

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

A regular meeting of the Buckhannon City Council was held on Tuesday, March 14, 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
Dixie Greet	City Horticulturist	Present
Channel 3	Rodney Irvin	Absent
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Absent
Alice Teets	Minute Taker	Present

Guests: Rebecca Westfall and Amanda Hayes

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Tuesday, March 14, 2023

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests**
 - B.1 Laura Meadows-Executive Director-UCCVB
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 City Horticulturist Dixie Green
 - C.3 Finance Director- Amberle Jenkins
 - C.4 Police Chief- Matthew Gregory
 - C.5 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 Whistle Stop Grill-Letter to ABCA regarding Private Caterer License Application
 - D.2 Morgantown Ridge Inc. DBA Sheetz- Zoning Form to ABCA
 - D.3 PSA from WVDOT-Public Meeting on Transportation Needs 04/04/23 10am at Upshur County Senior Center
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 02/16/23, 03/02/23
 - 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 Budget FY 2023/2024
 - F.2 Discussion/Possible Vote Property Exchange and to Direct City Attorney to Draft Required Documents
 - F.3 Authorization for Mayor to sign the Engagement Letter for the Financial Feasibility Study by Gray, Griffith & Mays not to exceed \$9,000 RE: SYCC USDA Grant Application Requirement
 - F.4 Appointments to the Buckhannon Planning Commission
 - F.5 Management of The Event Center at Brushy Fork
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 David McCauley
 - G.3 Jack Reger
 - G.4 David Thomas
 - G.5 CJ Rylands
 - G.6 Randall Sanders
- H. Mayor’s Comments and Announcements**
- I. Adjournment**

Posted 03/09/2023

A. Call to Order: Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for March 14, 2023 then asked all to join him in a Moment of Silence and the Pledge to the Flag of the United States of America.

B. Recognized Guests:

B.1 Laura Meadows-Executive Director-UCCVB: Ms. Meadows was unable to attend this evening and will attend in April.

B. 2 Amanda Hayes: Ms. Hayes spoke about the problems with vagrancy and homelessness.

B. 3 Rebecca Westfall: Ms. Westfall also spoke regarding the problems with vagrancy and homelessness.

Good evening,

I would first like to thank Mayor Skinner and the City Council for your time this evening.

We have an amazing community in our beautiful little City of Buckhannon, but unfortunately recent events have compelled me to address the council tonight as I strongly feel the safety and security of our lovely town’s citizens are at risk.

While I have great empathy for those who struggle with homelessness and addiction, many of those who suffer choose not to get the help that is available to them, when one of our greatest resources can be found on Main Street. Mountain Cap goes above and beyond to help those who want to help themselves.

Even though these issues are something every city and town, suburb and rural area is challenged with in the growing issue of drugs and homelessness we must not be distracted by the problem but to focus on the citizens, our neighbors and friends who also live here with a solution”.

In recent weeks, my business had an attempted break-in while I was sitting in my shoppe in the early hours of the morning. My friends have been approached with those demanding money, business owners have had vagrants breaking into empty apartments, regurgitating on our properties, individuals passed out in hallways in front of our apartment doors in multiple buildings through the city and our benches, drug paraphernalia, including needles have been found, while individuals are sleeping in bathroom stalls at the courthouse and recurrent break-ins in cars, residences and businesses have become commonplace.

As a business owner on Main Street, I have found a community which I care very much about. My Main Street neighborhood has become my home and business owners have become dear friends and friends have become part of my family. When my friends are afraid to walk Main Street out of fear it is time to say “Enough”.

This concern I am addressing this evening is not about ME, and this is not about MY Business. This is about MY neighborhood, MY neighbors, MY friends, and MY clients that are afraid because of what is happening in our city. I have personally watched drug deals, never part of my world and yet I can identify what is happening...this is a shared story by many people in our community. I have witnessed people carrying baseball bats and sickles on bicycles hanging out on the street corners in the early morning hours. These folks were not headed to the ballfields, and they were not working on their yards.

ENOUGH! If the police needs our assistance then that is what needs to be done. If they need city ordinances to aid them in their endeavors to curb these behaviors, then city ordinances need to be created. IF more cameras need installed then grants need to be written. Our police force is worthy of our support, but Our citizens DESERVE to enjoy life, liberty, and the pursuit of happiness in our town without fear. ENOUGH!

There are many concerned citizens and I represent their voices today. I would like the city council to provide a plan and or create a task force to address and combat this issue. We look forward to your expeditious responses.

Thank you for your time this evening.

Even though we are not “Mayberry” we are a community, a village, a team that must work together to find a solution to the issues at hand. With the issues at hand, although not a complete solution I strongly believe that “PRESENCE AND PROXIMITY” is at the VERY LEAST a hinderance to those who are part of an escalating problem in our city. By having our officers be “present” and “proximal” to the problem areas in our city it hopefully will dissuade the individuals who have become brazen in approaching our citizens that has surpassed begging and began to “demand” and place fear in our neighbors, our elderly and even our visitors.

We are in desperate need of our officers being seen, walking the streets, building a rapport, visiting businesses, speaking to residents, “creating a deterrence just by their mere presence”. Some of our neighboring cities have implemented and are requiring officers to walk the streets and “PRESENCE AND PROXIMITY” is working and problems are moving on.

As a Main Street business owner as well as ALL business owners we should know our officers and they should know us. It is difficult to “See Something AND Say Something” when we don’t “see anyone to say anything to about what is happening”. It’s not just business owners but the residents, shoppers, visitors, and neighbors should equally have the opportunity to get to know our officers, after all they are the ones, we rely on to help us in times of distress, but we certainly need to give back and aide them in any way we can. By building a relationship with our officers this can be done. Our officers CANNOT be “Everywhere all the time” but let the problems know...” They can be Anywhere at Any time”.

Until recently, in past 5 years my business door had only had 3 security checks. Over the last weekend my door was checked 2 nights in a row with the blue tag hanging on my door. However, it did not go unnoticed that in the early morning hours when I found my door tagged...I did not see one other door on Main Street with a blue tag on their doors, when asked, several stated they had not been checked.

C. Department & Board Report:

C.1 Public Works Director- Jerry Arnold: No report to add.

