matt Gregory: Mayor Skinner recognized Chief Gregory and he provided the following report:



City Council Report

1/19/23

1. Our new officers (Loudin, Warner, and Major) began police academy training on Monday, January 16. Their training will last 15 weeks, at which time they will return to Buckhannon and complete field training under the guidance of our Field Training Officers. We anticipate them being ready to work on their own by Mid-May.
2. The police department will host two interns this Spring semester. Our interns are Madysan Chisholm and Caden Rohrbough, both students at WVWC.
3. The police department will be hosting a Citizens Police Academy beginning on February 7. The Citizens Academy will meet each Tuesday at 6:00 p.m. for about two hours and will conclude on March 14. Participants then have the opportunity to attend CERT training, which will take place from March 21 – April 15. This training is utilized to train our VIPs volunteers, but is also open to the public.
4. Work continues on maintaining our CALEA accreditation with ten 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.
5. Planning continues for WAMSB as we work to solidify the various IAPs required for this event. Work also continues on solidifying the support from the various external and volunteer agencies needed for this event.

POLICE ACTIVITIES

MONTH: December

YEAR: 2022

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer: 23

By Officers: 0

TOTAL ISSUED: 23

Citations Issued: 9

Misdemeanor Arrests: 15

Felony Arrests: 2

Calls Answered: 346

Complaint Reports: 24

Accidents Investigated: 5

Community Policing Hours: 34

Patrol Mileage: 6,393

TRAFFIC CITATIONS - December 2022

	Gregory	Loudin	Posey	Stewart	Courtney	Hissam	O'Connor	McCauley	Fisher	W. Loudin	Warner	Major	TOTAL
DRIVING REVOK/SUSP					1		1						2
NO INSURANCE					1								1
NO INSURANCE CARRIED						1							1
NO OPERATORS							1						1
PASSING SCHOOL BUS				1									1
SPEEDING							1		2				3
TOTAL TRAFFIC CITATIONS	0	0	0	1	2	1	3	0	2	0	0	0	9

2022 WARNINGS

WARNINGS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OPERATORS, LEARNER PERMIT VIOLATION													0
OPERATORS, NO			1			1			2				4
OPERATORS, NO PROOF				1									1
PASSING, IMPROPER													0
RECKLESS DRIVING	1			1	2	1							5
RED LIGHT VIOLATION	1	1	1	3	3			1	2	1	3	3	4
REGISTRATION, ADDRESS CHG												2	2
REGISTRATION, EXPIRED		12	4	6	1	1			6	11	26	41	108
REGISTRATION, IMPROPER		1	1			1			1				4
REGISTRATION, IMPROPER DISPLAY	1	1		1	1						6	4	14
REGISTRATION, NO									1	1		1	3
REGISTRATION, NO PROOF												1	1
REGISTRATION, UNSIGNED													0
ROAD CONDITIONS, TOO FAST FOR													0
SEATBELT	1			1									2
SPEED VIOLATION WARNING	3	9	8	11	7	32	5	31	32	14	19	22	193
STOP SIGN	2	4	3	2	5	2	1	6	4	3	1	7	40
TURN LANE, IMPROPER USE					2				1	1	1		5
TURN, IMPROPER	2		3	7	3	2		1	4	4	1	1	28
WINDOW TINT			1	1						3	1	1	7
WRONG WAY								1			1	2	4
TOTAL	26	50	36	53	35	43	10	54	94	74	111	152	738

C.4 City Attorney- Tom O'Neill: Mr. O'Neill has deferred his comments to Strategic Issues for Discussion and/or Vote.

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

D.1 Information & Schedule-Buckhannon Police Department Citizen’s Police Academy

Information About the Course

- 10-week course
- Classes Begin February 7th, 2023
- Classes are every Tuesday from 6pm - 9pm
- Seating is limited!
- No tuition. Class is FREE!

Pick-up applications at City Hall or the Buckhannon Police Department

"Law enforcement officers are never 'off duty.' They are dedicated public servants who are sworn to protect public safety at any time and place that the peace is threatened. They need all the help that they can get."


Anyone who is interested in attending the Citizen's Police Academy, you **must** complete an application and return it to City Hall by **February 3rd, 2023**. Please Remember that seating is limited!

BUCKHANNON
WEST VIRGINIA



POLICE

Buckhannon PD 24 S. Florida St.
Buckhannon, WV, 26201
Telephone 304-472-1651
www.buckhannonpolice.com



BUCKHANNON POLICE DEPARTMENT
CITIZEN'S POLICE ACADEMY



The Buckhannon Police Department Citizen's Police Academy is a unique opportunity to see firsthand what police officers do on a day-to-day basis. This course will give the participant a greater appreciation for what police officers are required to know and a better understanding of the equipment and procedures we use to protect and serve the public. More specifically, this course will give the participant the chance to see exactly where the Buckhannon Police Department fits in to the overall Criminal Justice system and how law enforcement works right here in our town.

I invite anyone with an interest in law enforcement or anyone with even a passing interest in our laws and our criminal justice system to participate in this course. Much of the material taught has been taught on the college level and even more than that, the overall experience promises to be one that will enrich the participant for many years to come. Should you have any questions, please do not hesitate to contact me at (304) 472-5723 or mattgregory@buckhannonpolice.com

Thank you for your interest and I look forward to seeing you in the Academy.

