

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

A regular meeting of the Buckhannon City Council was held on Thursday, May 16, 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 - GTM
Council Member	CJ Rylands	Absent
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present - GTM
Buckhannon Police Department	Chief Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Absent
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present - GTM
City Engineer	Jay Hollen	Present

Guests: Traci Thompson; Diane Thompson, Deacon Rue Thompson, Father John Hue Tran, S.V.D, Rev. Edward Tetteh, S.V.D; Ransom Hackett; Sue Smith, CPA; Catherine Norko

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, May 16, 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 Holy Rosary Catholic Church- Proclamation-Corpus Christi Day

B.2 Tracie Thompson, Executive Director of the Upshur County Senior Center Request
- C. Department & Board Reports**

C.1 Public Works Director- Jerry Arnold

C.2 Finance Director- Amberle Jenkins

C.3 Police Chief- Matthew Gregory

C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**

D.1 Proclamation-National Nurses' and National Hospital Week 2023

D.2 Charles Gibson Library Director's Report March & April 2023
- E. Consent Agenda**

E.1 Approval of Minutes -Regular Meeting 05/04/23

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 Ordinance No. 463 Property Exchange with West Virginia Wesleyan College 2nd /Final

F.2 Approval Resolution 2023-04 Support of Poundstone Riverwalk Trail Extension Construction Ph 2

F.3 Approval FEMA/Community Ratings System (CRS) Required Construction Certificate Management Procedures Policy To Maintain CRS Status

F.4 Reschedule/Cancel City Council Meeting Date of Thursday, July 20, 2023 due to conflict with WAMSB

F.5 Approval Resolution 2023-05 General Fund Budget Revision #6 FY 2022/23
- G. Comments and Announcements**

G.1 Pamela Bucklew

G.2 David McCauley

G.3 Jack Reger

G.4 David Thomas

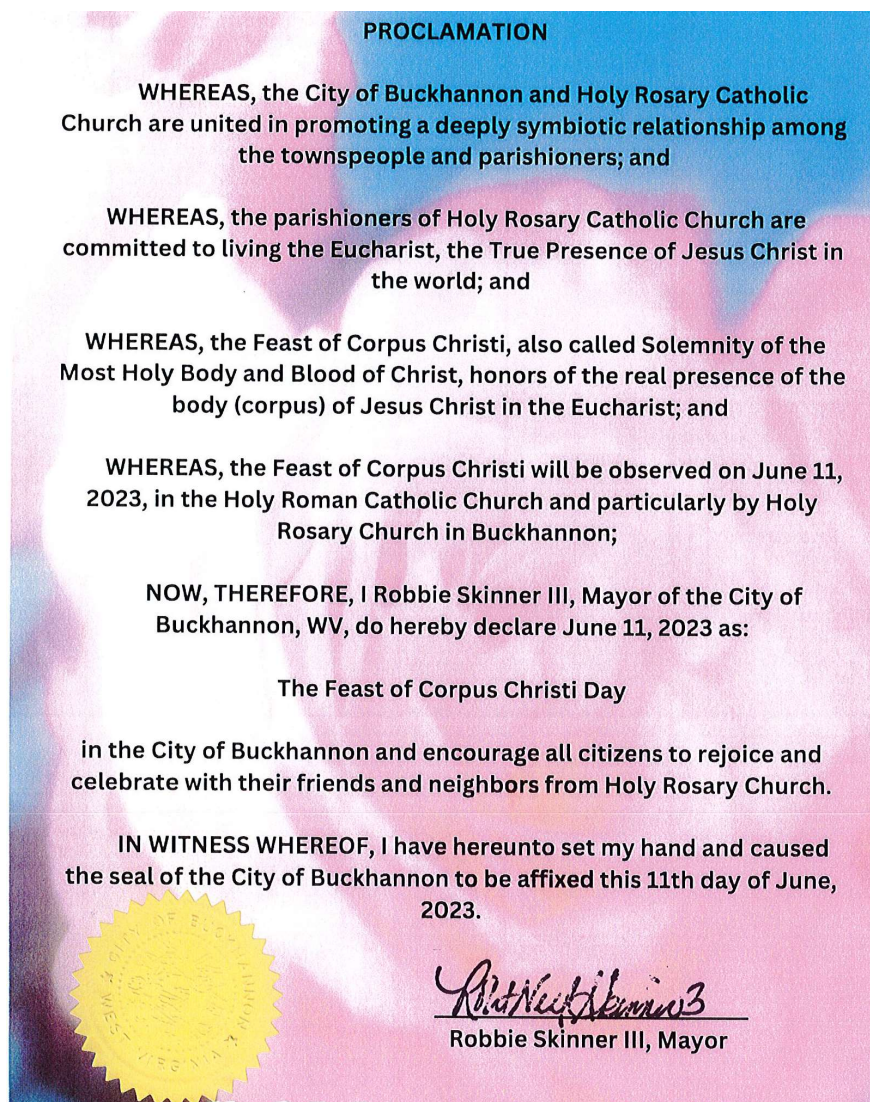
G.5 CJ Rylands

G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Adjournment**

**A. Call to Order:** The meeting was called to order by Mayor Skinner, followed by a moment of silence and pledge to the flag.

**B. Recognized Guests:**

**B.1 Holy Rosary Catholic Church- Proclamation-Corpus Christi Day** – Mayor Skinner recognized Rev. Edward Tetteh, S.V.D of the Holy Rosary Catholic Church and presented ***The Feast of Corpus Christi Day Proclamation*** to Reverend Father and fellow members of the Holy Rosary Catholic Church.



**B.2 Tracie Thompson, Executive Director of the Upshur County Senior Center Request** – Mayor Skinner recognized Tracie Thompson, Executive Director of the Upshur County Senior Center, who addressed a proposal she would like to make for financial assistance from the City. She explained the wide range of services that the Upshur County Senior Center provides and the number of local citizens the services serve. She spoke about the emergency funding the West Virginia Governor had provided during COVID, along with the directive to add as many people as needed to the list of those receiving those services. The new updates allowed the credit from the state to go from \$5.25 to \$7.50 per meal. The Center ended up adding an additional 100 meals a day to the already 80 meals being served through Meals on Wheels program, while serving approximately 120 meals (lunches) in the Center itself (restaurant style). The Upshur County Senior Center (and all Senior Centers in the State) were recently notified that the State was returning to the pre-COVID reimbursements and directed the Centers to return to pre-COVID practices. A discussion with Council members took place. Mayor Skinner noted that this request must go through the Revenue and Review committee before any action by Council could take place. He further explained the data and information that would be necessary for the Senior Center to provide to the Revenue and Review committee.

Ms. Thompson also requested that the City make an appointment to the Upshur County Senior Center Board, which is required by the Center bylaws. Recorder Sanders requested that she provide a copy of those bylaws for the City to review before entertaining any further action.

**C. Department & Board Reports**

**C.1 Public Works Director- Jerry Arnold:** Mr. Arnold was not in attendance and there was no report for this meeting.

Mayor Skinner recognized City Engineer, Jay Hollen, and ask that Agenda items ***F.2 Approval Resolution 2023-04 Support of Poundstone Riverwalk Trail Extension Construction Phase 2 and F.3 Approval FEMA/Community Ratings System (CRS) Required Construction Certificate Management Procedures Policy To Maintain CRS Status*** for discussion and/or possible action. No objection was offered.

Mr. Hollen explained ***F.2 Approval Resolution 2023-04 Support of Poundstone Riverwalk Trail Extension Construction Phase 2*** and ask for Council to consider its approval.