C.2 City Horticulturist Dixie Green:

- 1. Currently busy in the greenhouse planting/transplanting and getting all the flowers seeded for the season.
- 2. Will be out with Mr. Swindler in mid-late April to prep the beds around town for planting. We will also be tilling and planting the wildflower plots, we had a request for more sunflowers in said plots, which we will add for a pop of extra color.
- 3. We have applications in from two people so far, we’re hoping to hire two-to-three-part timers for the season.
- 4. Attempting to keep some flower displays in theme with the WAMSB event this summer by incorporating some blues and oranges.
- 5. Will be growing extra baskets this year for back ups to make sure we have the best display possible for the band competition.
- 6. Will be replacing the dying trees in Jawbone as soon as weather/time allows later this spring.
- 7. Jeanne Bennet reached out to me about helping to plant some marigolds that the second graders of Upshur County will be growing, throughout the city. The project is called, “Marigold Magic! An Upshur County Second Grade project”.
- 8. Began revitalizing the beds throughout town last year by replacing the damaged perennials with new varieties and repairing the hardscapes, and will continue with that project this season.

C.3 Finance Director- Amberle Jenkins:

Amby report 3-14-23

Balances in the Enterprise Funds February 28, 2023

Waste Collection Board	mm/cking	\$1,343,512	cd/sav	\$58,713
			Plus a letter of credit for	\$64,000
Water Board	mm/cking	\$958,490	work/capital& savings	\$874,401
Sanitary Board	mm/cking	\$977,005	work/capital	\$459,184
Storm water Fund	mm/cking	\$241,376		

Stockert Youth Center-see attached from Debora:

Stockert Youth & Community Center February 2023 Staff Report

We continue to be busy. Our after school program has over 100 students registered and is going well. We have several students tutoring and getting homework help daily. Our daily attendance is 50-55 students per day.

We continue to have birthday parties and room rentals every weekend. We have calls almost daily wanting to rent space for various activities and events. Some request require more space than we currently have available. We do share that we will have a much bigger space in the near future and to check back with us for their next event.

Our SYCC youth basketball program wrapped up on Feb 26. Over all it was very successful with over 350 players, 22 cheer leaders and 37 volunteer coaches. Our last day of games were tournament games followed by awards and team pizza parties to end our season. We have several coaches and players continuing to play under travel teams which will play in other surrounding counties who will represent SYCC.

We have gotten our Rec Desk program up dated to enable online credit card payments which has greatly helped with after school and summer camp collections. The program seems to be working great. We will need to have a credit card reader before we take in person payments which should happen soon.

We are beginning to plan for summer camp and have been getting our staff commitments and required trainings set up. The first day of camp will be June 5 and continue through August 4, 2023

Kitchen Project update.

We are still waiting for the contractor to begin. We have been in contact with the one call contractor listed with the City of Buckhannon and should be getting things started soon.

Respectfully Submitted

Debora Brockleman, Director

Budget Sessions:

Budget presented is \$6,481,585

Breakdown by categories

Largest portion 46% going to Public Safety costs (police, fire)

Then Street department 26% (streets, sidewalks and maintenance)

Collectively the rest of the activities are 28% (administration, youth center, parks, flowers, cemetery mowing, storm water, housing, theatre)

For this budget

Outside agency/organization funding \$128,000

Larger items requested that were not already in the budget:

- Engineering design Jawbone Run watershed
- Computer network upgrades
- Security system upgrades for city hall
- Police Department replace mobile radios for cruisers and radios for Volunteer Police
- Replace 3 cruisers
- Fire – volunteer equipment \$15,000
- Lifepak already approved – on order
- Replace pickup truck – also already approved and on order
- Street Dept - \$300,000 for project and paving
- New skid steer attachments for brushhog and grapple bucket
- Colonial Arts Center – new seating
- Brushy Fork Event Center \$47000 for utilities and part time help
- Public Safety & Fire training facility \$60000

C.4 Police Chief- Matthew Gregory:

City Council Report

3/14/23

1. Officers are renewing their efforts relative to Business Security checks each week.
2. The Citizens Police Academy is wrapping up tonight. CERT training will commence after this week for the next four weeks.
3. On March 26, myself and Lt. Loudin will meet the Presidents of the Black Student Union, International Student Union, and PRISM QSA organizations to discuss protocol and safety when encountering police for students and the campus community in an effort to build mutual trust and respect.
4. On April 5, the police department will partner with the fire department to assist with a TIMS class being held for participants in the security portion of the plan for WAMSB.
5. I am in the process of closing out another proof year for our CALEA Accreditation. At this point, our assessment has 2,232 attachments in fulfillment of our Reaccreditation efforts. A policy manual update will follow in April as I update everything to be consistent with the latest version of the CALEA Standards Manual.

POLICE ACTIVITIES

MONTH: February

YEAR: 2023

ACTIVITIES:

Parking Tickets Issued:	
By Parking Enforcement Officer:	11
By Officers:	1
TOTAL ISSUED:	12
Citations Issued:	12
Misdemeanor Arrests:	14
Felony Arrests:	2
Calls Answered:	375
Complaint Reports:	29
Accidents Investigated:	5
Community Policing Hours:	43
Patrol Mileage:	5,857

Discussion regarding concerns from Ms. Hayes and Ms. Westfall. He appreciates their speaking to their concerns. Vagrancy is a complex societal issue. He has heard the complaints that the police do not care, but that is not true. We play a role, but not the totality. We are bound by the laws as written. In addressing minor offenses, officers can use discretion and community policing and have a list of agencies and services. We try to be proactive with security checks of businesses, and any business can be added to the list. We do plan on adding more foot and bike patrols, not just in main city area, but also in residential areas. Currently we are challenged by our staffing as three of our twelve officers are in the police academy, and one officer is assigned to the drug force task force. Police academy will be completed soon. Chief Gregory also suggested that citizens practice “target hardening,” which is taking steps to make it more difficult for you to be a victim or for property to being damaged or stolen. Chief Gregory ended with stating that there is a way forward when we work together.