Matt Gregory
Chief of Police
Buckhannon Police Department

Citizens Police Academy

Week 1: February 7th 2023

- Orientation / Course Overview
- Police Department Overview & Tour
- Commonly Used Forms
- Offense Reporting / Crime Stats
- Intro to CALEA
- Community Policing

Week 2: February 14th 2023

- Communications
- 911 Operations
- Radio Operations
- NIMS
- Interagency Cooperation
 - o Fusion Center
 - o Communication between counties, state, and federal programs

Week 3: February 21st 2023

- Police Equipment
- Use of Force / Less Lethal
- Weapons Demonstration
- Self Defense

Week 4: February 28th 2023

- Traffic Control
- Mapping / Parade Routes
- Training Programs of BPD
- Use of Force Simulator

Week 5: March 7th 2023

- Drug Awareness
- K-9 Operations
- Traffic Laws & Traffic Accident Investigation
- Vehicle Operations

Week 6: March 14th 2023

- Principles of Investigation / Evidence
- Mock Crime Scene
- Graduation

Community Emergency Response Team

Week 7: March 21st 2023

- Introduction and Overview
- Disaster Preparedness
- Fire Safety and Suppression
- Disaster Medical Operations

Week 8: March 28th 2023

- Light Search and Rescue
- CERT Organization
- Disaster Psychology
- Terrorism and CERT

Week 9: April 4th 2023

- Course Wrap-up
- Review
- Exam
- Scenarios and Practical Sessions

Week 10: April 15th 2023

- Disaster Simulation

D.2 Charles Gibson Library Director’s Report January 2023

January 2023 Director’s Report

December Building Use Statistics

Door Count	385
Public Computer Use	52
Reference Transactions	1
Curbside Pickup	0

December Circulation Statistics

ITYPE	OCT	NOV	DEC
Adult Fiction	161	157	170
Adult Nonfiction	26	17	29
Books on CD	4	10	6
Easy Books	90	85	65
eBooks (WVReads)	131	187	129
eAudio (WVReads)	50	43	44
eMagazines (WV Reads)	7	8	9
Juvenile Fiction	31	15	12
Juvenile Nonfiction	29	15	6

Large Print	206	259	238
New Books	189	192	169
New Media	0	5	4
Paperback	40	50	43
Reference	0	0	0
West Virginia Material	10	6	1
Young Adult Fiction	19	14	14
Young Adult Nonfiction	2	1	0
TOTAL	987	1064	939

December Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Lamination
\$31.65	\$70.55	\$29.00	\$30.00	\$0.00	\$0.00

Total: \$191.20

Upcoming Dates

January 14	Tea-Time Book Club
January 16	Library Closed – Martin Luther King Jr.
February 11	Tea Time Book Club
February 14	Board of Trustees Meeting
February 20	Library Closed – Presidents’ Day

D.3 News Article- Upshur County Commission Acquires 10 Parcels of Land along Chancery Street

(<https://www.mybuckhannon.com/wp-content/uploads/2023/01/Feature-Image-Headshot-2023-01-05T132124.133.jpg>)
Chancery Street and the Upshur County Courthouse on Thursday / Photo by Katie Kuba

County acquires 10 parcels of land lining Chancery Street

 Katie Kuba  January 5, 2023

BUCKHANNON – Upshur County Commissioners on Thursday announced they have made a significant investment in the county’s future with the purchase of 10 parcels of land that line Chancery Street.

According to records in the Upshur County Clerk’s Office, the commission acquired the 10 parcels of land along Chancery Street for \$400,000 from grantor Gary W. Evans via a deed executed Dec. 19, 2022.

At its last meeting of 2022, commissioners announced negotiations with the property owner had concluded but said they would not release more information until a formal signing of the purchase agreement had occurred.

At Thursday’s meeting, they were prepared to release more details.

D.4 COB Parks & Recreation Advisory Board at 6pm on January 25, 2023

D.5 David L Howell-Certified Public Accountant- Engagement Letter-Audit

Municipality of Buckhannon
FY 2022 - 2023

RFP# 22-433
Return Contract by: 02/09/2023

UNIFORM CONTRACT TO AUDIT/REVIEW LOCAL GOVERNMENT FINANCIAL STATEMENTS

(Form Prescribed by the WV State Auditor)
Uniform Contract Agreement Between:

(Local Government Name and Address/the "Entity")
City of Buckhannon
70 E Main St
Buckhannon WV 26201

(CPA Name & Address /the "CPA")
David L Howell CPA
PO Box 458
Belle WV 25015

Municipality of Buckhannon
FY 2022 - 2023

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(Local Government Name and Address/the "Entity") (CPA Name & Address /the "CPA")
City of Buckhannon and David L Howell CPA
70 E Main St PO Box 458
Buckhannon WV 26201 Belle, WV 25015