#### **RESOLUTION NO. 2023-04**

#### **RESOLUTION NO. 2023-04 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY OFFERING ITS SUPPORT FOR THE CONSTRUCTION PHASE 2 OF THE POUNDSTONE RIVERWALK TRAIL EXTENSION TRANSPORTATION ALTERNATIVES PROJECT (*FORMALLY THE ELIZABETH J. "BINKY" POUNDSTONE RIVERWALK TRAIL EXTENSION TRANSPORTATION ALTERNATIVES PROJECT*)**

WHEREAS, the City of Buckhannon is consistently striving to improve the economy and viability of the downtown area; and

WHEREAS, the Poundstone Riverwalk Trail Extension Transportation Alternatives Project will provide economic improvement by providing more accessibility to not only the downtown area but also to the residential and business areas of southern Buckhannon; and

WHEREAS, the Poundstone Riverwalk Trail Extension Transportation Alternatives Project will increase the amount of pedestrian and bicycle traffic to the downtown area by increasing the Main Street economy, which allows for a more viable downtown business district; and

WHEREAS, the objective to the Poundstone Riverwalk Trail Extension Transportation Alternatives Project is to provide pedestrians, bicyclists and other non-motorized forms of transportation a safe transportation environment (pedestrian, bicycling, and non-motorized) from southern Buckhannon to the downtown area; and

WHEREAS, the City of Buckhannon recognizes the need for the construction of new asphalt walking and bicycling paths from southern Buckhannon to the City of; and

WHEREAS, the Poundstone Riverwalk Trail Extension Transportation Alternatives Project shall also serve as an extension of the Buckhannon River Walk by allowing pedestrians and bicyclists to safely travel from southern Buckhannon through downtown Buckhannon to any of the river walks without having to walk or bicycle along the edge of any WVDOH-owned roads or City-owned streets; and

WHEREAS, the Poundstone Riverwalk Trail Extension Transportation Alternatives Project shall help improve the quality of life for people by providing a safe walking and bicycling environment and providing access to the St. Joseph's Hospital, Buckhannon Health Care, Community Care and Physician's Care facilities; and

WHEREAS, the construction of the asphalt walking and bicycling path identified in the proposed Poundstone Riverwalk Trail Extension Transportation Alternatives Project will incorporate the City of Buckhannon's existing historical downtown theme into its design, thus connecting the outlying residential areas with the downtown and providing a sense of community

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Buckhannon, as follows:

(1) The Buckhannon City Council hereby ADOPTS, RATIFIES and APPROVES this Resolution of Support for the Poundstone Riverwalk Trail Extension Transportation Alternatives Project; and

(2) The estimated cost for Construction Phase 2 of the Poundstone Riverwalk Trail Extension Transportation Alternatives Project is Four Hundred Sixty One Thousand Nine Hundred Fifteen Dollars and Zero Cents (\$461,915.00), which is an increase of Two Hundred Twenty One Thousand One Hundred Twenty Nine Dollars and Eleven Cents (\$221,129.11) over the original Two Hundred Forty Thousand Seven Hundred Eighty Five Dollars and Eighty Nine Cents (\$240,785.89) that was allocated via Resolution No. 2020-09; and

(3) Pending the 80% Federal funding of Three Hundred Sixty Nine Thousand Five Hundred Thirty Two Dollars and Zero Cents (\$369,532.00) for Construction Phase 2 of the Poundstone Riverwalk Trail Extension Transportation Alternatives Project, which is an increase of One Hundred Seventy Six Thousand Nine Hundred Three Dollars and Twenty Nine Cents (\$176,903.29) over the original One Hundred Ninety Two Six Hundred Twenty Eight Dollars and Seventy One Cents (\$192,628.71) to be administered by the West Virginia Department of Transportation, Division of Highways (WVDOH), the Council of the City of Buckhannon shall be responsible for the 20% Local funding contribution of Ninety Two Thousand Three Hundred Eighty Three Dollars and Zero Cents (\$92,383.00), which is an increase of Forty Four Thousand Two Hundred Twenty Five Dollars and Eighty One Cents (\$44,225.81) over the original Forty Eight Thousand One Hundred Fifty Seven Dollars and Nineteen Cents (\$48,157.19) associated with Construction Phase 2 of the Poundstone Riverwalk Trail Extension Transportation Alternatives Project; and

(4) The City Recorder shall certify the passage and adoption of this Resolution, No. 2023-04; and,

#### **VOTE ON RESOLUTION**

IN FAVOR

OPPOSED

- |                                                                                                                              |       |
|------------------------------------------------------------------------------------------------------------------------------|-------|
| (1) <br>Robert N. Skinner, III, Mayor       | _____ |
| (2) <br>Randall H. Sanders, City Recorder   | _____ |
| (3) <br>Pamela M. Bucklew, Council Member   | _____ |
| (4) <br>David W. McCauley, Council Member   | _____ |
| (5) <br>Jack Reger, Council Member          | _____ |
| (6) <br>Clifford J. Rylands, Council Member | _____ |
| (7) <br>J. David Thomas, Council Member     | _____ |

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder of the City of Buckhannon, a West Virginia municipal corporation, do hereby verify tha the foregoing Resolution No. 2023-04 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on May 16, 2023.

  
Randall H. Sanders, City Recorder

**Motion to approve Resolution 2023-04 Support of Poundstone Riverwalk Trail Extension Construction Phase 2 was made by McCauley/Thomas. Motion carried.**

**As this was a resolution, Recorder Sanders conducted a roll-call vote with the following as the results:**

- |                                     |                                                |
|-------------------------------------|------------------------------------------------|
| <b>J. David Thomas – Yes</b>        | <b>Pamela M. Bucklew – Yes</b>                 |
| <b>Clifford J. Rylands – Absent</b> | <b>Randall H. Sanders, City Recorder - Yes</b> |
| <b>Jack Reger – Yes</b>             | <b>Robert N. Skinner, III, Mayor - Yes</b>     |
| <b>Davis W. McCauley – Yes</b>      |                                                |

**Motion carried the roll-call vote.**

Mr. Hollen then reviewed ***F.3 Approval FEMA/Community Ratings System (CRS) Required Construction Certificate Management Procedures Policy To Maintain CRS Status*** to City Council. City Attorney O’Neill participated in the conversation as well.

**City of Buckhannon  
Construction Certificate Management Procedures  
Adopted May 16, 2023**

The Permitting Department (Department) is responsible for the administration of all development issues within the City of Buckhannon (City) including permitting, inspection, and review of all construction activities along with the creation and maintenance of all building permit files and administrative documents (ordinances, building guides, applications, forms, outreach materials, etc.) related to building and development within the corporation limits of the City. All inspections, permit & plan reviews and all permit approvals are conducted by the Department’s staff, which includes the City Engineer, the Certified Floodplain Manager, the Building & Code Enforcement Officer, the Zoning Officer and the administrative personnel.

The purpose of this Construction Certificate Management Procedures (CCMP) document is to detail the Department’s management procedures for review of “Finished Construction” Elevation Certificates (ECs) and all other FEMA-designated Special Flood Hazard Area (SFHA or floodplain) related construction certificates that are required, including, but not limited to, Floodproofing Certificates and Engineered Opening Certificates for improvements made in the SFHA. These procedures outline the types of certificates and support documentation required, the collection and review of all certificates, how corrections shall be made, where the certificates are stored & archived and how the Department make these certificates available to the general public.

**I. TYPES OF CERTIFICATES REQUIRED**

When any new construction, substantial improvement or repair for a substantially damaged structure is conducted in the SFHA, the Department shall require an EC and any other applicable floodplain-related certificate that is



appropriate (Floodproofing Certificate for Non-Residential Buildings, Residential Basement Floodproofing Certificate and Engineered Opening Certificate, where applicable) for the development.

## II. WHEN CERTIFICATES ARE REQUIRED

The Applicant shall submit an EC upon the completion of construction activities on the structure and all adjacent grading is finalized to show the “As Built” characteristics of the structure are in full compliance with City Ordinance No. 353 (Flood Ordinance), Ordinance No. 244 (Zoning Ordinance), Ordinance No. 377 (Electrical Inspection), Ordinance No. 378 (Amended Electrical Inspection), Ordinance No. 446 (State Building Code – 2018 International Fire Code & 2017 National Electrical Code) and Ordinance No. 459 (State Building Code Update). The EC and all other required certificates shall be submitted and reviewed for accuracy and completeness and corrected (if necessary) by the Department before a Certificate of Occupancy is issued.

If a Floodproofing Certificate for Non-Residential Structures is required, an EC shall also be submitted to verify full compliance with City Ordinance No. 353 (Flood Ordinance), Ordinance No. 244 (Zoning Ordinance), Ordinance No. 377 (Electrical Inspection), Ordinance No. 378 (Amended Electrical Inspection), Ordinance No. 446 (State Building Code – 2018 International Fire Code & 2017 National Electrical Code) and Ordinance No. 459 (State Building Code Update). A complete and correct Floodproofing Certificate is required to be submitted to the Department once construction activities are completed on the structure before a Certificate of Occupancy is issued.

When engineered flood openings are installed in the foundation of a structure and the EC indicates that they were installed, an Engineered Opening Certificate shall be submitted with the EC to help verify compliance and the insurance rating. The Applicant shall submit either the International Code Council® Evaluation Service (ICC-ES) form for the engineered opening or an individual certification.

If an individual certification is submitted, it shall cover the following at a minimum:

1. It must identify the structure’s address where the engineered openings were installed.
2. The design professional’s name, title, address, type of license, the state issuing the license, signature and seal.
3. A statement certifying the design of the engineered openings will automatically equalize hydrostatic flood loads on exterior walls by allowing for the automatic entry and exit of floodwaters.
4. A description of the range of flood characteristics tested or computed for which the certification is valid, such as rates of rise and fall of floodwaters.