Vagrancy

- Vagrancy issues have become more pronounced in recent years
- Not just Buckhannon – this issue exists everywhere
- Some say that the Police refuse to do anything about the problem or do not listen when complaints are filed. Not true:

Arrests made in Downtown / Jawbone area:
Trespassing
Disorderly Conduct
Public Intoxication
Poss. Of Controlled Substances
Destruction of Property
Larceny
Indecent Exposure
Contributing to Delinquency of Minors
Littering

- Many things that we receive complaints on are not Criminal:

Non-Criminal:
Homelessness – Some people homeless, others are not
Vagrancy / Poverty
Begging / Soliciting
Being High / Drug Addiction
Sitting / Laying on Benches
Bicycles / Backpacks

- Minor offenses – Community Policing / Discretion
- Try to advocate for those in need:
 - Shelters – Many don't want help / Shelters have rules / When taken to shelter, many come back to Buckhannon
 - Rehab / Mental Health – Keep list of services – Can't force on someone
 - Medical – When needed or appropriate
 - Each of the above resources also have a stake in addressing the problem

- Proactive Policing:
 - Random Business Security Checks – Gets officer out of car / Recently lead to a drug arrest / Leave Card for business – can have officer notes and suggestions
 - Foot Patrols / Bike Patrols – When back to full staff – currently ¼ of Department is in training – Will be Random in different areas / different times
 - Task Force Officer – One officer is assigned to task force full time, because of manpower issues, has to cover schedule part of the time
- Take steps to protect yourself:
 - Target Hardening – Secure doors that lead to public access / Lock car doors / Don't leave valuables unsecured / Businesses secure dumpsters
 - Carry Personal Protection items – Pepper Spray, etc.
 - Take Self-Defense class – BPD offers
- If you witness a crime or have evidence of a crime, call Police – It will be Investigated
 - Evidence of Drug Issues – Schedule meeting with Task Force Officer / Leave a tip on crime tip line or BPD website
- Overarching Issues of Vagrancy / Poverty / Addiction not just a Police Problem – They are Social Issues
 - Cannot arrest your way out of these issues
 - Many offenses are not jailable – can only receive citation / fine
 - Even with jailable offenses – jail can be a revolving door
 - Police will do their part – however Multi-faceted problem requires a multi-faceted solution

C.5 City Attorney- Tom O'Neill: City Attorney O'Neill endorsed what Chief Gregory said. He states that the court system has tied the hands of small towns to deal with petty crimes. Vagrancy laws are struck down in terms of vagueness. He offers his assistance in any way. When right to live in peaceful, clean community is impacted, we must find a solution. Council member CJ Rylands asks if any ordinance that we can enact to deal with problems? Mr. O'Neill said possibly could find a way to craft ordinances, but then it becomes an enforcement issue. Mayor Skinner said that we need to put our heads together to work on this problem.

D. Correspondence & Information:

D.1 Whistle Stop Grill-Letter to ABCA regarding Private Caterer License Application

West Virginia Alcohol and Beverage Commission
900 Pennsylvania Avenue
Charleston, WV 25302

March 7, 2023

To Whom It May Concern:

I am writing this on behalf of the Whistle Stop Bar and Grill pursuant to their event request under their private caterer license.

The City of Buckhannon finds no violation of any local ordinance for the requested event on March 15, 2023 at Brightside Creative Collection, 8 East Main Street, Buckhannon. Should you have questions or need additional information, please contact my office at 304-472-1651.

Sincerely yours,
Thomas J. O'Neill, City Attorney
City of Buckhannon, West Virginia

D.2 Morgantown Ridge Inc. DBA Sheetz- Zoning Form to ABCA – RE: The Rebuild

Zoning Form
(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the front portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in W.Va. Code § 11-16-8(a)(5), a person intending to apply for a license to operate a WVABCA licensed Class B establishment at any location within a municipality must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior to filing an application for such license with the WVABCA. Pursuant to this requirement, notice is herein given that the following intends to apply to the WVABCA for a license to operate a Class B licensed establishment issued pursuant to the provisions of § Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: Morgantown Ridge, Inc.

DBA (Doing Business As): Sheetz # 254

Address of Establishment: 900 Chestnut Ridge Rd. Morgantown WV 26505
(Street/Route) (City) (State) (Zip Code)

Applicant's Name(s): Luciano Thomas P
(Last) (First) (Middle)

General Description of Premises: Retail Convenience store with gas pumps

This Notice has been filed with the Clerk or Recorder of the City/Town of Buckhannon on this 1st day of March, 2023.

Applicant's Signature(s): [Signature] Date: 2.6.2023

D.3 PSA from WVDOT-Public Meeting on Transportation Needs 04/04/23 10am at Upshur County Senior Center

- E. Consent Agenda:
- E.1 Approval of Minutes -Regular Meeting 02/16/23, 03/02/23
- E.2 Approval of Building and Wiring Permits



Permit Fee Report #75795 - #75805

03/02/2023 - 03/13/2023

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
75803	Sheetz, Inc	341 N Locust St	BOLGER BROTHERS, INC	Demolition & Rebuild Sheetz Convenience Store & Gasoline	3,770,585.00	3,770.59	A Commercial Property	Yes -If yes attach report	3/9/2023	No	Zone AE	Yes -If yes attach report	
					3,770,585.00	3,770.59							
Group Total: 1													
Group: Commercial-Industrial (nonresidential)													
75803	Sheetz, Inc	341 N Locust St	BOLGER BROTHERS, INC	Demolition & Rebuild Sheetz Convenience Store &	3,770,585.00	13,197.05	A Commercial Property	Yes -If yes attach report	3/9/2023	No	Zone AE	Yes -If yes attach report	

				Gasoline									
75802	LAZY L ENTERPRISES (DAVID LONG)	7 W MAIN ST (UPSTAIRS APT)		COMPLETE REMODEL OF KITCHEN; RECASING FRONT WINDOWS	5,000.00	47.50		No		Yes	N/A	No	No
75797	CP IMAGERY CHELSIE MCGREW	18 N KANAWHA ST		WINDOW DECAL - SIGNAGE	12.00	15.00		No	3/6/2023	Yes	N/A	No	No
75798	Buckhan non Housing Authority	23 1/2 Hinkle Drive	NEELS FENCE CO COMMERCIAL	Install/Replacement Playground Equipment in existing Fence area & Install 6ft Fence hgt along property line	117,000.00	643.50			3/6/2023	No	N/A	No	
					3,892,597.00	13,903.05							

Group Total: 4

Group: Demolition

75803	Sheetz, Inc	341 N Locust St	BOLGER BROTHERS, INC	Demolition & Rebuild Sheetz Convenience Store & Gasoline	3,770,585.00	20.00	A Commercial Property	Yes -If yes attach report	3/9/2023	No	Zone AE	Yes -If yes attach report	
					3,770,585.00	20.00							