- It is agreed by the parties hereto that this contract shall include paragraphs 1 through 19 inclusive as set forth on pages 1-3 inclusive hereof, and all matters set forth on such pages are hereby expressly made a part of this agreement.
- If an audit is performed, the CPA shall express an opinion on the fair presentation of the entity's financial statements prepared in conformity with generally accepted accounting principles or other comprehensive basis of accounting. The CPA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Additionally, if a Single Audit is required, as defined in section 1.6 of the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*, then such Single Audit shall be performed in accordance with OMB. If a review is performed, the CPA shall express that a review was conducted in accordance with Statements on Standards for Attestation Engagements and *Government Auditing Standards* issued by the Comptroller General of the United States.
- It is agreed that time is of the essence under this contract. All audits/reviews shall be performed and all reports, documents, audit documentation, and materials to be completed and submitted by the CPA hereunder shall be completed and submitted by the date set forth in paragraph 18, or by an extension date authorized in writing by the Chief Inspector. Such date shall hereinafter be termed the issue date or the completion date. It is agreed that the failure to submit the audit/review report within the specified time period determined with regard to any properly executed and authorized extension of time constitutes a breach of contract as of such date and that such breached contracts are subject to the penalty provisions contained in the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*. Each audit year must list a separate due date. If the audit period encompasses more than three years, use two contracts. Each contract must be signed and filled out completely.
- It is agreed that the contract herein referred to represents the entire and integrated agreement between the Entity (auditee), and the CPA (auditor), and supersedes all prior negotiations, representations, or agreements whether written or oral. The *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments* and the written audit proposal of the firm selected are by reference incorporated into the contract. The contract may only be amended by written agreement of the Chief Inspector, the CPA, and the Entity. Nothing herein precludes the issuance of a standard governmental audit engagement/arrangement letter. However, said letter may not alter or modify any provision of the proposal, procedures manual or this contract.
- It is agreed that the CPA bears ultimate responsibility for determining, and will conduct and submit the audit and report for, the type of audit/review required of the entity in accordance with the requirements as specified in section 1.6 of the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*. It is agreed that the stated contract price is all inclusive and will not be adjusted except for unusual situations which require a significant expansion to the scope of the audit/review. In such case the CPA shall immediately notify the Chief Inspector in writing, providing documentation of the factors and the requested amount of fee adjustment. Such fee adjustments are subject to the review, revision and approval of the Chief Inspector.
- It is agreed that the CPA's relationship with the entity is limited to that of an independent contractor/vendor. As such, the entity has the right to seek redress to recover damages or losses arising directly out of error, omission, negligent act or the failure to exercise due professional care on the part of the CPA, its subcontractor and/or joint venture parties.
- The Uniform Contract shall be construed, interpreted and the rights of all parties determined in accordance with the laws of the State of West Virginia. The CPA further shall obey or satisfy all lawful rules, regulations, and requirements issued or promulgated under the laws of any duly authorized State or Federal officials.
- It is agreed that the CPA shall remain an independent contractor with respect to all services performed hereunder and shall accept full exclusive liability for all payments of any contributions or taxes for social security, unemployment benefits, workers' compensation benefits, pensions and annuities now or hereafter imposed under any state or federal laws which are measured by the wages, salaries or other remuneration paid to persons employed by the CPA on work performed under any Chief Inspector approved Uniform Contract to Audit/Review Financial Statements. The CPA shall indemnify and hold harmless the entity and the Chief Inspector from any contributions, taxes or liability referred to in this article.

Municipality of Buckhannon
FY 2022 - 2023

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(Local Government Name and Address/the "Entity") (CPA Name & Address /the "CPA")
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70 E Main St PO Box 458
Buckhannon WV 26201 Belle WV 25015

18. The completion date referred to in paragraph 3 must be the 15th, end of the month, or subsequent March 24th:

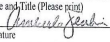
Year	2022	Year	2023	Year	
Completion Date	05/23/2023	Completion Date	03/24/2024	Completion Date	


19. The total consideration to the CPA referred to in paragraph 9 shall be outlined below.
An additional 8% process fee referred to in paragraph 10 shall be remitted to the Chief Inspector Division.

Year	2022	Year	2023	Year	
Nonaudit Service Fee*	\$	Nonaudit Service Fee*	\$	Nonaudit Service Fee*	\$
Audit Fee	\$ 20,420	Audit Fee	\$23,490	Audit Fee	\$
Total	\$ 20,420	Total	\$23,490	Total	\$
Process Fee	\$ 1,634	Process Fee	\$ 1,879	Process Fee	\$

*If the CPA determines that management does not possess suitable skill, knowledge, or experience, the firm will not be obligated to complete nonaudit services. In this case, the nonaudit service fee may be adjusted through the use of the Amendment to the Audit/Review Contract Agreement.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—The firm must complete the Anti-Lobbying Certification when (1) a firm's bid exceeds \$100,000 (total for all years, inclusive of nonaudit service fees and the 8% Chief Inspector processing fee); and (2) any fee associated with the audit contract is being solicited under a federal award. The firm as represented by the undersigned certifies to the Entity that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan or cooperative agreement, the firm as represented by the undersigned certifies that they have completed and submitted Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions as amended by the Government wide Guidance for New Restrictions on Lobbying, 61 Fed. 1413 (1/19/96).

City of Buckhannon
Entity Name: Amberle Jenkins, Director of Finance & Admin
Name and Title (Please print):
Signature: 
1/17/2023
Date: amby.jenkins@buckhannonwv.org
Email Address:

David L Howell CPA
Firm Name: David L Howell CPA
Name and Title (Please print):
Signature: 
1/17/2023
Date: davidhowellcpa@suddenlink.net
Email Address:

After the contract form is completed and signed by the Entity and the CPA, return the original copy and the other required documents to: West Virginia State Auditor's Office, Chief Inspector Division, 1900 Kanawha Blvd. E, Bldg. 1, Room W-100, Charleston, WV 25305.