## III. WHAT DEPARTMENT OR OFFICE COLLECTS/REVIEWS

***Note:** All information contained below is based upon the assumption that the proposed improvements are located in a SFHA, which requires an EC, a floodproofing certificate (where applicable) and an Engineering Opening Certificate have been submitted to the Department.*

All proposed new construction, substantial improvement or repair for a substantially damaged structures (improvement) shall first be applied for in person by the Applicant at City Hall with the appropriate Department personnel. At this time, a permit number is assigned to the project and the project is entered into the City’s permitting software for initial input, periodic project progress updates, final site inspections, final office review and the issuance of a Certificate of Occupancy.

One of the items on the permit is a check box asking if the proposed improvement is located in a SFHA. If the check box is “checked”, indicating that the proposed improvement is located in a SFHA, then a Flood Information Packet is provided to the Applicant and the additional SFHA and CRS permit requirements are discussed with the Applicant.

The Flood Information Packet contains important information pertaining to the improvement requirements within the SFHA, including, but not limited to, the following:

1. A copy of a blank EC,
2. A copy of City Ordinance No. 353 (Flood Ordinance),
3. A map of the various SFHA areas within the City’s corporation limits,
4. FEMA Publication P-213 (Answers to Questions about Substantially Damaged Buildings),
5. A FEMA ICC Fact Sheet,
6. An abbreviated version of the Floodplain Management in West Virginia Quick Guide (2018),
7. An Emergency Preparedness Checklist,
8. FEMA Publication F-679 (NFIP Summary of Coverage),
9. Various FEMA Flood Smart information, information on various types of engineered flood vents,
10. An informational handout of the benefits of an elevation certificate,
11. An informational handout about the mandatory purchase of flood insurance,
12. NFIP Technical Bulletin 1 (Requirements of Flood Openings),
13. FEMA Technical Bulletin 2 (Flood Damage-Resistant Materials Requirements), and
14. A handout of the information that is available under the “Flood Information” tab on the City’s website ([www.buckhannonwv.org](http://www.buckhannonwv.org)).

After the initial filing of the permit, the permit is then submitted to the Certified Floodplain Manager (CFM), the City Engineer and the Building & Code Enforcement Officer to determine the extent / scope of the proposed improvement and what are the requirements for construction activities at the proposed structure location and discuss the requirements (all equipment and utilities shall be located 18” above the Base Flood Elevation, the use of flood damage-resistant materials, the number of engineered openings that will be required, etc.) and all applicable site restrictions (setbacks, localized filling of low spots, storm retention requirements, etc.) with the Applicant pertaining to the SFHA,

the zoning requirements and the building code requirements. It should be noted that no construction activities within the SFHA shall commence without the building permit being reviewed and approved by both the CFM and the Building and Code Enforcement Officer. It is also during this stage that the Applicant is informed that an EC shall be required and that no Certificate of Occupancy shall be provided without the submittal of the EC to the Department. It should be noted that the submitted EC shall only be considered acceptable to the Department once all of the requirements of the CRS program pertaining to the EC have been met.

Once the Applicant understands and agrees to the requirements for improvements in the SFHA, a building permit, which may also include approval for electrical improvements, demolition activities and asbestos abatement (when applicable), shall be issued. Once the building permit is issued and the construction activities begin, the Building & Code Enforcement Officer shall make periodic site visits to the project to ensure compliance with the permit requirements.

Once construction activities have been completed, the EC shall be submitted to the Department's administrative personnel, who logs the EC in City's permitting software for tracking system.

The EC is then forwarded to the CFM, who review the EC and all supporting documentation for compliance with the issued building permit.

When applicable, once the EC's initial compliance review is completed, the EC is then forwarded to the City Engineer for his review and approval of the engineering-related requirements of the permit.

After the City Engineer's review, the CFM, the City Engineer and the Building & Code Enforcement Officer, as a group, shall review the EC, support documentation and all other required certificates as a group to ensure that all applicable building, zoning, City ordinances and all applicable International Building Code (IBC) standards have been met.

It is at this point that the CFM shall conduct a final review of the permit information to ensure that all of the SFHA requirements of the building permit have been met and to determine the approval status for the EC.

Finally, the EC is submitted to the Building & Code Enforcement Officer for final approval for all applicable sections of the building permit. If the Building & Code Enforcement Officer determines that all aspects of the permit have been met, including the correction of any ECs following the procedures identified in **Section IV – HOW CERTIFICATES ARE CORRECTED** below, then a Certificate of Occupancy shall be issued.

#### **IV. HOW CERTIFICATES ARE CORRECTED**

The CFM shall consult the CRS EC Checklist when reviewing an EC to ensure that all required fields are completed correctly. When an error is noticed on the EC, one of the following two options shall be utilized to correct the error(s):

1. For any inaccurate or incomplete information in **Section C – Building Elevation Information (Survey Required)** of the EC, the CFM shall request a new EC from the Applicant (structure owner).
2. If incomplete or inaccurate information is found in the other sections of the EC, the CFM shall do one of the following options (No Department personnel or authorized local official(s) shall not mark up a signed and sealed EC):
  - a. The EC shall be returned to the Applicant (structure owner) with instructions on what needs to be changed or corrected;
  - b. The CFM shall prepare a separate memo with the correct information and attach the Memo of Correction to the EC. When the EC is provided to an Applicant (structure owner), the Memo of Correction shall be included with it; or
  - c. The CFM shall make all applicable changes and note the changes or corrections in **Section G – Community Information (Optional)** of the EC.

All ECs that have errors shall be returned to the Applicant within (15) business days for immediate correction. In no case shall the Department accept a EC until all corrections deemed appropriate by the CFM have been addressed.

Once corrections to the EC have been completed, the CFM shall ensure that the Applicant (structure owner) has received a copy of the corrected EC in case the correction(s) would affect the insurance rating of the structure.

#### **V. HOW AND WHERE THE CERTIFICATES ARE MAINTAINED**

Once the Certificate of Occupancy has been issued, a paper copy of the EC, the required construction certificates and all other permit documentation shall be stored in the appropriated identified filing cabinet in the CFM's office, located at 70 East Main Street in Buckhannon, West Virginia. The filing cabinet allows all Department personnel an easy means of accessing any EC that has been filed with the Department.

At this stage in the permit maintenance process, in addition to the paper copy of the EC being on file, the paper EC, the required construction certificates, permit documentation and other pertinent information is gathered by the CFM, organized in a format that easily identifies the property and is then scanned into a structure-specific file using the following formatting standard:

1. County,
2. District,
3. Tax Map,
4. Parcel,

- 5. Sub-parcel (if applicable), and
- 6. Structure’s address number (i.e. 999)

For example, 49-03-05-0146-0000\_21 indicates the structure is located at 21 Gate Street, Buckhannon, WV based upon the information contained in the unique numerical identification (49 = Upshur County, 03 = Buckhannon Corporation District, 05 = Tax Max Five, 0146 = Parcel Number, 0000 = Sub-parcel Number and \_21 = Structure’s Address Number).

All scanned ECs, required construction certificates and other permit documentation shall be electronically stored (archived) on both the CFM’s computer and on a backup computer server at an off-site location.

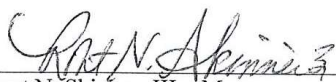
Two electronic copies of the scanned ECs and other required construction certificates are then made. One copy of the scanned EC is located in the appropriate project subfolder dedicated to a specific CRS annual recertification “year” (i.e. 2022) for easily locating, reviewing and storage purposes. This scanned EC is also copied to the CFM’s computer in a separate computer network folder (crs\_community\_visits) that contains all the EC information and is labeled “Activity 310” and organized by CRS recertification date for continued CRS accreditation purposes.

The second location of the scanned EC is on the same shared network drive in a subfolder that contains includes all EC-related documents that are dedicated solely to ECs that are provided to the West Virginia University GIS Department (GIS Department) on a quarterly basis. Once the files are sent to the GIS Department, the GIS Department then places all scanned ECs, LOMAs and LOMRs on the West Virginia Flood Tool’s database and website, which allows for quick access to all ECs, LOMAs and LOMRs that are located within the City’s corporation limits based upon the structure’s physical address.

**VI. HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS**

When a member of the general public requests a copy of an EC or any documentation associated with an EC, the request shall be submitted in writing by the inquirer to the CFM, who shall then designate the appropriate Department personnel to initiate the request. The assigned Department personnel shall act on the request within (5) business days and make copies of the requested information and provide the documentation to the inquirer. There is \$0.50 per page fee associated with this service that shall be paid in full by the inquirer prior to the copies being supplied to the inquirer.