Group Total: 1

Group: No Charge

75804	CITY OF BUCKHANNON	WALK TRAIL BATHROOMS		ELECTRICAL UPGRADE	0.00	0.00	A Commercial Property	No		No	Zone AE	Yes-Elevation Cert. Not Required	No
75796	City of Buckhan non-SYCC	8 S Florida Street	NEELS FENCE CO COMMERCIAL	Replacement 6' Industrial Gladiator Steel Series Fence	18,797.32	0.00			12/15/2022	Yes	Zone AE	Yes-Elevation Cert. Not Required	
					18,797.32	0.00							

Group Total: 2

Group: Residential (non-commercial)

75801	JOSH WINNINGS	32 MEADOW		INSTALL SOFFIT AND FASICIA	100.00	10.00		No		No	Zone AE	No	No
75800	DAVID FEOLA	24 MEADE	JES CONSTRUCTION	INSTALL 2 SUMP PUMP AND BASEMENT GUTTER TO BE DISCHARGED BACK RIGHT OF HOUSE IN YARD	26,576.60	239.19		No		Yes	N/A	No	No
75799	SHEENA GOLDIZEN	39 SEDGWICK		METAL OVER EXISTING SHINGLES	4,700.00	51.70		No		Yes	N/A	No	No
					31,376.60	300.89							

Group Total: 3

Group: Residential Electrical Fee

7580	CHARLIE	15	LET	ELECTRICAL	3,000.00	100.00	B2	No		No	N/A	No	No
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5	BENDER	MYRNA	THERE BE LIGHT, LLC	UPGRADE-MEW METER SOCKET DISCONNECT 2 BREAKER PANEL			Single Family Residential (500 sq ft)						
75795	Ralph Miller	6 Gilbert St	TWISTED WIRE	200 amp Electrical Service-move to outside	2,500.00	100.00	B2 Single Family Residential (500 sq ft)			No	N/A	No	
					5,500.00	200.00							

Group Total: 2

Group: Zoning Application Fee

75803	Sheetz, Inc	341 N Locust St	BOLGER BROTHERS, INC	Demolition & Rebuild Sheetz Convenience Store & Gasoline	3,770,585.00	20.00	A Commercial Property	Yes -If yes attach report	3/9/2023	No	Zone AE	Yes -If yes attach report	
75797	CP IMAGERY CHELSIE MCGREW	18 N KANAWHA ST		WINDOW DECAL - SIGNAGE	12.00	20.00		No	3/6/2023	Yes	N/A	No	No
75798	Buckhan non Housing Authority	23 1/2 Hinkle Drive	NEELS FENCE CO COMMERCIAL	Install/Replacement Playground Equipment in existing Fence area & Install 6ft Fence hgt along property line	117,000.00	20.00			3/6/2023	No	N/A	No	
					3,887,597.00	60.00							

Group Total: 3

					15,377,037.92	18,254.53							
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Total Records: 16

3/14/2023

E.3 Approval of Payment of the Bills:

MARCH 1-15-2022 GENERAL FUND PAYMENT OF BILLS

- \$1,200.00 – APPALACHAIN ROOFING & SHEET METAL – LABOR FOR ROOF ON MARQUEE AT THEATRE
- \$1,295.80 – BROUGHTON’S SPORTS – MEDALS FOR BASKETBALL TOURNAMENTS SYCC
- \$3,170.62 – BRUFFEY TRUCKING – #57 STONE & SAND FOR MIXING CONCRETE
- \$3,430.00 – EC FLEET REPAIR – REPAIRS ON TRUCK 11 & ENGINE 1
- \$1,550.00 – GEORGE L WILSON – CONCRETE FORMS
- \$5,335.04 – LOWES – PAINT, LUMBER, DRILL BITS, PRIMER & PAINT SUPPLIES FOR THEATRE
- \$2,271.74 – MONT LEVINE – STEEL FOR MUSIC NOTE
- \$4,979.50 – RDR UTILITY SVCS – CONCRETE FOR FLORIDA ST & GATEWAY WEST SIDEWALKS
- \$13,893.23 – SCOTT ELECTRIC – WIRING & SERVICE BOX SUPPLIES FOR ELECTRIC AT MADISON ST
- \$5,000.00 – SEALCOAT CONCEPTS – PAINT CURBS VICTORIA ST TO WENDY’S AND VICTORIA ST TO MARION ST
- \$9,808.87 – TRADEWORX – LABOR FLORIDA ST SIDEWALKS
- \$18,246.56 – TRADEWORX – LABOR AT THE THEATRE
- \$1,728.00 – BROUGHTON’S SPORTS & TROPHY – SYCC YOUTH BASKETBALL AWARDS & MEDALS