CONTRACT APPROVED BY THE DEPUTY STATE AUDITOR OR BY AN AUTHORIZED DESIGNEE AS CHIEF INSPECTOR:

Name and Title (Please print)

Signature

Date

Municipality of Buckhannon
FY 2022 - 2023

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(CPA Name & Address /the "CPA")
David L Howell CPA
PO Box 458
Belle WV 25015

- It is agreed that the Entity shall pay to the CPA the consideration (excluding the Chief Inspector process fee) specified under this contract as stated in paragraph 19 of this contract within 30 days of receipt of the audit/review report by the Chief Inspector. Should payment of such consideration be delayed for any reason, other than breach of contract by the CPA, or unsatisfactory performance of this contract by the CPA, as determined by the Chief Inspector, the Entity agrees to pay interest at a rate of ten percent, compounded annually, on all amounts due to the CPA or the Chief Inspector under this contract from the date such consideration or fee should have been paid until such consideration or fee is paid in full. All parties agree that liability to pay the fee herein set forth is solely that of the Entity. However, in the event that the Chief Inspector exercises the right to reject all or any part of the audit report as specified in paragraph 11 of this contract, the Entity may suspend payment of all consideration and fees set forth in this contract until the report is deemed sufficient by the Chief Inspector.
- It is agreed that the Entity shall pay the Chief Inspector's process fee as stated in paragraph 19. Such fee shall be paid directly to the Chief Inspector Division and payment will be made within 30 days of being invoiced by the Chief Inspector.
- It is agreed by all parties hereto that the Chief Inspector may at any time prior to completion of performance of this contract prescribe departures from the aforesaid standards, statements, guidelines, procedures or guides which shall be followed. The Chief Inspector shall have the right to reject, for good cause shown, all or any portion of the audit and working papers of the CPA.
- If this contract is breached in any way by the CPA, no consideration or payments of any type shall be paid or payable to the CPA. There shall be no consideration paid or payable for partial performance of the contract, and all money, partial payments or considerations paid to the CPA as full or partial, direct or indirect consideration under this contract prior to or subsequent to any breach of this contract by the CPA shall be returned to the Entity in full with ten percent interest, compounded annually, calculated for the period from the time the CPA gained control of such money to the time of repayment in full.
- The terms of this contract shall not be amended without the express written approval of the Chief Inspector.
- It is agreed that if this contract is for multiple years, the contract shall be subject to annual renewal or termination. Contract periods must correspond with time periods stipulated on the Chief Inspector Division bid list. Annual renewal shall be by formal motion of the entity's governing body on or after July 1 of the then current fiscal year. Provided, that the Entity may terminate the contract at any time in accordance with section 1.15 of the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*. The Chief Inspector will determine on a case by case basis if no payment, partial, or full payment is due to the CPA firm for work performed under any Chief Inspector approved Uniform Contract to Audit/Review Financial Statements.
- Termination shall be by written notice via certified mail to all parties within 90 days prior to the close of the forthcoming fiscal year audit/review. The Chief Inspector retains the right to terminate the contract for forthcoming years at any time for any reason. Conditions for renewal or termination are specified in section 1.15 of the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments* incorporated into this contract by paragraph 4.
- The type of audit or review (use code A, B or C) to be performed by the CPA, subject to the provisions of paragraph 5, is as follows:

Year	2022	Year	2023	Year	
Type	B	Type	A	Type	

A-Single Audit in accordance with OMB
B-Financial and Compliance Audit in accordance with *Government Auditing Standards* issued by the U.S. Comptroller General
C-Financial and Compliance Review
- The audit of the Entity shall be for the period(s) stipulated in paragraph 16 of this agreement. If this contract includes future audit years, this contract shall be subject to annual renewal or termination in accordance with the provisions of paragraph 14. ALL CONTRACT PERIODS MUST CORRESPOND WITH THE PERIOD STIPULATED ON THE CID BID LIST

- E. **Consent Agenda** - Mayor Skinner presented an overview of the following to Council:
- E.1 **Approval of Minutes -Regular Meeting 12/15/22; Meeting 01/15/23 – Not Available**
- E.2 **Approval of Building and Wiring Permits**



Permit Fee Report #75751 - #75763

01/05/2023 - 01/18/2023

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

75751	Garval Property Rentals	6 Meade St Apt 2		Electrical Inspection for Reconnect	0.00	100.00	Commercial Property			Yes	Zone AE	Yes-Elevation Cert. Not Required	
					0.00	100.00							

Group Total: 1

Group: Commercial-Industrial (nonresidential)

75763	FUZZY DINGO	22 N KANA WHA		WINDOW SIGNAGE/DECALS	120.00	15.00		No	1/18/2023	Yes	N/A	No	No
75761	Buckhamnon Housing Authority	Hinkle Drive APT 56 AND 73	JD BUILDERS JOSHUA DEAN	KITCHEN CABINETS AND OVERLAY Vinyl plank over tiles	4,345.00	41.28		No		No	N/A	No	No
75762	FOSTER S MARKETING GROUP	10 N SPRING ST APT D		TEAR DOWN 2 INTERIOR HALF WALLS, SANDING CONCRETE FLOORS AND PUTTING DOWN POLYURETHANE	1,999.00	15.00		No		Yes	N/A	No	No
75760	WWWC Alpha Sigma Phi	83 S Kanawha Street	Servicemaster Restoration	Water Damage:Phase I- Demolition-Dryout-Mold Remediation Phase II Repairs-Drywall-Flooring-Replace HVAC Unit - Repair Sprinkler	41,000.00	307.50		Yes -If yes attach report		Yes	N/A	No	
75758	Lazy L Enterprises	41 W Main St Apt 1 Upstairs		Replace Kitchen Cabinets	1,999.00	15.00				Yes	N/A	No	
					49,463.00	393.78							