This Construction Certificate Management Procedures document was reviewed and approved by the City Council on May 16, 2023.

  
Robert N. Skinner, III – Mayor

**Motion to approve the City of Buckhannon Community Ratings System (CRS) Required Construction Certificate Management Procedures Policy to Maintain CRS Status as presented, noting the adopted date change to May 16, 2023, was made by Sanders/Bucklew. Motion carried.**

**C.2 Finance Director - Amberle Jenkins** – Mayor Skinner recognized Amberle Jenkins who provide the following financial report:

Amby report 5-18-23

Balances in the Enterprise Funds April 30, 2023

Waste Collection Board	mm/cking	\$1,175,402	cd/sav \$258,713
			Plus a letter of credit for \$64,000
Water Board	mm/cking	\$890,715	work/capital& savings \$874,550
Sanitary Board	mm/cking	\$1,005,376.	work/capital \$459,143
Storm water Fund	mm/cking	\$225.633	

Housing enforcement- We have advertised to accept bids for demolition of two properties. 6 Ambrose St and 11 Nona St.

Stockert Youth Center-see attached report from Debora

Charles Gibson Library report – see attached

Without objection, Mayor Skinner brought **F.5 Approval Resolution 2023-05 General Fund Budget Revision #6 FY 2022/23** to the table for Discussion and/or Vote.

Mrs. Jenkins reviewed the Resolution 2023-05 General Fund Budget Revision #6 FY 2022/23 with City Council. A brief discussion took place

RESOLUTION 2023-05

At a regular session of the municipal council, held May 16,  
2023 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the  
City of Buckhannon. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex  
officio chief inspector of public offices the municipal council  
does hereby direct the budget be revised PRIOR TO THE EXPENDITURE  
OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT  
APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number  
General Fund #6, a copy of which is entered as part of this  
record.

The adoption of the foregoing resolution having been moved by  
David McCooley, and duly seconded by J. David Thomas  
the vote thereon was as follows:

<u>Pamela Bucklew</u>	<u>Pamela Bucklew</u>	<u>Yes</u> or No
<u>David McCooley</u>	<u>David McCooley</u>	<u>Yes</u> or No
<u>Jack Reger</u>	<u>Jack Reger</u>	<u>Yes</u> or No
<u>J David Thomas</u>	<u>J David Thomas</u>	<u>Yes</u> or No
<u>Clifford Rylands</u>		Yes or No
<u>Robert Skinner</u>	<u>Robert Skinner</u>	<u>Yes</u> or No
<u>Randall Sanders</u>	<u>Randall Sanders</u>	<u>Yes</u> or No

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

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone: 627-2415 ext. 5114  
Fax: 304-340-5090  
Email: [igs@wvsa.gov](mailto:igs@wvsa.gov)

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

CONTROL NUMBER  
Fiscal Year Ending 6/30/2023  
Fund: 1  
Revision Number: 6  
Pages: 1 of 1

Person To Contact Regarding Request:  
Name: Amberle Jenkins  
Phone: 304-472-1651  
Fax: 304-472-0934  
Email: [ambyjenkins@buckhannonwv.org](mailto:ambyjenkins@buckhannonwv.org)

CITY OF BUCKHANNON  
GOVERNMENT ENTITY  
70 E MAIN ST  
STREET OR PO BOX  
BUCKHANNON WV  
CITY ZIP CODE

Municipality  
Government Type

REVENUES: (net each acct.)					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Business and Occupation Tax	1,395,000	130,000		1,525,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			130,000		
Explanation for Account # 378, Municipal Specific:					
Explanation for Account # 369, Contributions from Other Funds:					

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
750	Streets and Highways	2,198,361	130,000		2,328,361
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			130,000		
APPROVED BY THE STATE AUDITOR					
BY:	<u>Amberle Jenkins</u> Recorder <u>5-16-2023</u>				
Deputy State Auditor, Local Government Services Division	Date	AUTHORIZED SIGNATURE OF ENTITY			
		APPROVAL DATE			



GF Budget Rev 6					
001-305-000-00	B&O	\$ 1,300,000.00	\$ 130,000.00	\$ 1,430,000.00	
				\$ -	
				\$ -	
			\$ 130,000.00		
Expenses					
001-750-343-00	Street Dept Auto Supplies	\$ 50,000.00	\$ 10,000.00	\$ 60,000.00	Fuel Costs
001-750-458-05	Street Dept Projects	\$ 588,137.00	\$ 120,000.00	\$ 708,137.00	Project costs- up and contracted out
			\$ 130,000.00		
			\$ -		

**Motion to approve the Resolution 2023-05 General Fund Budget Revision #6 FY 2022/23 as presented was made by McCauley/Thomas. Motion carried.**

**As this was a resolution, Recorder Sanders conducted a roll-call vote with the following as the results:**

**Pamela M. Bucklew – Yes**  
**Davis W. McCauley – Yes**  
**Jack Reger – Yes**  
**Clifford J. Rylands – Absent**

**J. David Thomas – Yes**  
**Randall H. Sanders, City Recorder - Yes**  
**Robert N. Skinner, III, Mayor - Yes**

**Motion carried the roll-call vote.**

**C.3 BFD Chief Matthew Gregory** - Mayor Skinner recognized BFD Chief Matthew Gregory, who provided the following report:

City Council Report  
5/16/23

- 1. The police department continues to be very involved with the WV Strawberry Festival this week.
- 2. The police department will celebrate the Sixth Annual Webb Grubb Day on Wednesday, May 17 at 2:00 p.m. at the Public Safety Complex.
- 3. The police department will be participating in the Annual Chair Races at the Buckhannon Academy School on Thursday, May 25.
- 4. As we wrap up with the Strawberry Festival, the WAMSB Security group will reconvene for regular meetings as we approach the WAMSB event in July.

POLICE ACTIVITIES

MONTH: April  
YEAR: 2023

ACTIVITIES:

Parking Tickets Issued:	
By Parking Enforcement Officer:	23
By Officers:	3
TOTAL ISSUED:	26
Citations Issued:	3
Misdemeanor Arrests:	33
Felony Arrests:	5
Calls Answered:	325
Complaint Reports:	41
Accidents Investigated:	16
Community Policing Hours:	14
Patrol Mileage:	5,724

March 2023 Accidents									
Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name	
1	4/3/2023 0:00	* 1017	Monday	RT. 20 NORTH	LIGGETT ADDITION		Right Angle	LT. DOUGLAS N. LOUDIN	
2	4/7/2023 0:00	1401	Friday	NORTH LOCUST	NA		Rear End	MCCAULEY	
3	4/7/2023 0:00	1607	Friday	MORTON AVE	ROUTE 20 NORTH		Right Angle	MCCAULEY	
4	4/6/2023 0:00	* 0842	Thursday	RT. 33	WBUC ROAD	JUST EAST OF WBUC ROAD	Sideswipe, Same Direction	LT. DOUGLAS N. LOUDIN	
5	4/10/2023 0:00	* 0711	Monday	SOUTH KANAWHA	MADISON STREET	IN FRONT OF WENDY'S	Right Angle	LT. DOUGLAS N. LOUDIN	
6	4/5/2023 0:00	1637	Wednesday	5 TH ST	MORTON AVE		Angle (Front to Side) Same Direction	THOMAS POSEY	
7	4/12/2023 0:00	1535	Wednesday			OPTIMUM PARKING LOT	Rear-to-Side	THOMAS POSEY	
8	4/18/2023 0:00	1550	Tuesday	E MAIN ST	S SPRING ST	IN FRONT OF CHASE BANK	Sideswipe, Same Direction	THOMAS POSEY	
9	4/19/2023 0:00	1630	Wednesday	HALL RD	5TH ST	NEAR HEAVNER CEMETARY	Sideswipe, Same Direction	THOMAS POSEY	
10	4/20/2023 0:00	* 1238	Thursday			MAIN STREET EXIT RAMP	Angle (Front to Side) Same Direction	SGT.T.M. STEWART	
11	4/21/2023 0:00	1701	Friday	MAIN STREET	NA		Rear End	MCCAULEY	
12	4/24/2023 0:00	2135	Monday	WILLARD WAY	N SPRING ST	MID WAY ON WILLARD WAY	Single Vehicle Crash	THOMAS POSEY	
13	4/25/2023 0:00	846	Tuesday	CHILDER'S RUN ROAD			Right Angle	SGT.T.M. STEWART	
14	4/25/2023 0:00	1530	Tuesday	S KANAWHA ST	E LINCOLN ST		Rear End	THOMAS POSEY	
15	4/26/2023 0:00	1930	Wednesday			WALMART PARKING LOT	Single Vehicle Crash	THOMAS POSEY	
16	4/27/2023 0:00	* 1406	Thursday	NORTH LOCUST STREET	MAIN STREET	WALGREEN'S	Rear End	SGT.T.M. STEWART	
		* = Injury							
		# = Alcohol / Drug Related							
		~ = Fatality							

Mayor Skinner reported on the recent graduation of the newest City Police Officers from the WV State Police Academy.