Vendor	Amount	Account #	Description
AIRGAS	\$ 104.12	001-750-341-00	CYLINDER LEASE 4/1/23-3/31/24
APPALACHIAN ROOFING & SHEET METAL	\$ 1,200.00	001-906-450-01	LABOR FOR ROOF ON MARQUEE
BENNY'S BOOT HILL	\$ 224.91	001-750-341-00	BOOTS FOR R. SWINDLER
BROUGHTON'S SPORTS	\$ 1,295.80	001-907-356-00	MEDALS FOR BASKETBALL TOURNAMENT
BRUFFEY TRUCKING	\$ 3,170.62	001-750-458-05	#57 STONE & SAND FOR MIXING CONCRETE
B-U HIGH SCHOOL	\$ 446.72	001-907-356-00	CUSTODIAL EXPENSES FOR GYM USAGE- BASKETBALL GAMES
CAPITAL ELECTRIC	\$ 687.71	001-750-458-05	ANCHOR BOLTS FOR LIGHT POLES ON S. KANAWHA ST
CARTER, LARRY	\$ 76.00	001-907-363-00	KARATE INSTRUCTOR FEB 2023
COLE TRUCK PARTS	\$ 60.52	001-750-343-00	V BAND CLAMPS FOR STREET DEPT DUMP TRUCK
CRITES ELECTRICAL SUPPLY	\$ 2.89	001-906-450-01	BOX CONNECTOR FOR THEATRE
CRITES ELECTRICAL SUPPLY	\$ 55.40	001-750-341-00	BUTT CONNECTORS & HEAT SHRINK FOR MAIN ST LIGHTS
WEBB, DAWN	\$ 228.00	001-907-363-00	KARATE INSTRUCTOR FEB 2023
EC FLEET REPAIR, LLC	\$ 3,430.00	001-706-343-00	REPAIRS ON TRUCK 11 & ENGINE 1
FISHER AUTO PARTS	\$ 89.88	001-750-343-00	OIL DRY
FLEET PRIDE	\$ 235.00	001-706-341-00	RESTOCKING FEE FOR RETURNED PART
GEORGE L WILSON	\$ 1,550.00	001-750-458-05	STEEL CONCRETE FORMS
HDL COMPANIES	\$ 112.50	001-409-341-00	BUSINESS LICENSE COLLECTIONS FEB 2023
HINKLE TRUCKING	\$ 617.40	001-750-458-05	HAULING CEMENT FOR MIXING CONCRETE
LOWES	\$ 814.89	001-906-450-01	SINK, FAUCET, DRYWALL, PAINT FOR THEATRE
LOWES	\$ 493.93	001-906-450-01	LANDSCAPE CABLE, SCREWS, MOPS, TRIM, PLASTIC & TAPE THEATRE
LOWES	\$ 559.42	001-906-450-01	POLYMER ADDITIVE; TILE BLADES; TILE SPACERS - THEATRE
LOWES	\$ 1,064.67	001-906-450-01	SANDING DISCS, THINNER, PIPE & FITTINGS, PAINT, DRAWER PULLS - THEATRE
LOWES	\$ 598.19	001-906-450-01	PAINT SUPPLIES, LUMBER, EYEBOLTS, PAINT, SPRING SNAPS- THEATRE
LOWES	\$ 482.75	001-906-450-01	PAINTING SUPPLIES, DRILL BITS, CONCRETE REPAIR - THEATRE
LOWES	\$ 844.41	001-906-450-01	PAINT SUPPLIES, PAINT, RETURN GRILLE, DRILL BITS- THEATRE
LOWES	\$ 315.91	001-906-450-01	LUMBER, DRILL BITS, BOLTS, PAINT, MOULDING - THEATRE
LOWES	\$ 129.78	001-906-450-01	SPRAY ADHESIVE, NAILS, PRIMER, RETURN GRILLE - THEATRE
LOWES	\$ 31.09	001-906-450-01	ALUMINUM ANGLE & FLAT FOR MESSAGE BOX - THEATRE
THEATRE LOWES BALANCE	\$ 5,335.04		
LOWES	\$ 24.36	001-700-341-00	MATERIALS FOR CAMERA AT LARGE EVIDENCE STORAGE LOT

LOWES	\$ 184.28	001-750-458-05	LUMBER FOR FORMING, DRILL BIT, BOARDS- S FLORIDA ST SIDEWALKS
LOWES	\$ 416.96	001-750-341-00	YELLOW PAINT, CHALK BOX, 3' PINS, MARKING FLAGS, SAW BLADES
LOWES	\$ 276.17	001-752-230-00	SAKRETE FOR ST SIGNS
LOWTHER HOSE	\$ 20.06	001-750-343-00	HYDRAULIC FITTINGS FOR STUMP GRINDER
MONT LEVINE	\$ 2,271.74	001-750-341-00	STEEL FOR MUSIC NOTE
MONT LEVINE	\$ 115.53	001-750-458-05	2" X 1/4" FLAT BAR
NAPA	\$ 307.97	001-752-230-00	ETCH PRIMER, SURFACER & HARDENER FOR ST SIGNS
NAPA	\$ 65.82	001-750-343-00	SAND PAD & MASKING TAPE FOR ROAD TRACTOR
NAPA	\$ 420.08	001-706-343-00	BRAKE DRUM FOR ENGINE 1
NAPA	\$ 96.64	001-706-341-00	OIL DRY
THE PIN CENTER	\$ 73.95	001-409-341-00	KEYS TO CITY & POUCHES
RDR UTILITY SVCS	\$ 2,489.75	001-750-458-05	11 YDS CONCRETE FOR S FLORIDA ST SIDEWALKS
RDR UTILITY SVCS	\$ 2,489.75	001-750-458-08	11 YDS CONCRETE FOR GWW SIDEWALK S
RITE-WAY HEATING & PLUMBING	\$ 13.17	001-440-216-00	FLANGE REPAIR KIT & SEAL FOR MEN'S ROOM CITY HALL
SCOTT ELECTRIC	\$ 13,893.23	001-750-458-05	WIRING & SERVICE BOX SUPPLIES FOR ELECTRIC AT MADISON ST LOT
SCOTT ELECTRIC	\$ 216.15	001-750-341-00	TIME SWITCH & COIL FOR AIR COMPRESSOR
SEALCOAT CONCEPTS	\$ 3,200.00	001-750-341-00	PAINT CURBS S KANAWHA ST FROM VICTORIA TO WENDY'S (BOTH SIDES)
SEALCOAT CONCEPTS	\$ 1,800.00	001-750-341-00	PAINT CURBS FROM MARION TO VICTORIA ST (BOTH SIDES)
SHERWIN-WILLIAMS	\$ 61.08	001-752-230-00	BLACK PAINT FOR STREET SIGNS
SMALL, APRIL	\$ 24.00	001-907-368-01	KICKBOXING INSTRUCTOR FEB 2023
STAPLES	\$ 97.87	001-700-341-00	SHARPIES, MEMO BOOKS, HIGHLIGHTERS, BINDER
STATE ELECTRIC	\$ 399.74	001-750-458-05	30' POLE, MACHINE BOLTS & WASHERS - KANAWHA ST
SUNSET GRAPHICS	\$ 657.50	001-906-341-00	SIGN FOR CAC DONOR WALL
SUPER SPLASH	\$ 18.00	001-700-343-00	FEB 2023 CAR WASHES
TRADEWORX	\$ 9,808.87	001-750-458-05	LABOR S FLORIDA ST SIDEWALKS 2/20-3/3
TRADEWORX	\$ 18,246.56	001-906-450-01	LABOR THEATRE 2/20-3/3
VALLEY STEEL	\$ 256.65	001-750-343-00	RECT TUBE FOR RD TRACTOR, ANGLE FOR TAILGATE ON S-5
WALMART	\$ 328.17	001-907-361-00	AFTER SCHOOL SUPPLIES & SNACKS
WALMART	\$ 420.48	001-907-356-00	BASKETBALL SUPPLIES & CONCESSIONS
WITMER	\$ 127.50	001-706-341-00	CAPTAINS BADGE
WV ASSOCIATION OF GEOSPATIAL PROFESSIONALS	\$ 90.00	001-409-341-00	2023-24 YEARLY MEMBERSHIP FOR JAY HOLLEN