Group Total: 5

Group: Demolition

75760	WWWC Alpha Sigma Phi	83 S Kanawha Street	Servicemaster Restoration	Water Damage:Phase I- Demolition-	41,000.00	20.00		Yes -If yes attach report		Yes	N/A	No	
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				Dryout-Mold Remediation Phase II Repairs-Drywall-Flooring-Replace HVAC Unit - Repair Sprinkler									
					41,000.00	20.00							

Group Total: 1

Group: No Charge

75754	Upshur County BOE	9 E Victori a St	SUPERIOR ENVIRONMENTAL/ ASBESTOS	Razing Structure to create green space & playground area	0.00	0.00		Yes -If yes attach report		Yes	N/A	No	
75755	Upshur County BOE	11 E Victori a St	SUPERIOR ENVIRONMENTAL/ ASBESTOS	Razing Structure to create green space & playground area	0.00	0.00		Yes -If yes attach report		Yes	N/A	No	
75752	COB	444 Mud Lick Road	DAN NEEL FENCE CO	BPD Evidence Storage Area Fence-6' high Galvanized Chainlink Fence Double Gate 3 Strands Barbed Wire	15,589.95	0.00				No	N/A	No	
					15,589.95	0.00							

Group Total: 3

Group: Residential (non-commercial)

75759	Larry V Derico	21 Cardinal St	BY CONSTRUCTION LLC	Metal over Shingle House Roof	5,800.00	63.80		No		No	N/A	No	
75757	Freddie Suder	15 Shawn ee Dr	ERNEST SMALL PAVING	2000 sqft Blacktop Driveway	7,000.00	77.00			1/11/2023	No	N/A	No	
75756	Mark Spencer	45 Meade St		Remodel Bathroom & Relocate Laundry room to the upstairs	3,500.00	38.50				Yes	N/A	No	
75753	JEAN BARNET	30 BOGG ESS ST		8 FT BY 10 FT STORAGE BUILDING MADE OF WOOD	8,000.00	88.00		No	1/6/2023	No	N/A	No	No
					24,300.00	267.30							

Group Total: 4

					130,352.95	781.08							
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E.3 Approval of Payment of the Bills

\$20,001.96	Bruffey Trucking	stone for Madison St project
\$2,656.23	Bruffey Trucking	stone for Florida St project
\$4,979.50	RDR Energy Resources	concrete for Florida St project
\$4,979.50	RDR Energy Resources	concrete for Gateway West
\$1,191.00	Ascent Consulting	concrete & materials testing for Gateway West
\$3,736.22	Argos USA	20.99 tons bulk cement for various projects
\$4,175.00	Tradeworx	concrete work on Florida St project 12/19-12/22
\$16,040.00	Appalachian Land Management	site work Madison St project
\$1,950.00	JC Construction, LLC	1973 Hyster lowboy trailer
\$9,379.55	Tate Communications	phone system for theatre
\$23,914.75	Tradeworx	labor at theatre 12/5-12/22
\$5,295.00	lweiss	curtains for theatre
\$5,820.00	Mountain State Land Surveying	pre construction elevation certificate FEMA grant #2

Disbursements 1-2-23 to 1-19-23

JD: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ECONOMIC DEVELOPMENT	UPSHUR COUNTY DEVELOPMENT	402-567-00	ECONOMIC DEVELOPMENT	FY 2022-23 BUDGET 2ND HALF	20,000.00
				TOTAL:	20,000.00
CITY ATTORNEY'S OFFICE	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 DEC 2022	2.60
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	DEC 2022 CREDIT CARD FEES	1,856.83
	WVNET	409-341-00	MAYOR'S SUPPLIES & M	WEB HOSTING 1ST QTR FY 23	18.75
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPPLIES CITY HA	46.18
	BURMA	409-341-05	EVENT/FIREWORK EXPEN	CONTRIB '22 SANTA MEETS GR	700.00
				TOTAL:	2,624.36
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 DEC 2022	0.22
				TOTAL:	0.22
CORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 DEC 2022	0.22
				TOTAL:	0.22
CASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 DEC 2022	0.85
				TOTAL:	0.85
CURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 DEC 2022	4.79
				TOTAL:	4.79
CITY ATTORNEY	ENCOVA INSURANCE	417-226-00	CITY ATTORNEY INS UN	WCN6007140 DEC 2022	9.66
				TOTAL:	9.66
CITY ENGINEER	ASSOCIATION OF STATE FLOODPL	420-221-00	ENGINEER TRAINING	2023 INDIV CERTIFICATION	120.00
				TOTAL:	120.00
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 DEC 2022	69.09
				TOTAL:	69.09
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	IT SVC CONTRACT JAN 2023	375.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	JAN 2023 INTERNET CITY HAL	214.63
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	UTIL AUTO PAY; IVR; WEBSIT	1,976.87
		439-230-00	DATA PROCESSING	UTL BILLING NOTIFICATION S	57.42
				TOTAL:	2,623.92
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	0.00
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 DEC 2022	62.76
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	285.90
	SCOTT ELECTRIC CORP	440-216-00	CITY HALL MAINTENANC	4' LED BULBS & POWER PLUG	344.09
		440-216-00	CITY HALL MAINTENANC	2X4 LED LIGHTS & DRI	653.59
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	ANNUAL RENEWAL TERMITES 20	200.00
				TOTAL:	1,516.34
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 DEC 2022	1,038.27
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	DUTY SHOES M GREGORY	84.51
		700-345-00	POLICE DEPT. UNIFORM	MOURNING BANDS & GLOVES	83.99
		700-345-00	POLICE DEPT. UNIFORM	MOURNING BANDS & GLOVES	260.15
		700-345-00	POLICE DEPT. UNIFORM	MOURNING BANDS & GLOVES	193.75
	NAPA-AMTOWER AUTO SUPPLY	700-343-00	POLICE DEPT. AUTO SU	ADAPTER FOR T-11	1.79
	ON POINT ATHLETICS LLC	700-345-00	POLICE DEPT. UNIFORM	TSHIRTS FOR ACADEMY	132.00
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE DEPT COPIER LEASE D	145.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22HZS3 2017 INTERCEPTOR PY	591.08

JD: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-459-00	POLICE DEPT. NEW EQU	22HZSX 2017 INTERCEPTOR PY	616.19
		700-459-00	POLICE DEPT. NEW EQU	22SF24 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SF27 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SC22 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H655 MAINT OLDER CRUISER	187.55
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64Z MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KN29 2020 POLICE INTERCE	877.13
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	803.87
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	884.48
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	884.48
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	884.48
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	884.48
	SPRINT	700-211-00	POLICE DEPT. TELEPHO	ALL DEPT DEC '22 GEOTABS F	15.82
	STERICYCLE INC	700-341-00	POLICE DEPT. MAT & S	HAZMAT PICKUP JAN-MAR '23	82.80
	INDUSTRIAL/ORGANIZATIONAL SO	700-341-00	POLICE DEPT. MAT & S	FIRE LIEUTENANT TEST	180.00
	WORLD FUEL SERVICES, INC.	700-343-00	POLICE DEPT. AUTO SU	POLICE FUEL BILL DEC 2022	1,690.29
	TARGET SOLUTIONS LEARNING, L	700-341-00	POLICE DEPT. MAT & S	ANNUAL FEE GUARDIAN TRACK	950.04
	EMBLAZON SIGN COMPANY	700-345-00	POLICE DEPT. UNIFORM	MOUNTAIN REGION SRT SHIRT	20.00
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	91.58
				TOTAL:	14,377.92
FIRE	COLE TRUCK PARTS INC	706-343-00	FIRE DEPT. AUTO SUPP	A/B- TUB 1/4 FOR T-11	8.10
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 DEC 2022	1,052.25
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	RADIATOR CAP; ANTI-FREEZE	47.95
	NAPA-AMTOWER AUTO SUPPLY	706-343-00	FIRE DEPT. AUTO SUPP	COUPLING FOR T-11	7.60
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK JAN 2023 P	4,790.11
	WORLD FUEL SERVICES, INC.	706-343-00	FIRE DEPT. AUTO SUPP	FIRE TRK 1102 FUEL BILL DE	120.96
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT FUEL BILL DEC 20	956.87
	MISTRAS GROUP INC	706-343-00	FIRE DEPT. AUTO SUPP	PLATFORM INSPECTION T-11	875.00
				TOTAL:	7,858.84
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET DEPT WASTE JAN 2023	28.93
	MON POWER	750-213-00	STREET DEPT. UTILITI	110084762464 20 FACTORY ST	0.00
		750-213-00	STREET DEPT. UTILITI	110084762126 24 FACTORY	0.00
		750-213-00	STREET DEPT. UTILITI	110084761755 17 1/2 FACTOR	0.00
		750-213-00	STREET DEPT. UTILITI	110123905108 25 N LOCUST S	10.10
		750-213-00	STREET DEPT. UTILITI	110148156588 RT 6 395 MUDL	543.23
		750-213-00	STREET DEPT. UTILITI	110148255778 395 MUDLICK R	631.02
		750-213-00	STREET DEPT. UTILITI	110088783078 22 S FLORIDA	0.00
		750-213-00	STREET DEPT. UTILITI	110148096107 15 MADISON ST	0.00
	WV PAGING	750-213-00	STREET DEPT. UTILITI	STREET DEPT PAGERS JAN 202	23.00
	RITE-WAY HEATING & PLUMBING	750-341-00	STREET DEPT. MAT & S	GAS VALVES & FTNGS SHOP	66.54
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 DEC 2022	1,013.30
	SCOTT ELECTRIC CORP	750-341-00	STREET DEPT. MAT & S	18AWG CABLE FOR CAME	79.84
	NAPA-AMTOWER AUTO SUPPLY	750-341-00	STREET DEPT. MAT & S	U- BOLTS FOR MAIN ST	20.68
		750-343-00	STREET DEPT. AUTO SU	BATTERYS FOR MANLIFT	704.60
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	CAT 6 MOD MAIN ST CAMERA	25.64
		750-341-00	STREET DEPT. MAT & S	CAT6 FOR MAIN ST CAMERA	192.32
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	STONE FOR MADISON ST LOT	15,498.04
		750-458-05	STREET DEPT PROJECTS	STONE FOR MADISON ST LOT	656.70
		750-458-05	STREET DEPT PROJECTS	# 57 STONE FOR FLORIDA ST	1,319.45

ID: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CENTRAL SUPPLY CO ENTERPRISE FM TRUST	750-458-05	STREET DEPT PROJECTS	# 57 STONE FOR FLORIDA ST	1,336.78
		750-458-05	STREET DEPT PROJECTS	STONE FOR MADISON ST LOT	1,259.06
		750-458-05	STREET DEPT PROJECTS	STONE FOR MADISON ST LOT	673.12
		750-458-05	STREET DEPT PROJECTS	STONE FOR MADISON ST LOT	1,915.04
		750-458-05	STREET DEPT PROJECTS	CONCRETE TOOLSFOR PROJECT	441.19
		750-459-00	STREET DEPT. CAPITAL	22WCNZ 2019 RAM 1500	635.79
		750-459-00	STREET DEPT. CAPITAL	22WGHW 5500 CHASSIS DUMP T	961.06
		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	690.58
		750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	684.15
		750-458-05	STREET DEPT PROJECTS	BOX EXTENS FOR MADISON ST	47.90
		750-211-00	STREET DEPT. TELEPHO	ALL DEPT DEC '22 GEOTABS F	206.02
		750-341-00	STREET DEPT. MAT & S	BREAKER FOR MAIN ST CAMER	5.40
		750-341-00	STREET DEPT. MAT & S	BREAKER FOR MAIN ST CAMER	8.18
		750-341-00	STREET DEPT. MAT & S	LAB RESULTS RANDY LIGGETT	53.00
		750-341-00	STREET DEPT. MAT & S	LAB RESULTS JERRY ARNOLD	74.00
		750-341-00	STREET DEPT. MAT & S	JAN '23 PEST CNTRL ST DEP	33.50
		750-458-08	GATEWAY WEST GRANT E	11YDS CONCRETE FOR GWW	2,489.75
		750-458-08	GATEWAY WEST GRANT E	11YDS CONCRETE FOR GWW	2,489.75
		750-458-05	STREET DEPT PROJECTS	22 YDS CONCRETE FLORIDA S	2,489.75
		750-458-05	STREET DEPT PROJECTS	22 YDS CONCRETE FLORIDA S	2,489.75
		750-458-08	GATEWAY WEST GRANT E	CONCRETE & MATERIAL TESTI	1,191.00
		750-458-05	STREET DEPT PROJECTS	20.99 TONS BULK CEMENT	3,736.22
		750-458-05	STREET DEPT PROJECTS	HAULING BULK CEMENT	734.65
		750-459-22	PROPERTY PAYMENT MUCL	JAN 2023 PUBLIC WRKS BLDG	9,774.80
		750-458-05	STREET DEPT PROJECTS	CONCRETE WORK ON FLORIDA	4,175.00
		750-343-00	STREET DEPT. AUTO SU	STREET DEPT FUEL BILL DEC	2,575.15
		750-458-05	STREET DEPT PROJECTS	SITE WORK MADISON LOT	16,040.00
		750-459-00	STREET DEPT. CAPITAL	'73 HYSTER LOWBOY TRAILER	1,950.00
				TOTAL:	79,973.98
EET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,670.84
		751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	0.00
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	0.00
		751-213-00	STREET LIGHTS	110 151 101 430 99 W. MAIN	188.39
		751-213-00	STREET LIGHTS	110158087939 MAIN ST CAMER	0.00
				TOTAL:	5,859.23
FFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT. 119	54.46
		752-213-00	TRAFFIC SIGNALS POWE	110088985624 RT. 20 BKN C	64.12
		752-213-00	TRAFFIC SIGNALS POWE	110081822063 W. MAIN ST	34.38
		752-213-00	TRAFFIC SIGNALS POWE	110081718022 SPRING & MAIN	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110087174485 S. KANAWHA ST	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110088235830 REGER ST RT 2	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110088820243 MAIN ST	44.92
		752-213-00	TRAFFIC SIGNALS POWE	110088059925 E MAIN ST	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110080768291 E. MAIN ST	0.00
				TOTAL:	197.88
PORT	BUCKHANNON-UPSHUR AIRPORT AU	758-567-00	AIRPORT	FY 2022-23 BUDGET 2ND HALF	7,500.00
				TOTAL:	7,500.00
LIC TRANSIT	COUNTRY ROADS TRANSIT	759-568-00	PUBLIC TRANSIT	FY 2022-23 BUDGET 2ND HALF	7,500.00
				TOTAL:	7,500.00

ID: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ALTH DEPT	UPSHUR BUCKHANNON HEALTH DEP	803-568-00	BUCKHANNON-UPSHUR HE	FY 2022-23 BUDGET 2ND HALF	2,500.00
				TOTAL:	2,500.00
ORM WATER	SANITARY BOARD STORM WATER	805-348-00	STORM WATER TO SANIT	FY 2022-23 BUDGET 2ND HALF	50,000.00
				TOTAL:	50,000.00
RK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	DEC 2022 HOTEL MOTEL TAX	3,326.57
				TOTAL:	3,326.57
3 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	DEC 2022 HOTEL MOTEL TAX	7,761.98
				TOTAL:	7,761.98
TS-THEATRE	BUCKHANNON UTIL BOARDS MON POWER RITE-WAY HEATING & PLUMBING MOUNTAINEER GAS COMPANY TATE COMMUNICATIONS LOWES BUSINESS ACCOUNTS ROZELLE ENTERPRISES DBA TRAD IWEISS HOLDINGS, LLC FRONTIER	906-213-00	CAC UTILITIES	THEATRE WASTE BILL JAN 202	82.76
		906-213-00	CAC UTILITIES	110122154542 48 E. MAIN ST	335.07
		906-450-01	THEATRE BLDG	FILTERS FOR FURNACE CAC	52.44
		906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	569.04
		906-450-01	THEATRE BLDG	PHONE SYSTEM FOR THEATRE	9,379.55
		906-341-00	CAC SUPPLIES & EXPEN	SUPPLIES FOR THEATRE	128.88
		906-450-01	THEATRE BLDG	LABOR THEATRE 12/5-12/22	23,914.75
		906-459-00	THEATRE CAPITAL	CURTAINS FOR CAC FINAL PY	5,295.00
		906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	88.88
				TOTAL:	39,846.37
CKERT YOUTH CENTER	MON POWER LEAF ENCOVA INSURANCE BSN SPORTS SPRINT WALMART STORES INC -BUCKHANN MOUNTAIN STATE PEST GUARD APRIL E SMALL WORLD FUEL SERVICES, INC.	907-213-00	UTILITIES	110084592119 SYC	0.00
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	0.00
		907-341-01	OPERATING EXPENSES	COPIER LEASE	177.51
		907-226-00	INSURANCE & BONDS	WCN6007140 DEC 2022	77.83
		907-356-00	YOUTH BASKETBALL	SCOREBOOKS- BASKETBALL	99.95
		907-211-00	TELEPHONES	ALL DEPT DEC '22 GEOTABS F	47.54
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL WALKIES REPL	66.00
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	94.54
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	131.60
		907-356-00	YOUTH BASKETBALL	AFTER SCHOOL SUPPLIES	32.70
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	20.07
		907-216-00	MAINTENANCE	SYC PEST CONTROL JAN 2023	38.50
		907-368-01	ZUMBA	KICKBOXING INSTRCTR DEC22	20.00
		907-343-00	SYC AUTO SUPPLIES	SYC FUEL BILL DEC 2022	323.76
				TOTAL:	1,130.00
LIC SAFETY	MON POWER MICHAEL W. ASH LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	110088783078 22 S FLORIDA	0.00
		976-459-35	FEMA GRANT#2 GENERAT	PRE CONSTRCTN ELEV CERT	5,820.00
		976-213-00	SAFETY COMPLEX UTILI	JAN 2023 PSC INTERNET	150.00
				TOTAL:	5,970.00

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

The motion to approve the Consent Agenda as presented was made by Sanders/Bucklew. Motion carried.

F. Strategic Issues for Discussion and/or Vote

F.1 Approval/Authorization to Attend Auction & Bid on items for the SYCC and CAC – Action taken earlier in the meeting.

F.2 Approval Letter of Request from UCBOE for Assistance in the Demolition Project at 11 E Victoria Street – Action taken earlier in the meeting.

F.3 Approval Bid Solicitation -Seating for the Colonial Arts Center – Action taken earlier in the meeting.

G. Comments and Announcements:

- **Pamela Bucklew:** Mrs. Bucklew stated it was a great meeting and is proud of the positivity in Buckhannon.
- **David McCauley:** Mr. McCauley had some questions about the property that the county has recently acquired. Mayor Skinner noted that will be discussed in our Executive Session. Mr. McCauley also noted the passing of Dr. Lynn Rupp. He asked that we keep her family in our hearts.
- **Jack Reger:** Mr. Reger commended Mayor Skinner on his State of the City Address. He also complimented both Chief Gregory and Chief Kimble on their great work.
- **Dave Thomas:** Mr. Thomas commended Chief Gregory on his report. He commended all the city employees. On a personal note, Mr. Thomas announced his ninth grandchild is on the way.
- **CJ Rylands:** Mr. Rylands noted all the great things that are happening and feels that it is the result of good planning and encourages us to continue that moving forward. He congratulated the citizens on the community’s successes.
- **Randall Sanders:** Mr. Sanders announced that he had recently attended the Miss Universe Pageant in New Orleans and while there he had a conversation with Margaret Gardiner who was Miss Universe 1978, the first South African woman to win the Miss Universe title. Sanders noted that during her reign she appeared in the WV Strawberry Festival’s Grand Feature Parade as a special guest. He noted that Ms. Gardiner remembered her visit to Buckhannon and the WV Strawberry Festival, proving that we do make lasting impressions on those who visit our community.

H. Mayor’s Comments and Announcements: Mayor Skinner thanked all for a very good meeting and called for a motion to adjourn into Executive Session to discuss property matters.

I. Executive Session per WV Code § 6-9A-4 Property Matters

At 8:06 p.m., motion to move into Executive Session per WV Code § 6-9A-4 to discuss property matters was made by Thomas/Rylands. Motion carried.

At 8:57 p.m., motion to leave into Executive Session matters was made by Sanders/Thomas. Motion carried.

J. Adjournment

Motion to adjourn at 8:58 PM was made by Thomas/Sanders.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