A brief Q & A with Council took place.

**C.4 City Attorney- Tom O'Neill:** Mr. O'Neill had no formal report for Council.

Without objection, ***F.1 Approval Ordinance No. 463 Property Exchange with West Virginia Wesleyan College 2nd /Final Reading*** was moved to the table for Discussion and/or Vote. Mayor Skinner recognized City Attorney O'Neill who presented the noted ordinance to Council for its second and final reading and provided a full explanation of the actions that will take place if the ordinance is approved. A Q & A took place on items that would only affect the closing.

**ORDINANCE NO. 463 OF THE CITY OF BUCKHANNON, AN ORDINANCE APPROVING THE CITY'S CONVEYANCE TO WEST VIRGINIA WESLEYAN COLLEGE, INC., A WEST VIRGINIA NON-PROFIT CORPORATION OF TWO PARTICULAR TRACTS OF PARCELS OF REAL PROPERTY IN TRADE AND EXCHANGE FOR FIFTEEN PARTICULAR TRACTS OR PARCELS OF REAL PROPERTY, AS WELL AS AN AGREEMENT FOR THE CITY TO VACATE CERTAIN CITY STREETS, ALLEYS, OR PORTIONS THEREOF, ALL OF SAID REAL ESTATE SITUATED IN CORPORATION DISTRICT OF UPSHUR COUNTY, WEST VIRGINIA**

WHEREAS, West Virginia Wesleyan College, Inc., a West Virginia non-profit corporation, has been a vital part of the Buckhannon-Upshur Community since its founding, as an outstanding institution of higher learning, both for residents of the Buckhannon-Upshur community and for others who come to make Buckhannon their home through their association with the College; and,

WHEREAS, in addition to the indispensable place West Virginia Wesleyan College holds in our community, the College and its sponsoring institution have been fixtures throughout the community for years, both as a major community employer and a participant in community initiatives; and,

WHEREAS, West Virginia Wesleyan College owns certain parcels of land more particularly described herein, which would afford the City of Buckhannon an opportunity to expand certain of its recreational holdings and offerings to the public; and,

WHEREAS, the City of Buckhannon also owns a certain parcel of land more particularly described herein, which would afford West Virginia Wesleyan College an opportunity to more efficiently manage its existing physical plant; and,

WHEREAS, pursuant to the statutory provisions of Chapter 8, Article 12, Section 18(b) of the West Virginia Code, as amended, the City is specifically authorized and empowered to enter real estate transactions involving the trade of municipally owned property for the acquisition of new or other property for the City without being required to publicly auction the municipally owned property; and,

WHEREAS, both the Council of the City of Buckhannon and the City's Consolidated Public Works Board previously determined that the proposed trade of City owned property for property owned by West Virginia Wesleyan College, Inc. was a fair, reasonable and proper real estate transaction that resulted in the public interest best being served, and in both the City and the public in general, realizing valuable benefits from the consummation of the proposed trade of the herein described property with West Virginia Wesleyan College; and,

WHEREAS, the statutory provisions of Chapter 8, Article 11, Section 3, Subsection (6) of the West Virginia Code, as amended, specifically provide that both the purchase of private property by a municipality and the conveyance of municipally owned property shall be by ordinance; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia and particularly with the immediately hereinbefore referenced state statutes insofar as the acquisition, trading and conveyance of the subject real estate is concerned.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I - FINDINGS OF COUNCIL: The Council of the City of Buckhannon hereby makes the following findings:

(1) A trade and conveyance of real estate owned by the City and West Virginia Wesleyan College, Inc., a West Virginia non-profit corporation, (hereafter, "College") is of valuable benefit to both the City's recreational and public works operations and the public in general;

(2) The value of the real estate interests proposed for trade and conveyance by the College to the City is at least equivalent to the value of the real estate proposed for trade and conveyance;

(3) The Council of the City of Buckhannon now desires formally and in all respects to ratify, confirm, approve, accept and endorse the City's conveyance of the real estate more particularly described or referenced in Article II hereof in trade and exchange for the College's conveyance of the real estate described or referenced in Article III hereof; and,

(4) The Mayor of the City of Buckhannon is hereby duly authorized and empowered to execute, acknowledge and deliver on behalf of the City of Buckhannon, by special warranty deed together with any and all other reasonable, necessary or proper documents respecting the conveyance of the City-owned real estate described in Article II hereof to West Virginia Wesleyan College, Inc.; and,

(5) The City shall further undertake proceedings to vacate those public streets or alleys identified in Article IV, pursuant to the provisions of West Virginia Code.

(6) Any conveyance of said streets or alleys to the College shall provide reservations of use to other property owners whose lands adjoin said alleys, as far as said alleys actually adjoin the lots or lands of those other owners.

ARTICLE II - CITY REAL ESTATE TO BE TRADED AND CONVEYED UNTO WEST VIRGINIA WESLEYAN COLLEGE, INC., A WEST VIRGINIA NON-PROFIT CORPORATION:

Those tracts identified on the real property tax records of Corporation District, Upshur County, West Virginia, as follows (with their commonly known addresses):

- 1) Tax Map 4, Parcel 337 (17 Factory Street)
- 2) Tax Map 4, Parcel 327.1 (21 Factory Street)

ARTICLE III – WEST VIRGINIA WESLEYAN COLLEGE, INC., REAL ESTATE TO BE TRADED  
AND CONVEYED UNTO THE CITY:

Those tracts identified on the real property tax records of Corporation District, Upshur County, West Virginia, as follows (with their commonly known addresses):

- 1) Tax Map 8, Parcel 191 (8-10 Randolph Street)
- 2) Tax Map 8, Parcel 192 (16 Randolph Street)
- 3) Tax Map 8, Parcel 193 (13 Wood Street)
- 4) Tax Map 8, Parcel 194 (20 Randolph Street)
- 5) Tax Map 8, Parcel 195 (21 Wood Street)
- 6) Tax Map 8, Parcel 255 (Camden Ave – Randolph Street Alley – 273')
- 7) Tax Map 8, Parcel 175 (80 Camden Avenue)
- 8) Tax Map 8, Parcel 184 (77 Randolph Street)
- 9) Tax Map 8, Parcel 236 (78 Randolph Street)
- 10) Tax Map 8, Parcel 237 (79 Wood Street)
- 11) Tax Map 13, Parcel 78.1 (228 Randolph Street)
- 12) Tax Map 13, Parcel 113 (228 Randolph Street)
- 13) A 21,417 square foot portion on the northern end of Tax Map 8, Parcel 252
- 14) Tax Map 8, Parcel 253, etc (balance of parcels to be determined) (Rail Trail)
- 15) Restroom building located upon a portion of Tax Map 5, Parcel 123 (Camden Avenue)

ARTICLE IV – PUBLIC STREETS, ALLEYS, OR WAYS TO BE VACATED BY THE CITY OF  
BUCKHANNON IN PROCEEDINGS TO FOLLOW THE ENACTMENT OF THIS ORDINANCE:

- 1) Silverbells Lane, from its origination point at the railroad tracks south of the walk trail to a point 178 feet south of its intersection with Braxton Street.
- 2) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.
- 3) Stewart Lane

ARTICLE V - EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., June 15, 2023.

FIRST READING: May 4, 2023

SECOND READING, PASSAGE AND ADOPTION: May 16, 2023

  
Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT



I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 463 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on May 16, 2023.



Randall H. Sanders, City Recorder

MEMORANDUM

To: City Council, Director of Finance, Director of Public Works, Interested Parties

From: City Attorney

Date: 16 May 2022

RE: Memorandum of Understanding – City of Buckhannon/  
WV Wesleyan College Property Exchange

The purpose of this document is to serve as a Memorandum of Understanding with respect to certain terms and conditions which will appear in applicable closing documents upon the transfer of properties contemplated in City Ordinance No. 463. This MOU may be included in the minutes of the City Council’s May 16, 2023 Regular Meeting as a memorialization of the Council’s understanding of the terms and conditions of the transfers contemplated in that ordinance.