03-14-2023 09:54 AM DISBURSEMENTS 3/01/23 to 3/10/23

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF MARCH HEALTH INS	1,233.52
		409-105-00	MAYOR'S INSURANCE	GF MARCH RETIREES INS	140.00
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	44.50
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.41
	UPSHUR COUNTY CLERK	409-341-00	MAYOR'S SUPPLIES & M	LIEN 97 RANDOLPH ST HOFFMA	12.00
		409-341-00	MAYOR'S SUPPLIES & M	LIEN 140 CAMDEN AVE C. MUS	12.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	FEB 2023 CC FEES RECDSEK	158.98
	**PAYROLL EXPENSES			3/01/2023 - 3/10/2023	729.29
				TOTAL:	2,340.70
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF MARCH HEALTH INS	1.14
		413-105-00	TREASURER'S GROUP IN	GF MARCH RETIREES INS	70.00
	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			3/01/2023 - 3/10/2023	313.18
				TOTAL:	408.28
CITY ENGINEER	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			3/01/2023 - 3/10/2023	823.30
				TOTAL:	886.86
ZONING	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF MARCH HEALTH INS	266.14
		437-105-00	ZONING HEALTH INS	GF MARCH RETIREES INS	70.00
	WV CODE OFFICIALS ASSOC.	437-221-00	ZONING TRAINING	REG V SMITH VACANT TAX PRO	200.00
	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			3/01/2023 - 3/10/2023	1,500.00
				TOTAL:	2,150.89
CITY HALL	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF MARCH HEALTH INS	1.14
		440-105-00	CITY HALL JANITOR IN	GF MARCH RETIREES INS	70.00
	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			3/01/2023 - 3/10/2023	1,344.75
			TOTAL:	1,517.64	
POLICE	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF MARCH HEALTH INS	5,986.12
		700-105-00	POLICE DEPT. GROUP I	GF MARCH RETIREES INS	770.00
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	FEB 2023 COURT FEES	5.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,978.88
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	462.79

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
FIRE	**PAYROLL EXPENSES			3/01/2023 - 3/10/2023	32,182.39
				TOTAL:	41,385.18
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF MARCH HEALTH INS	3,810.84
		706-105-00	FIRE DEPT. GROUP INS	GF MARCH RETIREES INS	630.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,375.11
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	321.60
	**PAYROLL EXPENSES			3/01/2023 - 3/10/2023	22,179.23
				TOTAL:	28,316.78
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF MARCH HEALTH INS	4,150.84
		750-105-00	STREET DEPT. GROUP I	GF MARCH RETIREES INS	630.00
STREET	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,157.43
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	270.71
	**PAYROLL EXPENSES			3/01/2023 - 3/10/2023	18,697.39
				TOTAL:	24,906.37
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF MARCH HEALTH INS	266.76
	SUNSET GRAPHICS LLC	906-450-01	THEATRE BLDG	1/2 DOWN SIGN DONOR WALL C	657.50
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	77.66
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	18.16
	**PAYROLL EXPENSES			3/01/2023 - 3/10/2023	1,252.50
				TOTAL:	2,272.58
ARTS-THEATRE	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF MARCH HEALTH INS	2,002.04
		907-105-00	GROUP INSURANCE	GF MARCH RETIREES INS	350.00
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	601.57
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	140.68
	**PAYROLL EXPENSES			3/01/2023 - 3/10/2023	9,702.52
				TOTAL:	12,796.81
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF MARCH HEALTH INS	2,002.04
		907-105-00	GROUP INSURANCE	GF MARCH RETIREES INS	350.00
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	601.57
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	140.68

Motion by Reger/Rylands to approve consent agenda. Motion carried unanimously.

F. Strategic Issues for Discussion and/or Vote:

F.1 Approval Budget FY 2023/2024: Any member of public is welcome to come in to meet and discuss budget with Amby Jenkins, Finance Director. Brief discussion regarding the budget. April 18th is a mandatory budget meeting as set by the State.

McCauley/Rylands motion to vote on Budget FY 2023/2024 excluding the contribution to UCDA. Motion carried unanimously.

Sanders asks for motion to approve line item for Upshur County Development Authority. Mayor Robbie Skinner abstains from this vote as Director of the UCDA. It is the same annual contribution as previously years. Motion by Thomas/Reger. Motion carried unanimously.

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Recap and Certification
FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

Account Number	REVENUE RECAP	General Fund Budgeted Revenues 2023 - 2024	Coal Severance Tax Budgeted Revenues 2023 - 2024
280 299	Beginning Balance, July 1st	750,000	1,000
301 319	Taxes	2,882,830	15,000
320 324	Fines and Forfeitures	15,000	
325 334	Licenses and Permits	167,000	
335 364	Charges for Services	429,700	
365 377	Intergovernmental	2,189,155	
378 399	Miscellaneous	47,900	0
	Grand Totals - Revenues	6,481,585	16,000

Account Number	EXPENDITURE RECAP	General Fund Budgeted Expenditures 2023 - 2024	Coal Severance Tax Budgeted Expenditures 2023 - 2024
401 699	General Government Expenditures	633,487	0
700 749	Public Safety Expenditures	2,858,625	0
750 799	Street & Transportation Expenditures	1,804,276	16,000
800 899	Health & Sanitation Expenditures	105,000	0
900 949	Culture & Recreation Expenditures	984,197	0
950 974	Social Services Expenditures	0	0
975 999	Capital Projects Expenditures	96,000	0
	Grand Totals - Expenditures	6,481,585	16,000

Please select the basis of accounting for BUCKHANNON Modified Accrual

I, Randall Sanders, RECORDING OFFICER OF SAID MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOREGOING ELECTRONIC FILES ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COUNCIL ON THE 14th DAY OF MARCH 2023.

(Signature)

Official Title of Recording Officer

FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024
LEVY ESTIMATE - BUDGET DOCUMENT

STATE OF WEST VIRGINIA
MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA

In accordance with Code § 11-8-14, as amended, the Council proceeded to make an estimate of the amounts necessary to be raised by levy of taxes for the current fiscal year, and does determine and estimate the several amounts to be as follows:

The amount due and the amount that will become due and collectible from every source during the fiscal year INCLUDING THE LEVY OF TAXES, is as follows:

REVENUE SOURCE	
Unassigned Fund Balance	750,000
Property Taxes - Current Expense	926,730
Prior Year Taxes	25,000
Gas & Oil Severance Tax	10,000
Excise Tax on Utilities	235,000
Business and Occupation Tax	1,490,000
Wine & Liquor Tax	75,000
Animal Control Tax	1,100
Hotel Occupancy Tax	120,000
Fines, Fees & Court Costs	15,000
Licenses	17,000
Building Permit Fees	40,000
Franchise Fees	55,000
IRP Fees (Interstate Registration Plan)	55,000
Parks & Recreation	34,000
Rents, Royalties, and Concessions	39,000
Police Protection Fees	75,000
Fire Protection Fees	152,000
Charges to Other Entities	129,700
State Government Grants	16,000
Contributions from other Funds	2,162,955
Charges to Other Funds	200
Gaming Income	10,000
Interest Earned on Investments	400
Reimbursements	4,000
Refunds	3,500
Video Lottery (LVL)	20,000
Miscellaneous Revenues	20,000
	<hr/>
TOTAL ESTIMATED REVENUE (GENERAL FUND)	\$ <u>6,481,585</u>

COAL SEVERANCE TAX FUND

REVENUE SOURCE	
Assigned Fund Balance	\$ 1,000
Coal Severance Tax	15,000
Interest Earned on Investment	-
Reimbursements	-
Refunds	-
	<hr/>
TOTAL ESTIMATED REVENUE (COAL SEVERANCE FUND)	\$ <u>16,000</u>

	General Fund	Coal Severance Fund
ESTIMATED CURRENT EXPENDITURES		
Economic Development	\$ 40,000	\$ -
Mayor's Office	200,450	-
City Council	40,725	-
Recorder's Office	8,650	-
Treasurer's Office	20,560	-
Police Judge's Office	8,675	-
Engineering	51,079	-
Regional Development Authority	5,964	-
Building Inspection	35,000	-
Planning & Zoning	57,128	-
Elections	9,500	-
Data Processing	69,000	-
City Hall	86,756	-
Police Department	1,636,664	-
Fire Department	1,220,861	-
Dog Warden/Humane Society	1,100	-
Streets and Highways	1,668,576	16,000
Street Lights	72,200	-
Signs and Signals	8,500	-
Snow Removal	20,000	-
Airports	20,000	-
Public Transit	15,000	-
Local Health Department	5,000	-
Storm Sewer	100,000	-

Parks & Recreation	36,000	-
Arts & Humanities	153,327	-
Youth Program	622,725	-
Civic Center - Municipal Auditorium	88,145	-
Capital Projects - Public Safety	96,000	-
TOTAL ESTIMATED EXPENDITURES	\$ 6,481,585	\$ 16,000

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Regular Current Expense Levy
FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

	Certificate of Valuation		
	Assessed Value	Levy	Taxes
	for Tax Purposes	Rate/\$100	Levied
CLASS I			
Personal Property	\$ 0	12.50	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
CLASS II			
Real Estate	\$ 79,734,080	25.00	\$ 199,335
Personal Property	285,292		713
Total Class II	\$ 80,019,372		\$ 200,048
CLASS IV			
Real Estate	\$ 83,290,010	50.00	\$ 416,450
Personal Property	57,664,798		288,324
Public Utility	14,973,004		74,865
Total Class IV	\$ 155,927,812		\$ 779,639
Total Value & Projected Revenue	\$ 235,947,184		\$ 979,687
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	24,492
Less Tax Discounts (use Total Projected Revenue to calculate)		1.00%	9,552
Less Allowance for Tax Increment Financing (if Applicable)			0
Total Projected Property Tax Collection			\$ 945,643
Less Assessor Valuation Fund		2.00%	18,913
(Subtracted from regular current expense taxes levied only)			
Net Amount to be Raised by Levy of Property Taxes			\$ 926,730

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA

Charles W Gibson Library Levy

FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

	Certificate of Valuation		
	Assessed Value	Levy	Taxes
	for Tax Purposes	Rate/\$100	Levied
<u>CLASS I</u>			
Personal Property	\$ 0	1.50	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
<u>CLASS II</u>			
Real Estate	\$ 79,734,080	3.00	\$ 23,920
Personal Property	285,292		86
Total Class II	\$ 80,019,372		\$ 24,006
<u>CLASS IV</u>			
Real Estate	\$ 83,290,010	6.00	\$ 49,974
Personal Property	57,664,798		34,599
Public Utility	14,973,004		8,984
Total Class IV	\$ 155,927,812		\$ 93,557
Total Value & Projected Revenue	\$ 235,947,184		\$ 117,563
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	2,939
Less Tax Discounts (use Total Projected Revenue to calculate)		1.00%	1,146
Net Amount to be Raised by Levy for Budget Purposes			\$ 113,478

F.2 Discussion/Possible Vote Property Exchange and to Direct City Attorney to Draft Required Documents: It is noted that the Council is permitted to enter into executive session for property and personnel matters.

Motion to accept by Thomas/Sanders. Motion carried unanimously. Council member David McCauley recuses himself from voting due to long-standing employment with WVWC.

F.3 Authorization for Mayor to sign the Engagement Letter for the Financial Feasibility Study by Gray, Griffith & Mays, a.c. , not to exceed \$9,000 RE: SYCC USDA Grant Application Requirement

Motion to approve by McCauley/Reger. Motion carried unanimously.

March 30, 2023

Amberle Jenkins
Director of Finance/Administration
City of Buckhannon, West Virginia
70 East Main Street
Buckhannon, WV 26201

Dear Ms. Jenkins:

You have requested that we perform a compilation of the financial projection of City of Buckhannon, West Virginia's (the City) General Fund, which comprises the projected balance sheets as of June 30, 2024, 2025, 2026, 2027, and 2028, and the related projected statements of revenues, expenditures, and changes in fund balance for the years then ending, and the related summaries of significant assumptions and accounting policies which constitutes the required proforma financial section of the City's loan/grant application to the United States Department of Agriculture (USDA) to finance the construction of a significant expansion of the Stockert Youth and Community Center (the project). We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

A financial projection presents, to the best of management's knowledge and belief, the City's expected financial position and change in fund balance for the City's General Fund for the projection period assuming certain rates of change from the baseline fiscal year along with the projected construction costs and results of operation of the project. It is based on management's assumptions reflecting conditions it expects would exist and the course of action it expects would be taken during the projection period assuming the loan/grant award for the project by the USDA. The projection is designed to meet the USDA's loan/grant application requirement for proforma financial statements for the project and might not be useful for other purposes.

Our Responsibilities

The objective of our engagement is to apply accounting and financial reporting expertise to assist you in the presentation of the financial projection without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial projection in order for it to be in accordance with guidelines for presentation of a projection established by the American Institute of Certified Public Accountants (AICPA).

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial projection.

City of Buckhannon, West Virginia
Page 2
March 30, 2023

Our engagement cannot be relied upon to identify or disclose any misstatements in the financial projection, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial projection in accordance with guidelines for presentation of a projection established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARSs:

- a. The selection of accounting principles to be applied in the preparation of the financial projection.
- b. The preparation and presentation of the financial projection in accordance with guidelines for presentation of a financial projection established by the AICPA and the inclusion of all informative disclosures that are appropriate for projections under those guidelines.
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial projection that is free from material misstatement whether due to fraud or error.
- d. The development of assumptions that reflect your plans and expectations regarding events and circumstances for the projection period assuming certain rates of change from the baseline fiscal year along with the projected construction costs and results of operation of the project.
- e. The prevention and detection of fraud.
- f. To ensure that the entity complies with the laws and regulations applicable to its activities.
- g. The accuracy and completeness of the records, documents, explanations, and other information, including providing us with:
 - i) Access to all information of which you are aware is relevant to the preparation and presentation of the financial projection, such as records, documentation, and other matters.
 - ii) Additional information that we may request from you for the purpose of the compilation engagement.
 - iii) Unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not examine or review the financial projection and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. It will also state that (1) the projected results may not be achieved and (2) we assume no responsibility to update the report for events and circumstances occurring after the date of the report.

Circumstances may arise in which it is necessary for us to modify our report or withdraw from the engagement.

Other Relevant Information

- With respect to any nonattest services we perform:
- We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities.
 - The City’s management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.
 - Our responsibilities and limitations of the engagement are as follows:
 - We will perform the services in accordance with applicable professional standards.
 - This engagement is limited to the (identify the services, i.e., bookkeeping and tax services) previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

If, for any reason, we are unable to complete the compilation of your financial projection, we will not issue a report on the projection as a result of this engagement.

C. Kevin Mann is the engagement partner for the services specified in this letter. His responsibilities include supervising Gray, Griffith & May’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the accountant’s report.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our fee for these services will be based upon the number of hours required by the staff assigned to complete the engagement. In accordance with our recent discussion, we believe that the engagement fee will not exceed \$9,000. However, if we encounter unexpected circumstances that require us to devote more staff time to the engagement than anticipated, we will discuss the matter with you.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney’s fees, resulting from management’s knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial projection described herein except for our own intentional wrongdoing.

We look forward to a continued relationship with your organization, and we are available to discuss the contents of this letter or other professional services you may desire. If you request us to perform additional services not contemplated or described in this engagement letter, we will provide you with a separate agreement describing those additional services and fees.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements to perform a compilation engagement with respect to the financial projection, and our respective responsibilities.

Respectfully,

Gray, Griffith & May, a.c.

RESPONSE:

This letter correctly sets forth our understanding.

City of Buckhannon, West Virginia

Acknowledged and agreed on behalf of the City of Buckhannon, West Virginia by:

Signature: _____

Title: _____

Date: _____

F.4 Appointments to the Buckhannon Planning Commission: Jenny Burnside appointed.
Motion by Rylands/Thomas. Motion carried unanimously.

F.5 Management of The Event Center at Brushy Fork: To move forward with management of Event Center through June 2024.

Motion by Sanders/Bucklew. Motion carried unanimously. Council member CJ Rylands recuses himself from voting due to his owning an event facility.

G. Comments and Announcements:

G.1 Pamela Bucklew: Council member Bucklew thanks Amby Jenkins and everyone for their work on the budget and states that she is pleased with both the land exchange with WVWC and taking over the Event Center for a 15-month trial.

G.2 David McCauley: He seconds the comments regarding Amby et al for work on budget. The public should be aware that lots of time is spent on this process. He also asks that we consider a task force based on our guests remarks, and he thanks the guests for attending the meeting and for sharing their concerns.

G.3 Jack Reger: He expresses his appreciation for Chief Gregory. Regarding public policing, it was not uncommon for him to see the blue slips saying the police had checked the building when he ran the Governor’s Inn. He also applauded Amby on the work on the budget. He suggests that we get an increase to the F&P fees on the budget as we are overdue for an increase; last police increase was in 1982 and fire in 2015. He suggests that we establish a system where we look at the different boards.

G.4 David Thomas: He appreciates the work on the budget.

G.5 CJ Rylands: He states that safety is questionable. His wife is now afraid to walk to car after work. He feels that the people he runs into do not want help. This situation with vagrancy can undo the positive things we have done. The city needs to demonstrate that we are not accommodating this behavior and need to prioritize safety.

G.6 Randall Sanders: He and Jack Reger visited with Chief Gregory and Lt. Loudin. We are blessed with our police leadership. We have a seat at the table to work on this problem and are confident in our leadership. We need to get our three officers back. We will have progress and are committed to this. He congratulates Dr. James Moore for being announced as president of WVWC. Dr. Moore is embracing what the city has to offer and bringing about a true partnership between WVWC and the city. Mr. Sanders encourages everyone to come to the elimination dinner on 3/25/23 for a fun evening.

H. Mayor’s Comments and Announcements: Mayor Skinner stated that things change, but this is still a very, very safe community. Crime has gone down, thanks to the efforts of Chief Gregory and the BPD. There are great people who live and work here. We are challenged to make things better. We should not be scared, but alert and aware. Again, this is a safe community.

I. Motion to adjourn at 8:36 PM was made by Reger/Thomas.

Mayor Robert N. Skinner III	_____
City Recorder Randall H. Sanders	_____