In particular, upon the City’s conveyance of those tracts commonly known as the “Old Streets Garage”, said tract having a commonly known address of 17 Factory Street and 21 Factory Street (and being identified on the real property tax records of Corporation District, Upshur County, West Virginia as being Map 4, Parcels 337 and 327), the City of Buckhannon shall retain an easement across the surface of those tracts in order to facilitate the extension and completion of the City’s rail trail project and its connection with the downtown area. The City reserves the right to undertake a survey for the exact placement of the easement prior to the closing. The City will further reserve at closing any necessary easements to facilitate the placement of public utility lines (whether electric, telecommunications, water, sewer, or otherwise) across the property.

Further, Ordinance No. 463 contemplates the vacating of certain alleys or ways, identified in the ordinance, adjacent to properties owned by West Virginia Wesleyan College. The City will undertake the process to vacate those alleys or ways following the final closing of the transactions contemplated in Ordinance No. 463. Similarly, the City shall retain utility easements across any alleys or ways so vacated in the same manner as across the Factory Street properties.


**Motion to approve Ordinance No. 463 Property Exchange with West Virginia Wesleyan College 2nd /Final Reading was made by Thomas/Sanders. Motion carried with Mr. McCauley abstaining.**

**D. Correspondence & Information:** – The Mayor reviewed the following with Council:  
**D.1 Proclamation-National Nurses’ and National Hospital Week 2023**

**Proclamation  
National Nurses’ and National Hospital Week**

- Whereas,** The City of Buckhannon is pleased to salute **St. Joseph’s Hospital** as it celebrates **National Nurses’ Week and National Hospital Week.**
- Whereas,** **National Nurses’ Week** is May 6<sup>th</sup> to 12<sup>th</sup> and **National Hospital Week** is May 7<sup>th</sup> to 13<sup>th</sup>. The Theme of **National Nurses’ Week** is **“You Make a Difference”** and the theme of **National Hospital Week** is **“We are Healthcare”** and will be celebrated across the country.
- Whereas,** **St. Joseph’s Hospital** is staffed by professionals with caring hearts and giving spirits who are inspired by the love of Christ to provide our community with quality health care in ways which respect the God-given dignity of each person and the sacredness of human life.
- Whereas,** The hard-working staff of **St. Joseph’s Hospital** deserves universal regard and appreciation for keeping our community healthy.

Be it known that on this 8<sup>th</sup> day of May, 2023, I, Robert Neal Skinner, III, Mayor of the City of Buckhannon do hereby declare May 6<sup>th</sup> to the 13<sup>th</sup> of 2023, to be **National Nurses’ Week and National Hospital Week in Buckhannon, West Virginia**, and urge residents to express their appreciation for **St. Joseph’s Hospital** and its staff who make trustworthy, quality healthcare possible in our community.



Robert Neal Skinner, III, Mayor  
City of Buckhannon

D.2 Charles Gibson Library Director’s Report March & April 2023

Building Use Statistics

	February	March	April
Door Count:	538	517	471
Public Computer:	79	67	68
Ref. Transactions:	0	1	0
Notary Service:	7	4	11
Wi-Fi Pass:	48	57	65
Microfilm:	0	1	0
Curbside:	0	0	0

Money Drawer Report

	February	March	April
Donations:	\$75.32	\$52.62	\$54.84
Memorials:	\$0.00	\$0.00	\$75.00
Copies:	\$62.00	\$88.10	\$55.90
Faxes:	\$60.50	\$76.50	\$56.00
Book Sale:	\$13.50	\$10.00	\$13.00
Billed / Lost Mats:	\$0.00	\$8.99	\$0.00
Lamination:	\$0.00	\$0.00	\$1.00
Total:	\$211.32	\$239.81	\$255.74

Upcoming Dates

May 9	Board Meeting @ 2:00
May 18	Close @ 4:30 – Junior Royalty Parade
May 19-20	Library Closed – Strawberry Festival
May 27-29	Library Closed – Memorial Day Weekend

E. Consent Agenda - Mayor Skinner presented an overview of the following to Council:

E.1 Approval of Minutes - Regular Meeting 05/04/23

E.2 Approval of Building and Wiring Permits



Permit Fee Report #75864 - #75872

05/04/2023 - 05/14/2023

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

75870	BUCKHANNON HOUSING AUTH	11 HINKLE DR	JD BUILDERS JOSHUA DEAN	LAYING DOWN NEW FLOORING, NO REMOVAL OVERLAY ON OLD. VINYL	3,520.00	33.44		No		No	N/A	No	No
75869	Buckhannon Housing Authority	23 1/2 Hinkle Dr Unit #12	Bath Fitter Ohio Bath Solutions LLC	Bathroom Tub remodel Acrylic tub liner with wrap around wall same size as existing tub	5,378.00	51.10					N/A	No	

75867	Lynx WV Inc	74 E Main St		Freestanding Signage 3'x4'	500.00	15.00			4/21/2023	Yes	N/A	No	
75866	Dave Long	7 W Main St	APPALACHIAN ROOFING & SHEET METAL	Flat Roof Repair/Re-Plaster Rubberized Roof	2,950.00	28.03		No		Yes	N/A	No	
					12,348.00	127.57							

Group Total: 4

Group: Demolition

75868	PETE CASELLA/BRECKENRIDGE	42 N LOCUST	BRECKENRIDGE CORP	RAZING/DISMANTLING ONLY THE METAL BUILDING--SALVAGE METAL. VS INSPECTED.	130.00	20.00		No		No	Zone AE	No	No
					130.00	20.00							

Group Total: 1

Group: Residential (non-commercial)

75872	ERIC PAGE	11 ACADEMY ST		METAL OVER SHINGLES & SIDING ON OUTBUILDING	400.00	10.00		No		No	N/A	No	No
75871	Jody Light	20 Factory St	HOWARD CUTRIGHT	Roof Overlay Metal over Shingle	5,000.00	55.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	
75864	Sandra Dean	167 Camden Ave	LEIGH ENTERPRISES LLC	Re-Roof Garage to Metal	2,500.00	27.50		Yes -If yes attach report		No	N/A	No	
75865	ROBERT HINCHMAN	200 RANDOLPH ST		EXPANDING SHED BY 14'	400.00	10.00		No	5/3/2023	No	N/A	No	
					8,300.00	102.50							

Group Total: 4

Group: Zoning Application Fee

75867	Lynx WV Inc	74 E Main St		Freestanding Signage 3'x4'	500.00	20.00			4/21/2023	Yes	N/A	No	
					500.00	20.00							

Group Total: 1

					21,278.00	270.07							
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Total Records: 10

5/15/2023

E.3 Approval of Payment of the Bill

MAY 1-15 2023 GENERAL FUND PAYMENT OF BILLS

- \$3,000.00 – RANDOLPH COUNTY SHERIFF DEPT – CELLEBRITE FOR TASK FORCE
- \$10,269.37 – SCOTT ELECTRIC – MATERIALS FOR MADISON ST PROJECT
- \$4,051.03 – BRUFFEY TRUCKING – STONE FOR FLORIDA ST SIDEWALK & PUBLIC SAFETY COMPLEX
- \$1,800.00 – SEALCOAT CONCEPTS – PAINT CURBS NEAR COLLEGE
- \$18,797.32– NEEL’S FENCE CO RESIDENTIAL – STEEL FENCE AT SYCC
- \$2,231.25 – RDR ENERGY – 11 YARDS CONCRETE FOR GATEWAY WEST
- \$17,440.63 – TRADEWORX – LABOR FLORIDA STREET SIDEWALKS
- \$3,330.00 – BENJAMIN LEE ARISMAN – MOW CITY LOTS 4/24 – 5/7/23
- \$12,327.94 – TRADEWORX – LABOR AT THEATRE

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	APRIL 2023 LOC FEES	92.12
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF MAY 2023 HEALTH INS	1,233.52
		409-105-00	MAYOR'S INSURANCE	GF MAY RETIREE'S INSURANCE	140.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	APRIL 2023 AA FEES	173.55
	ST JOSEPH HOSPITAL OF BUCKHA	409-341-00	MAYOR'S SUPPLIES & M	LAB RESULTS AMBY JENKINS	56.00
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPPLS CITYHALL	44.31
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	46.64
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.90
	PAYFLEX	409-105-00	MAYOR'S INSURANCE	GF APR HSA FEES	6.50
	ROTARY CLUB OF BUCKHANNON-UP	409-341-00	MAYOR'S SUPPLIES & M	SPRING EMPLOYEE BLOOD SCREE	55.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	APR 2023 REC-DESK CC FEES	85.62
	HDL COMPANIES NC	409-341-00	MAYOR'S SUPPLIES & M	BUSINESS LIC COLLECTIONS A	125.00
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	763.83
				TOTAL:	2,832.99
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF MAY 2023 HEALTH INS	1.14
		413-105-00	TREASURER'S GROUP IN	GF MAY RETIREE'S INSURANCE	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
	PAYFLEX	413-105-00	TREASURER'S GROUP IN	GF APR HSA FEES	3.25
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	313.18
				TOTAL:	411.53
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			5/01/2023 - 5/15/2023	823.30
				TOTAL:	886.86
ZONING	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF MAY 2023 HEALTH INS	266.14
		437-105-00	ZONING HEALTH INS	GF MAY RETIREE'S INSURANCE	70.00
	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
	PAYFLEX	437-105-00	ZONING HEALTH INS	GF APR HSA FEES	3.25
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	1,500.00
				TOTAL:	1,954.14
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	MAY 2023 IT SVC CONTRACT	375.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	MAY 2023 CITY HALL INTERNE	214.63
				TOTAL:	589.63
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	0.00
	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	ALL DEPT UNIFORMS APRIL 20	117.00
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF MAY 2023 HEALTH INS	1.14
		440-105-00	CITY HALL JANITOR IN	GF MAY RETIREE'S INSURANCE	70.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	33.70
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	102.92

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	24.07
	PAYFLEX	440-105-00	CITY HALL JANITOR IN	GF APR HSA FEES	3.25
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	1,674.75
				TOTAL:	2,026.83
POLICE	MUNICIPAL EMERGENCY SERVICE	700-345-00	POLICE DEPT. UNIFORM	TACTICAL PANTS, SHIRTS	337.00
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF MAY 2023 HEALTH INS	5,986.12
		700-105-00	POLICE DEPT. GROUP I	GF MAY RETIREE'S INSURANCE	770.00
	MARSHALL OCONNOR	700-214-00	POLICE DEPT. TRAVEL	REIMB MEALS/GAS DESERT SNO	82.26
		700-214-00	POLICE DEPT. TRAVEL	REIMB MEALS & FUEL ST COP	260.84
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	APRIL 2023 CAR WASHES	30.00
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	APR 2023 COURT FEES	170.00
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE COPIER LEASE APR 20	158.48
	RANDOLPH COUNTY SHERIFF DEPA	700-459-00	POLICE DEPT. NEW EQU	CELLEBRITE FOR TASK FORCE	3,000.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22SF24 2018 INTERCEPTOR PY	768.96
		700-459-00	POLICE DEPT. NEW EQU	22SF27 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SC22 2018 INTERCEPTOR PY	1,190.92
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	803.87
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	802.23
		700-459-00	POLICE DEPT. NEW EQU	25QCML 2022 INTERCEPTOR	803.57
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	818.36
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	802.23
		700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 FORD POLICE	1,839.34
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,951.72
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	456.46
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF APR HSA FEES	29.25
	WILLIAM COURTNEY	700-214-00	POLICE DEPT. TRAVEL	REIMB MEALS & PRKING K9 CO	115.91
		700-214-00	POLICE DEPT. TRAVEL	REIMB MEALS STREET COP TRA	170.90
	WORLD FUEL SERVICES, INC.	700-343-00	POLICE DEPT. AUTO SU	APRIL 2023 POLICE FUEL BIL	1,780.56
	JEWEL FISHER	700-341-05	POLICE VIPS EXPENSES	REIMB SEWING PATCHES VIPS	84.00
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	90.44
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	DEDUCTIBLE FALSE ARREST LA	3,402.38
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	31,744.42
				TOTAL:	60,564.18
FIRE	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF MAY 2023 HEALTH INS	3,810.84
		706-105-00	FIRE DEPT. GROUP INS	GF MAY RETIREE'S INSURANCE	630.00
	LOWES BUSINESS ACCOUNTS	706-216-00	FIRE DEPT. MAINTENAN	CONCRETE CLEANER	60.72
		706-341-00	FIRE DEPT. MATERIAL	PRESSURE WASHER	426.55
		706-341-00	FIRE DEPT. MATERIAL	60 CASES OF WATER	303.80
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	876.05
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK MAY 2023	4,790.11
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	PRE EMP LABS MARCUS MILLER	56.00
		706-341-00	FIRE DEPT. MATERIAL	MEDICAL SUPPLIES	82.28
		706-341-00	FIRE DEPT. MATERIAL	MEDICAL SUPPLIES	46.77
		706-341-00	FIRE DEPT. MATERIAL	MEDICAL SUPPLIES	34.71
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,332.38
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	311.60
	PAYFLEX	706-105-00	FIRE DEPT. GROUP INS	GF APR HSA FEES	29.25
	WORLD FUEL SERVICES, INC.	706-343-00	FIRE DEPT. AUTO SUPP	APR 2023 FIRE TRK 1102 FUE	86.14



FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		706-343-00	FIRE DEPT. AUTO SUPP	APRIL 2023 FIRE FUEL BILL	1,128.80
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	21,503.38
				TOTAL:	35,509.38
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET WASTE MAY 2023	65.08
	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	9.61
		750-213-00	STREET DEPT. UTILITI	110148156588 RT 6 395 MUDL	569.77
		750-213-00	STREET DEPT. UTILITI	110148255778 395 MUDLICK R	688.97
		750-213-00	STREET DEPT. UTILITI	110088783078 22 S FLORIDA	0.00
		750-213-00	STREET DEPT. UTILITI	110148096107 15 MADISON ST	0.00
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	ALL DEPT UNIFORMS APRIL 20	403.36
	REGION VII PLANNING PDC	750-341-00	STREET DEPT. MAT & S	GIS SVC 7/1-7/31/22	110.00
	DANNY BAILEY	750-458-05	STREET DEPT PROJECTS	87 BALES MULCH HAY MADISO	435.00
	COLE TRUCK PARTS INC	750-343-00	STREET DEPT. AUTO SU	PRIMARY AIR TANK R-18	564.41
		750-343-00	STREET DEPT. AUTO SU	CABLE & AIR TANK R18	975.05
	HAWKINS: BRADLEY	750-458-05	STREET DEPT PROJECTS	MULCH HAY PSC & MADISON	280.00
	WV PAGING	750-213-00	STREET DEPT. UTILITI	MAY 2023 STREET DEPT PAGER	23.00
	RITE-WAY HEATING & PLUMBING	750-458-05	STREET DEPT PROJECTS	3" PVC PIPE S FLORIDA ST	179.01
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF MAY 2023 HEALTH INS	4,150.84
		750-105-00	STREET DEPT. GROUP I	GF MAY RETIREE'S INSURANCE	630.00
	MARK WOODY	750-341-00	STREET DEPT. MAT & S	REIMB WORK BOOTS	233.09
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	50A RECPT MADISON ST	801.58
		750-458-05	STREET DEPT PROJECTS	CONDUIT & FTTGS MADI	6,656.36
		750-458-05	STREET DEPT PROJECTS	2 1/2" CONDUIT MADIS	82.53
		750-458-05	STREET DEPT PROJECTS	3" EXPANS FITTINGS	206.28
		750-458-05	STREET DEPT PROJECTS	CONDUIT MADISON ST LOT	2,522.62
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	BRAKE BOOSTER S11	202.26
		750-343-00	STREET DEPT. AUTO SU	AIR & OIL FILTER S11	233.74
		750-343-00	STREET DEPT. AUTO SU	HTR HOSE FOR S-20	2.14
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	57'S STONE S FLORIDA ST	1,408.24
		750-458-05	STREET DEPT PROJECTS	STONE FOR PSC & FIA SIDEW	1,260.36
		750-458-05	STREET DEPT PROJECTS	57"S FLORIDA ST	1,382.43
	SEALCOAT CONCEPTS LLC	750-341-00	STREET DEPT. MAT & S	PAINT CURBS COLLEGE AVE	1,800.00
	FERGUSON WATERWORKS	750-458-05	STREET DEPT PROJECTS	LARGE GROUND BOXES MADISO	1,040.00
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	25QB2J 2022 RAM 1500	426.56
		750-459-00	STREET DEPT. CAPITAL	22WGHV 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
	USA BLUE BOOK/ HD SUPPLY FAC	750-458-05	STREET DEPT PROJECTS	6" BOX EXTEN FOR MADISON	490.56
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	MAY 2023 ST PEST CONTROL	33.50
	NEEL'S FENCE CO RESIDENTIAL	750-458-05	STREET DEPT PROJECTS	STEEL FENCE AT SYC	18,797.32
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,224.38
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	286.37
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	4,261.93
	SUMMERS BUILDING	750-341-00	STREET DEPT. MAT & S	BRUSHHOG RIVER BANK NBRFP	745.00
	RDR ENERGY RESOURCES LLC	750-458-08	GATEWAY WEST GRANT E	11 YDS CONCRETE FOR GWW	2,231.25
	PAYFLEX	750-105-00	STREET DEPT. GROUP I	GF APR HSA FEES	29.25
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	MAY 2023 PUBLIC WRKS BLDG	9,774.80
	ROZELLE ENTERPRISES DBA TRAD	750-458-05	STREET DEPT PROJECTS	FLORIDA ST 4/3-4/15	17,440.63
	WORLD FUEL SERVICES, INC.	750-343-00	STREET DEPT. AUTO SU	APRIL 2023 STREET FUEL BIL	3,527.83
	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT. MAT & S	MOW CITY LOTS 4/24-5/7/23	3,330.00

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DISBURSEMENTS 5/01/23 to 5/15/23

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	FREEDOM AG & ENGERY COOPERAT	750-458-05	STREET DEPT PROJECTS	GRASS SEED MADISON ST	335.97
		750-458-05	STREET DEPT PROJECTS	POLY SPRAYER	72.99
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	19,777.17
				TOTAL:	112,037.03
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,867.69
		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	116.47
		751-213-00	STREET LIGHTS	110158087939 MAIN ST CAMER	0.00
				TOTAL:	5,984.16
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT. 119	45.13
		752-213-00	TRAFFIC SIGNALS POWE	110088985624 RT. 20 BKN C	50.94
		752-213-00	TRAFFIC SIGNALS POWE	110081822063 W. MAIN ST	36.21
		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	37.93
		752-213-00	TRAFFIC SIGNALS POWE	110088059925 E MAIN ST	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110080768291 E. MAIN ST	27.59
				TOTAL:	197.80
ARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	APRIL 2023 HOTEL MOTEL TAX	2,410.70
				TOTAL:	2,410.70
VB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	APRIL 2023 HOTEL MOTEL TAX	5,624.94
				TOTAL:	5,624.94
RTS-THEATRE	BUCKHANNON UTIL BOARDS	906-213-00	CAC UTILITIES	THEATRE WASTE MAY 2023	121.33
	MON POWER	906-213-00	CAC UTILITIES	110122154542 48 E. MAIN ST	336.81
	WARE'S GLASS AND AWNING, LLC	906-450-01	THEATRE BLDG	GLASS FOR CONCESSIONS ARE	105.58
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF MAY 2023 HEALTH INS	266.76
		906-105-00	CAC HEALTH INS	GF MAY RETIREE'S INSURANCE	70.00
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	218.59
	SCOTT ELECTRIC CORP	906-450-01	THEATRE BLDG	EMT CONDUIT & FITTINGS	154.99
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BLDG	DRYWALL ANCHORS THEATRE	22.39
		906-450-01	THEATRE BLDG	47-12"SHELF RODS	266.96
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	CONTAINERS MARQUEE LETTER	151.32
	WV WESLEYAN COLLEGE	906-341-00	CAC SUPPLIES & EXPEN	BROCHURES FOR CAC	120.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	103.31
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	24.16
	NEWTECH SYSTEMS INC.	906-450-01	THEATRE BLDG	REPAIR SMOKE ALARM	372.50
	ROZELLE ENTERPRISES DBA TRAD	906-450-01	THEATRE BLDG	LABOR - THEATRE 4/3-4/15	12,327.94
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	87.78
	**PAYROLL EXPENSES			5/01/2023 - 5/15/2023	1,666.25
				TOTAL:	16,416.67
TOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	0.00
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	29.43
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT UNIFORMS APRIL 20	95.35
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE	177.51
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	APR 2023 KARATE INSTRUCTO	63.00
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF MAY 2023 HEALTH INS	2,002.04

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ST JOSEPH HOSPITAL OF BUCKHA WALMART STORES INC -BUCKHANN MOUNTAIN STATE PEST GUARD INTERNAL REVENUE SERVICE INTERNAL REVENUE SERVICE APRIL E SMALL PAYFLEX LYNX WV INC WORLD FUEL SERVICES, INC. DAWN WEBB WVDNR **PAYROLL EXPENSES	907-105-00	GROUP INSURANCE	GF MAY RETIREE'S INSURANCE	280.00
		907-341-00	MATERIALS & SUPPLIES	PRE EMP LABS KADIE DAUGHER	56.00
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	137.97
		907-216-00	MAINTENANCE	MAY 2023 SYC PEST CONTROL	38.50
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	487.49
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	114.01
		907-368-01	ZUMBA	APR 2023 KICKBOXING INSTR	28.00
		907-105-00	GROUP INSURANCE	GF APR HSA FEES	13.00
		907-213-00	UTILITIES	APR 2023 SYC INTERNET	145.00
		907-343-00	SYC AUTO SUPPLIES	APRIL 2023 SYC FUEL BILL	293.28
		907-363-00	KARATE CLASS INSTRUC	APR 2023 KARATE INSTRUCTO	189.00
		907-360-00	CAMP BUCANNEER SUPPL	PAVILION RENTAL CAMP BUCC	35.00
				5/01/2023 - 5/15/2023	7,862.26
				TOTAL:	12,046.84
CONVENTION CENTER	ST JOSEPH HOSPITAL OF BUCKHA WALMART STORES INC -BUCKHANN INTERNAL REVENUE SERVICE INTERNAL REVENUE SERVICE **PAYROLL EXPENSES	910-457-00	CONFERENCE CENTER PA	PRE EMPLMT LABS RACHEL RUF	56.00
		910-341-00	EVENT CENTER SUPPLIE	SWEEPER EVENT CENTER	65.72
		910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	40.30
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	9.43
				5/01/2023 - 5/15/2023	650.00
				TOTAL:	821.45
PUBLIC SAFETY	MON POWER UNIFIRST CORP. LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	110088783078 22 S FLORIDA	0.00
		976-216-00	SAFETY COMPLEX MAINT	ALL DEPT UNIFORMS APRIL 20	53.50
		976-213-00	SAFETY COMPLEX UTILI	MAY 2023 PSC INTERNET	150.00
				TOTAL:	203.50

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

F. Strategic Issues for Discussion and/or Vote  
F.1 Approval Ordinance No. 463 Property Exchange with West Virginia Wesleyan College 2nd /Final Reading – Action was taken earlier in the meeting.

F.2 Approval Resolution 2023-04 Support of Poundstone Riverwalk Trail Extension Construction Phase 2 – Action was taken earlier in the meeting.

F.3 Approval FEMA/Community Ratings System (CRS) Required Construction Certificate Management Procedures Policy To Maintain CRS Status – Action was taken earlier in the meeting.

F.4 Reschedule/Cancel City Council Meeting Date of Thursday, July 20, 2023 due to conflict with WAMSB – Discussion took place.

Motion to Cancel City Council Meeting Date of Thursday, July 20, 2023 due to conflict with WAMSB was made by Bucklew/Thomas. Motion carried.

F.5 Approval Resolution 2023-05 General Fund Budget Revision #6 FY 2022/23- Action was taken earlier in the meeting.

G. Comments and Announcements

- **Pamela Bucklew:** Mrs. Bucklew asked about the drop-off in the road near Speedway. Mayor Skinner will raise this concern with the WVDOH. She also encouraged all to prepare for the upcoming WV Strawberry Festival and be a welcoming community to our many out of town visitors.
- **David McCauley:** Mr. McCauley echoed Mayor Skinner’s comments about the many improvements that have been made downtown and he is proud of how the downtown is looking and spoke of the Colonial Arts Center. He also asked for a brief Executive Session to discuss property and personnel. Mayor Skinner agreed.
- **Jack Reger:** Mr. Reger had no additional comments.
- **Dave Thomas:** Mr. Thomas spoke about the importance of the many improvements that have been made downtown and how many of these are due to the success of the 1% Sales Tax program. He urged City Council to continue with regular planning on how to invest the proceeds. He wished everyone a great experience for the WV Strawberry Festival.
- **CJ Rylands:** Mr. Rylands was absent.
- **Randall Sanders:** Mr. Sanders spoke about this being the WV Strawberry Festival week and he encouraged everyone to participate in as many of the events as possible. He is very proud of the years that he participated with the Festival and congratulated the current committees for a job well done.

**H. Mayor’s Comments and Announcements:** Mayor Skinner spoke about the WV Strawberry Festival and his work as a Board member. He encouraged everyone to participate in all the activities. He then reported on the recent WV Municipal League and the great work that it is doing.

**Motion to adjoin into Executive Session at 8:06 PM to discuss property and personnel issues was made by Thomas/Bucklew. Motion carried.**

**Motion to adjoin out of and Executive Session at 8:45 PM was made by Sanders/Bucklew. Motion carried.**

Mayor Skinner reported that during the Executive Session we discussed property and personnel issues and that no decisions were made.

**I. Adjournment**

**Motion to adjourn at 8:46 PM was made by Sanders/McCauley.**

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders