

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

A regular meeting of the Buckhannon City Council was held on Thursday, November 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 - GTM
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 Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Absent
Channel 3	Rodney Irvin	Absent
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Risë Hanifan; Jerry & Bruce Henderson; Mitchell Shaw – GTM; Catherine Norko, Charles W. Gibson Public Library.

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, November 16, 2023***

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- 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
- C. Department & Board Reports**
C.1 Public Works Director - Jerry Arnold
C.2 Finance Director - Amberle Jenkins
 - Municipal Home Rule Program 2023 Progress ReportC.3 Police Chief - Matthew Gregory
C.4 City Attorney - Tom O'Neill
- D. Correspondence & Information**
D.1 Buckhannon Christmas Parade Friday, December 1st at 6pm
D.2 Dickens Christmas Festival & Faire Saturday, December 2nd from 12-6pm & Fezziwigs's Ball 7-11pm
D.3 BCT's A Christmas Story at the Colonial Arts Center on December 2nd, 3rd, 8th, 9th, 10th
D.4 Don Patron Mexican Grill LLC- Zoning Form to ABCA
D.5 Report of Cat & Dog Activity -Upshur County Commission-October 2023
D.6 Building Commission Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 6PM
D.7 City of Buckhannon Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 7PM
- E. Consent Agenda**
E.1 Approval of Minutes -Regular Meeting 09/21/23, 10/05/23, 10/19/23, 11/02/23, Special 09/13/23
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 to Accept Bid Opening Results for Conex Containers for the BFD Burn Training Facility
F.2 Recommendation from the Revenue Review Committee Regarding the Funding Request from BURMA & The Baxa Inn
F.3 Approval 2024 COB Holiday Closing Schedule
F.4 Approval Donation to the City of Elkins Flashing Fire Truck Warning Signal
- 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. Executive Session Per WV Code § 6-9A-4 Property Matters**
- J. Adjournment**

Posted 11/13/23 REV 11/14/23

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 By Sign-In Prior to the Meeting: Mayor Skinner noted that there were no scheduled guests to be recognized but that Risë Hanifan had signed in, prior to the meeting, requesting to be recognized. Risë Hanifan addressed City Council on the current educational system in Upshur County citing that, as a citizen and parent, she is discouraged with the opportunities that are being offered through the system. She noted that she is very supportive of the programming being offered at the Stockert Youth & Community Center (SYCC), specifically the afterschool and tutoring offerings. She also noted that she has followed the fundraising and financing efforts for the new SYCC building and she understood that certain challenges have arisen with the financing of the proposed building. She presented the idea that if the current building project could not be achieved, maybe we should consider a different style of building that would allow the SYCC programming to incorporate the STEM (now referred to as STEAM) programming. Discussion with City Council members took place. During the discussion it was noted by Recorder Sanders that the City of Buckhannon is still waiting on a Letter of Condition from the USDA before the current SYCC project could be put out to bid. Council member Jack Reger noted that on December 19, 2023 the West Virginia Department of Education will be presenting the state’s report of the Upshur County Schools, and he encouraged that the public attend. Council member McCauley suggested that Risë Hanifan be invited to appear at the next SYCC Board meeting to present these ideas.

Mayor Skinner recognized others who were present and asked if any would like to address council. None needed to do so.

Motion to bring F.2 Recommendation from the Revenue Review Committee Regarding the Funding Request from BURMA & The Baxa Inn to the table for Discussion and/or Vote was made by Thomas/Reger. Motion carried.

Mayor Skinner provided an overview of the issue noting that the Review and Review Committee recommended that we provide funding in the amount of \$1,500 to BURMA & The Baxa Inn for the upcoming “Christmas Visits to Fairyland” event being held December 9, 2023.

The Revenue Review Committee met on November 9, 2023 at 9:00 a.m.
The following Committee Members in attendance: Mayor Robert Skinner III, Director of Finance and Administration Amberle Jenkins, Council Member David Thomas, Council Member Jack Reger, Scott Randall and Office Manager Barbara Hinkle.
Guest-Recorder Randall Sanders

- **BURMA and The Baxa Inn- Christmas Visit to Fairyland Event**

The following application was submitted for consideration from BURMA for an event to be held on December 9, 2023.

City of Buckhannon, WV
Funding Request Application
Fiscal Year 2023-2024

Name of Organization Requesting Grant Funding: BURMA and The Baxa Inn

Organization Address: P.O. Box 1179 21 North Kanawha Street

Organization Phone Number: 304-472-2566 304-677-8393 michelle Jack

Organization Email Address: burma1814@gmail.com, thebaxainn@gmail.com

Organization Website: _____

CEO/President/Executive Director Name: Jerry Henderson

Contact Person: Jerry Henderson

Contact Person Phone Number: 304-380-2958

Contact Person Email: thebaxainn@gmail.com

Name, Address, Phone Number and Email of person completing this application

Name: Jerry Henderson

Address: 21 North Kanawha Street

Phone: 304-380-2958

Email: thebaxainn@gmail.com

Amount of Funding requested: \$ 1,500.00

Name of Project: Christmas Visit to Fairyland

Provide Additional Pages If Necessary:
Please provide a description of the organization: (max 100 words)
Civic Membership Organization Supporting Community Businesses

Project Narrative: Include a description of the project, goals and objectives, benefits to the citizens of the City of Buckhannon. (Max 500 words)
See attached

Why do you feel the City of Buckhannon should consider funding this project? (Max 200 words)
Over 2019 Citizens enjoyed last years event and request we do it again
How many individuals are expected to benefit from your project? Over 2000

If other organizations are collaborating on this project, provide the name(s) of organization(s) and a brief description of the collaboration. "If no collaborations, enter "none" (Max 300 words)
BURMA, Baxa Inn, Sweet-A-Licious, Jimbo's, Almost Heaven BBQ Bash, Lewis Upshur, Gilmer United Way, Face Painters, Balcon men, Various other Vendors, Vips, Buckhannon Fire Dept, Police Dept, Upshur to EN

Do you consider this project to be a continuing, long term project with future financial needs?
☐ Yes
☒ No

If yes, what is your future funding plans? (Max 100 words)

How many volunteers will contribute time to the project? 75-100
Anticipated date of project completion: December 9, 2023

Detailed Budget of the project (be specific): (max 300 words) See attached

Describe other funding sources (be specific): (max 300 words)
BURMA, The Baxa Inn, Sweet-A-Licious and Small Donations

Does your organization have an annual audit?
☐ Yes
☒ No

If yes, please attach.

Is your organization designated by the IRS as a NON-PROFIT?
☐ Yes
☒ No

Please attach your IRS Determination Letter.

What are your expected outcomes from the project and how will they be measured? (Max 300 words)
We track cash person who attends by a "Clicker" Count at Entrance

What is the target Population for the project? 2000

What geographic area of City of Buckhannon or Upshur County will this project serve?
The entire County and City areas

Date Submitted: 11/7/2023

BURMA and The Baxa Inn have been doing a Christmas event since 2019 for families in Upshur and surrounding counties. It has grown beyond our expectations, last year we had over 2000 in attendance.

We wanted to provide something for the children, so they could all have a lasting memory for Christmas. Christmas visit to Fairyland will have families walking through various fairytales, Snow White and the 7 Dwarfs, Little Red Riding Hood, and Sleeping Beauty, to name a few. As they go through they will receive sweet treats throughout as well as cookies and hot chocolate and get to Santa Claus and visit local vendors.

We operate on a 0 base budget plan. We know we have funding prior to purchases. Last Years expenditures ran over \$10,000.00 and all costs were covered including \$700.00 from the City of Buckhannon, which was spent inclusively for candy for the children.




Buckhannon Upshur Retail Merchants Association
P.O. Box 1179
Buckhannon, WV 26201

Fall is in the air and Christmas is just around the corner, the Buckhannon Upshur Retail Merchants Association along with The Baxa Inn are already working on this year's Christmas Event for the children. The event, Christmas Visit to Fairyland, will be held on Saturday December 9th from 6pm to 8 pm at the Baxa Inn 21 North Kanawha Street in Buckhannon.

We will have food vendors, arts and crafts, and other activities for the children to participate in. We are asking the City of Buckhannon for a \$1,200.00 donation to provide only candy and favors for the children. Last year we planned on 300 and had over 2000 in attendance. To give each child 5 pieces of penny candy would be over \$1,000.00. We hope to add a small gift to each bag. BURMA and The Baxa Inn will cover all expenses for labor, costumes, trees, tree decorations, refreshments, and props.

Prices have increased substantially and now we hope you will not only support our event but attend and see what joy it brings to the families in Upshur County and the surrounding areas. Thank you for your consideration.


Jerry Henderson
President, BURMA

Committee members agreed that the event last year was a success. Mrs. Henderson reported on the event as required in the process. More people attended that event than was expected.

Committee Member Jenkins remarked that it would be beneficial if there is a way to track how and if these small one-time events impact the economy. Mayor Skinner reported that the UCDA is working to develop a study that would measure the impact of events on the community.

Motion Thomas/Randall to recommend to the City Council on November 16, 2023 to approve a contribution of \$1,500.00 to BURMA for the "Christmas Visit to Fairyland" event. Motion carried.

Motion to accept the Review and Review Committee's recommendation and approve funding in the amount of \$1,500 to BURMA & The Baxa Inn for the upcoming "Christmas Visits to Fairyland" event was made by Thomas/Rylands. Motion carried.

The Public Comment portion of the meeting was closed at 7:38 p.m.

C. Department & Board Reports

C.2 Public Works Director- Jerry Arnold - Mayor Skinner recognized Mr. Arnold who provided the following report:

Street:

- Crews are installing additional street lights on S. Spring St.
- We are checking the Christmas lights and will be installing the downtown décor beginning next week.

Sewer:

- Crews continue to work on Ritchie Street storm sewer and the Myna Street project.
- The contractor continues to work on the Taylor Street Sewer Project and has completed the punch list items on the N. Locust Street Sewer Project.

Waste:

- We expect delivery of a new excavator to use at the tipping area of the transfer station tomorrow.

Water:

- Crews completed a main line upgrade on Thurman Avenue.

Engineer:

- FEMA Generator Hazard Mitigation Grant No. 1 –Contract 3’s generator and the automatic transfer switch installation continues. Final wiring and installation activities will be completed before the end of November, which will complete all required installation for Grant No. 1.
 - Island Avenue Complete Street Project – Currently revisiting and updating the City’s plans for a complete upgrade to the utilities along Island Avenue between the two (2) bridges. Similar to the North Spring Street Project, this project will include the upgrading of the waterlines, the sanitary sewer lines, the storm sewer lines, the gas lines (by Mountaineer Gas) and new sidewalks and driveways via a coordinated effort from all City utility departments and Mountaineer Gas. Sanitary sewer and storm sewer construction activities will begin late Spring / Early Summer 2024 with waterline, gas and sidewalk activities beginning in Winter 2024 / Spring 2025.
- Stockert Youth and Community Center Multi-Use Facility Project – The Mills Group will have the Contract Documents ready by November 17, 2023, so that once all of the legal advertisements for bonding purposes and the Letter of Conditions are received, the Project can be advertised and bid. The issue regarding the adjacent restroom on City property needs to be revisited as a possible building re-siting, along with the associated design change fees, may be required.

A brief Q&A took place.

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

Amby report 11-16-23

Balances in the Enterprise Funds October 31, 2023

Waste Collection Board	mm/cking	\$1,420,012	cd/sav \$308,746.
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$986,793	work/capital& savings \$874,441
Sanitary Board	mm/cking	\$1,044,356	work capital/cds \$459,671
Storm water Fund	mm/cking	\$211,020	

CAC

Rehearsals for The Christmas Story continue several times a week in the CAC.
Remind everyone that shows are scheduled Dec 2, 3 and 9 @7pm and Dec 2, 3, 9, and 10 @ 2pm Tickets are available online, at City Hall, CVB, Salon 88.

A comedy improv show featuring the Fearless Fools, will be held on Nov 24 (Black Friday) at 8pm at the CAC. Tickets are \$10 each.

David Hartley-WVWC Director of Technical Theatre has been helping out with solving some sound and lighting issues and a few details with stage flooring.

The CAC Board want to come to a Council meeting in December to give a brief report.

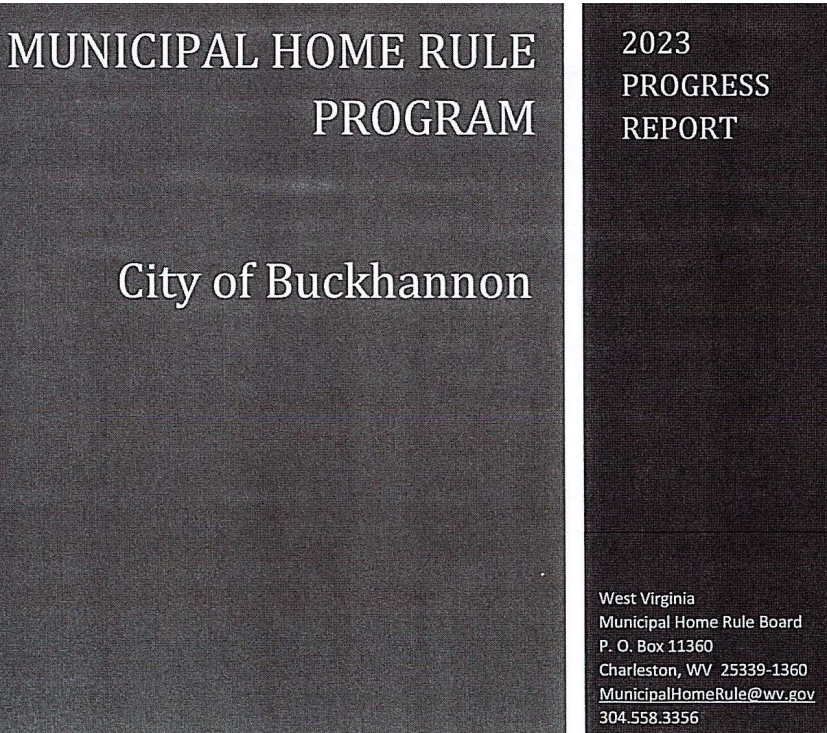
The annual Home Rule Report is included in your packet. It is due to the Home Rule Board by December 1st. I would appreciate it if Council Member have a chance to look at it and reply to me if they have any thoughts or changes they would like to see.

Call from the WV State Auditors Office to let me know the 6-30-22 audit of the city will include the Charles Gibson Library, but the 6-30-23 audit will be with Upshur County Public Library. I was surprised by this, and proceeded to explain the relationship and history between the Charles Gibson Library and the City of Buckhannon. I communicated with both the State Auditor’s Office and the Library Commission. It seems that they may have been some lack of communication on audits and how the City of Buckhannon are associated with the CG library. The Auditors Office wants to know if the City of Buckhannon plan to continue to put the Charles Gibson Library financials in the City of Buckhannon’s audit.

Annual audit for year ending 6/30/22, field audit portion starts Nov 27th.

Working with CPA on PSC water and sewer reports.

Municipal Home Rule Program- 2023 Progress Report:



West Virginia State Code §8-1-5a (m) provides:

Please use this page to report progress on each non-tax related initiative included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

“Commencing December 1, 2015, and each year thereafter, each participating municipality shall give a progress report to the Municipal Home Rule Board and commencing January 1, 2016, and each year thereafter, the Municipal Home Rule Board shall give a summary report of all the participating municipalities to the Joint Committee on Government and Finance.”

The Municipal Home Rule Board has developed this standard format for Home Rule Program participating municipalities to prepare and submit their respective Annual Progress Reports. The intent of this standard format is to gather and compile information in a consistent, easily understood, and efficient manner that will be used to develop a concise and practical summary report to the Joint Committee on Government and Finance.

Annual Progress Reports must be submitted electronically as an individual file in PDF format no later than the close of business on the first business day of December, by emailing to WV Municipal Home Rule Board at MunicipalHomeRule@wv.gov.

A. General Information	
Name of Municipality:	
Certifying Official: Robert Skinner III	Title: Mayor
Contact Person: Amberle Jenkins	Title: Assistant Recorder
Address: 70 E Main St	
City, State, Zip: Buckhannon	
Telephone Number: 304-472-1651	Fax Number: 304-472-0934
E-Mail Address: amby.jenkins@buckhannonwv.org	
2020 Census Population: 5186	
B. Municipal Classification	
<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input checked="" type="checkbox"/> Class III <input type="checkbox"/> Class IV	
C. Attest	
I hereby confirm that I am the authorized official for this municipality and certify that the information submitted herein and attached hereto is true and accurate and that this report addresses each and every initiative included in the original Home Rule Pilot Program Plan Application for this municipality and any subsequent amendments, if applicable.	
Robert N. Skinner III	11/22/2023
Type Name of Certifying Official	Signature of Certifying Official Date

Initiative : Property Nuisance Abatement – Tax Lien – On-Site Citations
Was this non-tax initiative a part of your original plan application X or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? July 19, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
SUCCESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance. Five citations have been issued so far in 2023. They are pending and no corrective action has taken place at this time. Just the threat of citation does give some incentive to the owner to clean up their properties. We have had no success in trying to place a tax lien on the property. See narrative in "lessons learned" below. The on-site citations help to remediate un-kept and vacant properties.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities. More Legislative action needs taken to make County Assessors and their software vendor recognize the benefit to this strategy. Tax liens have proven to be challenging. The Upshur County Assessor will not place the liens on the property taxes because Software Solutions, the company that controls the tax software will not recognize this as a tax lien. Until they are directed to do so in writing by state law or State Auditor the liens will not be recognized or placed on the property.

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Part-time police officer and expanding maximum age.
Was this non-tax initiative a part of your original plan application X or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? August 21, 2016
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCCESSSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>Council authorized hiring a part time police officer in May 2017. This was an asset until June 2020. The certified part time officer could no longer serve in that capacity. The process to advertise, hire, train and certify a full-time police officer is lengthy. The process to recruit then train and certify an officer takes six to 12 months. A part time police officer can fill the void and continue police services without putting more burden on existing staff. However, filling that position is a challenge at this time.</p> <p>In 2022 Buckhannon shifted the funds that would have been allocated toward the part time position to the Chief of Police for taking on the added responsibility to handle CALEA certification management. Buckhannon may still utilize the part time certified officer position in the future as it is a valuable tool.</p> <p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>It is difficult to recruit a certified part time police officer.</p>

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Online Sale or Disposition of Municipal Property
Was this non-tax initiative a part of your original plan application X or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? December 15, 2016
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCCESSSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>In the 2020 report we noted that he first online auction was held in 2019. All of our departments compiled a list of surplus equipment to be auctioned. We drafted an RFP to select an auctioneer. JJ Kane Auctioneers was awarded our auction service. This proved very successful. It exposed our items to a much larger audience. We received over \$61,000 for all of our departments, in combined revenue.</p> <p>We did not hold an auction in 2020 or 2021. We will hold another auction when we have an inventory of items that need disposed.</p> <p>In 2022 the City auctioned a problem property (Sedgwick St \$45,500) that was obtained in a tax sale. A second property (Upper Drive) was obtained but did not receive a minimum bid at auction. The house, which was in very poor condition, was demoed by the city.</p> <p>We have not held an auction since 2022 as of the date of this report (November 2023).</p> <p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>It was beneficial to solicit an auctioneer. Each auctioneer charge differently for their services.</p>

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Enterprise Zones-Municipal Real and Personal Property Rebates.
Was this tax initiative a part of your original plan application X or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? August 15, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
<p>REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance.</p> <p>As of this date, No revenues have been realized through this initiative</p>
<p>SUCCESSSES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.</p> <p>No business has taken advantage of this at this time.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p>

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Change hours that non-intoxicating beer, wine and alcoholic liquor may be sold or dispensed from 1:00 pm to 10:00 am on Sundays in the City of Buckhannon
Was this non-tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment X <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? March 2, 2017
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCCESSSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>The purpose of this initiative was to attract persons to downtown area for social gatherings at our local businesses that serve non-intoxicating beer, wine and alcoholic liquor on Sunday morning.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>There was some public opposition to this, however, we have not experienced any negative affects to this measure. The pandemic greatly reduced social gatherings in 2020 and 2021.</p> <p>Nothing significant to report in 2023.</p>

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Municipal Sales Tax and reduction of B&O tax.
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment X Yes X or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? Home Rule Nov 1, 2018, Sales Tax-Feb 7, 2019
If no, please describe challenges faced in enacting the related ordinance(s).
REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance. B&O was reduced. In addition to the already existing \$1,000,000.00 exemption, the tiered rates were reduced from \$0.25 per hundred to \$0.20 per hundred and \$0.50 per hundred to \$0.45 per hundred. The City of Buckhannon received from sales tax the following; \$540,884 January 2023 \$519,083 April 2023 \$595,985 July 2023 \$598,558 October 2023 The City originally expected approximately \$1.2 million per year in revenues. The budget for fy 2023-24 calls for use of \$2.1 million dollars from sales tax fund.
SUCCESSSES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance. The report for 2022 outlined a summary of items that were possible because of sales tax revenue. This report summarizes expenses supplemented with sales tax revenue in the 2023-24 budget. Council designation toward community <ul style="list-style-type: none">• Contribution toward free community summer activity every Friday during the summer in downtown Buckhannon.• Contribution toward the WV Strawberry Festival. This draws thousands of people to Buckhannon during the week-long event.• Outside entity funding program. This program give opportunity through an application process for 501(c)(3) organization to apply for funding that enhance community activities.• Contribution toward public transit.• The local Airport Authority asked for an additional \$5,000 contribution for a total contribution of \$20,000 annually. City Hall <ul style="list-style-type: none">• Upgraded computer network• Replace security cameras at City Hall

Parks: <ul style="list-style-type: none">• Ongoing improvement to Madison Street/Jawbone Park• Engineering service to address drainage issues Jawbone Run• 2023: \$100,000 was allocated to parks and cemetery for mowing and horticulture
Police Department: <ul style="list-style-type: none">• In-car and Body cameras continued financing• Maintenance of K-9 purchased for department• In 2023, continued the program to rotated and lease financed cruisers. This ensures reliable cruisers for department use.• Police software annual maintenance• Continued funding for CALEA. Accreditation was achieved through the help that funds were available for needed expenses to certify the department• New for 2022, added one new police officer position. This will be an ongoing cost• Pay increases in 2022 will be an ongoing cost• New mobile radios were budgeted• Equipment for use by the Volunteers in Police Service. This group is a huge help that assist the police department and community with tasks such as traffic control and manning street barricades and community gatherings.
Fire Department: <ul style="list-style-type: none">• Budgeted for three new fire fighters in 2021. This will be an ongoing cost.• In 2023 \$60,000 was allocated toward a training facility• In 2022 the City starting paying 100% of the insurance premium for the Volunteer Fire Department. This is an ongoing cost• In 2022 a new fire truck was delivered and has been financed. This is an ongoing cost to 2031• In 2023 a new truck for the Fire Chief was obtained through the Enterprise vehicle lease program• In 2023 funding was allocated for Lifepak equipment• Pay increases in 2022. This is an ongoing expense.
Street Department: <ul style="list-style-type: none">• Concrete truck and silo continue to be financed. We have seen a savings owning this in-house for small concrete jobs.• Property and buildings were purchased on the Mudlick Road in 2020. The Street Department functions were moved to this complex and are shared with the Waste Collection Department. Waste Department moved a large portion of their operations to this facility which will enable use of a large building for a fire and police training facility. Annual property payment is \$117,300.• \$200,000 was allocated in the 2023-24 budget for Street Department Projects• \$139,200 was allocated in the 2023-24 budget for lease finance payments (4 Ram trucks: Concrete truck; and an Excavator). Purchase of a mini skid steer, grapple bucket and brush hog.• \$100,000 is allocated toward paving projects.• \$100,000 will be contributed to the Stormwater Department of the Sanitary Board
Stockert Youth Center: <ul style="list-style-type: none">• Preparations are being made to construct a building on the property that was purchased in November 2021. This will be used as a multi-purpose building for both Stockert Youth Center activities and community activities. \$216,000 was budgeted for an anticipated payment• Annual maintenance of Software obtained to help track various youth activities \$3,900 annual• \$20,000 budgeted to upgrade kitchen in the youth center.
Colonial Arts Center: <ul style="list-style-type: none">• This facility is a former theatre that was in a dilapidated condition. Council voted to obtain the property in 2016. Since then, some grants were obtained and some donations were received and fundraising activities conducted since then. The building was renovated and is now in full use as an arts center owned and operated by the City of Buckhannon.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Prior to applying for this plank, the Buckhannon City Council established a Revenue Review Committee to explore options to increase revenue and identify projects and activities that the revenues would fund prior to public meeting and discussions with City Council.

Without objection, ***F.1 Approval to Accept Bid Opening Results for Conex Containers for the BFD Burn Training Facility*** was moved to the table for discussion and/or vote. Amby Jenkins provided an explanation of the bids that were received.

Bid Opening:

The City of Buckhannon, WV is seeking sealed bids for conex containers that will be used in a burn training facility as described below:

- Eight – 40 foot long, standard height, 8 foot wide conex containers
- Each will have a lifetime wind and watertight warranty
- Each will have a 10-year structural warranty
- Each will be delivered to the Buckhannon Public Safety Training facility located at 380 Mudlick Road, Buckhannon, WV
- Each container may be in used, but must be in good condition and sealed and capable of being used l a burn training facility.

Sealed bids will be received until November 8, 2023 at 11:00 am in Buckhannon City Hall, 70 E Main St., Buckhannon, WV 26201.
The City of Buckhannon has the right to reject any and all bids.
Contact City Hall at 304-472-1651 with any questions.

On 11/08/23 at 11:00am bids were received and reviewed in City Hall. The following persons were present: Director of Finance & Administration Amberle Jenkins, Fire Chief JB Kimble and Officer Manager Barbara Hinkle.

Bids were received from two separate vendors.

High Point Construction Buckhannon WV 26201	\$64,000.00	New	No Warranty
Container One	\$26,556.16	Used	10 Yr Structural Warranty
Container One	\$46,232.00	New	10 Yr Structural Warranty

Motion to approve the bid from Container One of \$26,556.16 for a used Conex Container with a 10-year structural warranty was made by Rylands/Sanders. Motion carried.

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



City Council Report
11/16/23

- 1. The police department is hosting an ARIDE class, which focused on advanced roadside detection techniques for narcotic impairment at the Public Safety Community and Training Room this Thursday and Friday (11/16 & 11/17).
- 2. The proofing process for the 2023-2024 CALEA proof year has been underway. This is for the third year of our reaccreditation process. As of this writing, the BPD's CALEA Assessment in PowerDMS has 2,300 attachments.
- 3. The Buckhannon Police Department will conduct its annual Less Lethal refresher training starting on Dec. 4. These trainings, which will also incorporate the use of force simulator as training aids, will comply with numerous CALEA standards that focus on these specific law enforcement policies and procedures.

POLICE ACTIVITIES

MONTH: October
YEAR: 2023

ACTIVITIES:

Parking Tickets Issued:	
By Parking Enforcement Officer:	17
By Officers:	1
TOTAL ISSUED:	18
Citations Issued:	23
Misdemeanor Arrests:	27
Felony Arrests:	11
Calls Answered:	448
Complaint Reports:	36
Accidents Investigated:	17
Community Policing Hours:	27
Patrol Mileage:	8,576

MONTHLY ACTIVITY REPORT
October 2023

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	6	27	46	83	54	27		42	20	62	35	46	448
Community Policing	3	3			2	2						17	27
Road Patrol		33	84	70	114	89		78	78	39	101	76	762
Traffic Hours	4	6	65		5	1			15	39	12		147
Criminal Inv.	2	21	18	64	62	26	168	28	19	42	20	9	479
Court Hours		3							6				9
Report Writing	15	43	1	27		6		41	30	5	18	27	213
Other Hours	130	30	23	21	44	1		45	7	51	38	68	458
Miles													8,576
Accidents - Prop.	1			5						5		4	15
Injury		1		1									2
Fatality													
Parking Tickets								1					1
Criminal Reports		3	1	6				5	4	8	4	5	36
Reports Cleared		2	1	3				4	4	5	3	2	24
Clearance Rate		66%	100%	50%				80%	100%	62%	75%	40%	67%

2023 WARNINGS

WARNINGS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATV ON CITY STREET													0
CELL PHONE		2			1								3
CHILD SAFETY													0
EQUIPMENT, DEFECTIVE		9	6	5	5	20	12	16	6	2	3		84
EQUIPMENT, W/O REQUIRED			1							1	1		3
EXHAUST, NO													0
FAILURE TO DIM HIGHBEAMS													0
FAILURE TO MAINTAIN CONTROL			1		1								2
FAILURE TO OBEY TRAFFIC CONTROL DEVICE							1		3	1			5
FAILURE TO YIELD				1									1
FOLLOWING TO CLOSE			1							1			2
HEADLIGHTS, VIOLATION		2		1	1	2	6	3	3	2			20
ILLEGAL LEFT TURN													0
IMPEDING TRAFFIC				1									1
IMPROPER BACKING													0
INSURANCE, NO PROOF		2	1	1		5	5	5	6	6	1		32
LANE VIOLATION		3	2	1	1	2	7		1				17
LEFT OF CENTER			2	1	2	3		1	2	7	3		21
LICENSE PLATE, NO													0
LITTERING										2			2
LOUD EXHAUST										1			1
MORE THAN 4 LAMPS ON FRONT		1											1
MVI, EXPIRED		1	3			8	3	8		5	1		29
MVI, FALSE													0
MVI, MODIFIED													0
MVI, NO			2	3		2		1			1		9
NO HELMET													0
OBSTRUCTED VIEW													0
ONE WAY VIOLATION													0
OPEN CONTAINER		1											1
OPERATORS WV, FAILURE TO OBTAIN							1						1
OPERATORS, ADDRESS CHG				1									1
OPERATORS, EXPIRED								1					1

2023 WARNINGS

WARNINGS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OPERATORS, LEARNER PERMIT VIOLATION													0
OPERATORS, NO				1									1
OPERATORS, NO PROOF								1	1		1		3
PASSING, IMPROPER			1				1		1				3
RECKLESS DRIVING						1		1	2		2		6
RED LIGHT VIOLATION		2				2	2	5	2	4	1		4
REGISTRATION, ADDRESS CHG													0
REGISTRATION, EXPIRED		9	4	2	2	64	53	49	25	24	6		238
REGISTRATION, IMPROPER					1	1	1						3
REGISTRATION, IMPROPER DISPLAY				1	1	4	1			1	1		10
REGISTRATION, NO		2								1	1		4
REGISTRATION, NO PROOF								1		1			2
REGISTRATION, UNSIGNED													0
ROAD CONDITIONS, TOO FAST FOR													0
SEATBELT			3	2		3	1	2		1	1		13
SPEED VIOLATION WARNING		8	32	24	11	1	30	14	26	39	28	1	214
STOP SIGN		5	7	6	4	3	16	18	19	9	12		99
TURN LANE, IMPROPER USE					1		3		6	4	1		15
TURN, IMPROPER		2	5	1		2	2			1	5		18
WINDOW TINT		1	1	1						1		1	5
WRONG WAY		1		1						1			3
TOTAL		49	74	54	30	124	145	127	103	112	72	2	892

A brief Q&A took place.

C.4 City Attorney- Tom O’Neill: Mayor Skinner recognized City Attorney, Tom O’Neill, who provided updates on the WVWC property exchange and LINKS WV who is working with the Water

Department on an antenna location. He noted that the bulk of his information for City Council will be discussed in the Executive Session.

- D. Correspondence & Information:** – The Mayor reviewed the following with Council:
- D.1 Buckhannon Christmas Parade Friday, December 1st at 6pm**
 - D.2 Dickens Christmas Festival & Faire Saturday, December 2nd from 12pm-6pm & Fezziwigs’s Ball 7pm-11pm**
 - D.3 BCT’s A Christmas Story at the Colonial Arts Center on December 2nd, 3rd, 8th, 9th, 10th**
 - D.4 Don Patron Mexican Grill LLC- Zoning Form to ABCA**
 - D.5 Report of Cat & Dog Activity -Upshur County Commission-October 2023**

• Cats brought in by City Trapper	6
• Cats brought in by Animal Control Officer	2
• Cats brought in by County Residents	44
• Dogs brought by Animal Control Officer	12
• Dogs brought in by County Residents	22

D.6 Building Commission Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 at 6PM

CITY OF BUCKHANNON
BUILDING COMMISSION
NOTICE OF PUBLIC HEARING
REGARDING BOND ORDINANCE
(STOCKERT YOUTH AND COMMUNITY CENTER)

A public hearing will be held on the following-entitled Ordinance at a special meeting of the City of Buckhannon Building Commission (the “Building Commission”) to be held on **Thursday, December 7, 2023 at 6:00 p.m.**, in the Council Chambers, City Hall, 70 East Main Street, Buckhannon, West Virginia. To participate in the public hearing remotely, join the meeting from your computer, tablet or smartphone at <https://meet.goto.com/998683501>, or by calling (312) 757-3121, access code 998-683-501. At such hearing any person interested may appear before the Building Commission and present protests, comments and suggestions, and all protests, comments and suggestions shall be heard by the Building Commission and it shall then take such action as it shall deem proper in the premises upon an Ordinance entitled:

AN ORDINANCE APPROVING AND AUTHORIZING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON’S STOCKERT YOUTH AND COMMUNITY CENTER; THE ACQUISITION FROM THE CITY OF BUCKHANNON OF CERTAIN PROPERTY WHICH IS NECESSARY IN CONNECTION WITH SAME; THE ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024, IN ONE OR MORE SERIES, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$5,000,000, THE PROCEEDS OF WHICH SHALL BE EXPENDED TO TEMPORARILY FINANCE A PORTION OF THE COSTS OF SUCH PROJECT AND PAYING COSTS IN CONNECTION WITH THE ISSUANCE AND SUCH RELATED COSTS; AUTHORIZING THE EXECUTION AND DELIVERY OF A DEED OF TRUST, AN AGREEMENT AND LEASE, A LEASE ASSIGNMENT AND OTHER INSTRUMENTS AND DOCUMENTS AND APPROVING OTHER MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH NOTES; DEFINING AND PRESCRIBING THE TERMS AND PROVISIONS OF THE NOTES; PROVIDING GENERALLY FOR THE RIGHTS AND REMEDIES AND SECURITY OF THE HOLDERS OF THE NOTES; PROVIDING FOR CERTAIN OTHER MATTERS IN CONNECTION THEREWITH; AND PROVIDING WHEN THIS ORDINANCE SHALL TAKE EFFECT.

The above-quoted title of the Ordinance describes generally the contents thereof and the purposes of the Note issue contemplated thereby. The proceeds of the Notes will be used to design, acquire, construct and equip improvements and additions to the City’s Stockert Youth and Community Center, including, repairs, renovations or improvements to the existing Community Center, together with all appurtenant facilities (the “Project”), located in the vicinity of 79 East Main Street, Buckhannon, Upshur County, West Virginia, together with all improvements and appurtenances thereto which constitutes the current site of the Stockert Youth and Community Center and surrounds (the “Property”). The Building Commission approves the acquisition of the Property from the City of Buckhannon (the “City”) as well as the issuance of its Bond Anticipation Notes, Series 2024, in one or more series, for the purpose of facilitating the temporary financing of costs of the Project, all as described in the Ordinance.

The Ordinance also approves the leasing of the Property to the City from the Building Commission pursuant to an Agreement and Lease, by and between the City and the Building Commission (the “Lease”) and the payment of lease rentals by the City to the Building Commission at such time and in such amount as to pay the principal of and interest on the Notes as the same becomes due and payable. The Notes will be payable solely from the lease rentals to be paid

by the City to the Building Commission pursuant to the Lease. No taxes may at any time be levied for the payment of the Notes or the interest thereon.

A certified copy of the above-entitled Ordinance is on file with the Building Commission for review by interested parties during regular office hours.

Following said public hearing, the Building Commission intends to consider enactment of the said Ordinance on third and final reading and placement of such Ordinance into effect if such action appears to be appropriate after taking into consideration the comments and suggestions made at the public hearing.

Dated: November 15, 2023.

/s/ Randy Sanders
City Recorder

Publish Dates RD 11/22/23, 11/29/23

D.7 City of Buckhannon Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 at 7PM

CITY OF BUCKHANNON NOTICE OF PUBLIC HEARING REGARDING BOND ORDINANCE (STOCKERT YOUTH AND COMMUNITY CENTER)

A public hearing will be held on the following-entitled Ordinance at a regular meeting of the City Council of the City of Buckhannon (the "City") to be held on **Thursday, December 7, 2023 at 7:00 p.m.**, in the Council Chambers, City Hall, 70 East Main Street, Buckhannon, West Virginia. To participate in the public hearing remotely, join the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/443910693>, or by calling (571) 317-3112, access code 443-910-693. At such hearing any person interested may appear before the Council and present protests, comments and suggestions, and all protests, comments and suggestions shall be heard by the Council and it shall then take such action as it shall deem proper in the premises upon an Ordinance entitled:

AN ORDINANCE AUTHORIZING AND APPROVING THE TEMPORARY FINANCING OF THE COSTS OF THE DESIGN, ACQUISITION, CONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE CONVEYANCE OF REAL PROPERTY, FIXTURES AND PERSONAL PROPERTY AND APPURTENANCES TO THE CITY OF BUCKHANNON BUILDING COMMISSION, FOR THE PURPOSE OF FACILITATING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; THE LEASING OF SUCH PROPERTY AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY OF BUCKHANNON FROM THE CITY OF BUCKHANNON BUILDING COMMISSION; THE SALE AND ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024 IN AN AMOUNT NOT TO EXCEED \$5,000,000 PRINCIPAL AMOUNT, ISSUED IN ONE OR MORE SERIES TO PROVIDE TEMPORARY FINANCING FOR THE IMPROVEMENTS TO STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER INSTRUMENTS AND AUTHORIZING AND APPROVING OTHER DOCUMENTS AND MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH SERIES 2024 NOTES; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

The above-quoted title of the Ordinance describes generally the contents thereof and the purposes of the Note issue contemplated thereby. The proceeds of the Notes will be used to design, acquire, construct and equip improvements and additions to the City's Stockert Youth and Community Center, including, repairs, renovations or improvements to the existing Community Center, together with all appurtenant facilities (the "Project"), located in the vicinity of 79 East Main Street, Buckhannon, Upshur County, West Virginia, together with all improvements and appurtenances thereto which constitutes the current site of the Stockert Youth and Community Center and surrounds (the "Property"). The City approves the conveyance of the Property to the City of Buckhannon Building Commission (the "Building Commission") and the issuance by the Building Commission of its Bond Anticipation Notes, Series 2024, in one or more series, for the purpose of facilitating the temporary financing of costs of the Project, all as described in the Ordinance.

The Ordinance also approves the leasing of the Property by the City from the Building Commission pursuant to an Agreement and Lease, by and between the City and the Building Commission (the "Lease") and the payment of lease rentals by the City to the Building Commission at such time and in such amount as to pay the principal of and interest on the Notes as the same becomes due and payable. The Notes will be payable solely from the lease rentals to be paid by the City to the Building Commission pursuant to the Lease. No taxes may at any time be levied for the payment of the Notes or the interest thereon.

A certified copy of the above-entitled Ordinance is on file with the City for review by interested parties during regular office hours.

Following said public hearing, the City Council intends to consider enactment on second reading of the said Ordinance and placement of such Ordinance into effect if such action appears to be appropriate after taking into consideration the comments and suggestions made at the public hearing.

Dated: November 15, 2023.

/s/ Randy Sanders
City Recorder

Publish Dates RD 11/22/23, 11/29/23

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

E.1 Approval of Minutes - Regular Meeting 09/21/23, 10/05/23, 10/19/23, 11/02/23, Special 09/13/23

E.3 Approval of Payment of the Bills

11-15-2023 01:27 PM		DISBURSEMENTS 11-01-23 to 11-15-23			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	RECEIPT BOOKS STRTG 58001	420.46
		409-341-00	MAYOR'S SUPPLIES & M	WINDOW ENVELOPES	115.68
	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	SEP 6 OCT 2023 GIS SERVIC	55.00
		409-341-00	MAYOR'S SUPPLIES & M	OCT 2023 GIS SERVICE	55.00
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 10/2-11/1-2023	3.41
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF NOV HEALTH INS	1,607.96
	BUCKHANNON CHAMBER OF COMMER	409-341-00	MAYOR'S SUPPLIES & M	2024 MEMBERSHIP DUES	620.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	OCT 2023 CC FEES	2,218.76
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	48.71
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	11.39
	USI INSURANCE SERVICES LLC	409-105-00	MAYOR'S INSURANCE	GRP BENEFIT JULY- SEP 2023	130.98
		409-105-00	MAYOR'S INSURANCE	GRP BENEFIT OCT-DEC 2023	130.98
	UPSHUR COUNTY CLERK	409-341-00	MAYOR'S SUPPLIES & M	RELEASE MILBURN LIEN	12.00
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	NOVEMBER 2023 POSTAGE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	RECDESK CC FEES	102.78
	HDL COMPANIES NC	409-341-00	MAYOR'S SUPPLIES & M	AUG 2023 CITY LICENSE COLL	150.00
		409-341-00	MAYOR'S SUPPLIES & M	SEP 2023 CITY LICENSE COLL	463.75
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	OCT 2023 UTILITY COLLECTIO	2.60
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	72.88
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	797.21
TOTAL:					7,293.72
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 10/2-11/1-2023	3.41
	UPSHUR COUNTY COMMISSION	410-460-00	CAT CONTROL EXPENSE	OCT 2023 (6) CATS TRAPPED	60.00
TOTAL:					63.41
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 10/2-11/1-2023	3.41
TOTAL:					3.41
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 10/2-11/1-2023	3.41
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF NOV HEALTH INS	1.98
	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			11/01/2023 - 11/15/2023	313.18
TOTAL:					342.53
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 10/2-11/1-2023	6.00
	TOTAL:				6.00
CITY ATTORNEY	USI INSURANCE SERVICES LLC	417-105-00	CITY ATTORNEY INSURA	GRP BENEFIT JULY- SEP 2023	14.74
		417-105-00	CITY ATTORNEY INSURA	GRP BENEFIT OCT-DEC 2023	14.74
	TOTAL:				29.48
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 10/2-11/1-2023	24.20
11-15-2023 01:27 PM		DISBURSEMENTS 11-01-23 to 11-15-23			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ASSOCIATION OF STATE FLOODPL	420-221-00	ENGINEER TRAINING	2024 MEMBRSHIP JAY HOLLEN	180.00
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	823.30
	TOTAL:				
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 10/2-11/1-2023	59.90
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF NOV HEALTH INS	390.98
	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
	USI INSURANCE SERVICES LLC	437-105-00	ZONING HEALTH INS	GRP BENEFIT JULY- SEP 2023	58.12
		437-105-00	ZONING HEALTH INS	GRP BENEFIT OCT-DEC 2023	58.12
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	1,500.00
	TOTAL:				
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	NOV 2023 IT SERVICE CONTRA	425.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	NOV 2023 CITY HALL INTERNE	214.62
TOTAL:					639.62
CITY HALL	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	ALL DEPT UNIFORMS OCT 2023	122.60
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 10/2-11/1-2023	73.09
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF NOV HEALTH INS	1.98
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	253.25
	LOWES BUSINESS ACCOUNTS	440-341-00	CITY HALL SUPPLIES	LOBBY LIGHTS CITY HALL	28.48
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	88.60
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	20.72
	HARTLEY: DAVID	440-341-00	CITY HALL SUPPLIES	REPAIR SOUND IN COUNCIL CH	125.00
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	1,443.75
	TOTAL:				
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 10/2-11/1-2023	1,286.51
	MIDWEST RADAR & EQUIPMENT	700-341-00	POLICE DEPT. MAT & S	RADAR CALIBRATION	360.00
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF NOV HEALTH INS	8,042.76
	AUTO ZONE	700-343-00	POLICE DEPT. AUTO SU	BATTERY VIPS CAR	141.99
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	OCT 2023 CAR WASHES	60.25
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	OCT COURT FEES	212.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCCLJ 2022 INTERCEPTOR	781.54
		700-459-00	POLICE DEPT. NEW EQU	22SFZ4 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SFZ7 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SCZ2 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	803.87
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,325.99
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	543.97
	USI INSURANCE SERVICES LLC	700-105-00	POLICE DEPT. GROUP I	GRP BENEFIT JULY- SEP 2023	639.32
		700-105-00	POLICE DEPT. GROUP I	GRP BENEFIT OCT-DEC 2023	639.32
	WILLIAM COURTNEY	700-343-00	POLICE DEPT. AUTO SU	REIMB FUEL K9 RECERT TRAVE	44.00

11-15-2023 01:27 PM

DISBURSEMENTS 11-01-23 to 11-15-23

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
FIRE	PICKUP CITY	700-343-00	POLICE DEPT. AUTO SU	ANTI-LOCK BRAKES	50.00
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	OFFICE SUPPLIES POLICE	204.76
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42
		700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	94.87
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	37,780.63
				TOTAL:	60,668.43
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 10/2-11/1-2023	1,126.71
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF NOV HEALTH INS	5,603.80
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	934.93
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK NOV 2023	4,790.11
FIRE	CASEYEARL'S	706-345-00	FIRE DEPT. UNIFORMS	NAVY POLO- JB KIMBLE	80.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,396.56
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	326.61
	USI INSURANCE SERVICES LLC	706-105-00	FIRE DEPT. GROUP INS	GRP BENEFIT JULY- SEP 2023	406.84
		706-105-00	FIRE DEPT. GROUP INS	GRP BENEFIT OCT-DEC 2023	406.84
	FIRE RESCUE & TACTICAL INC	706-345-00	FIRE DEPT. UNIFORMS	FAST TAC URBAN PANTS	169.56
	COMMAND, LLC DBA COMMAND TE	706-343-00	FIRE DEPT. AUTO SUPP	TRUCK 11 ANNUAL TEST	725.00
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	22,192.63
				TOTAL:	38,159.59
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	9.60
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	514.22
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	676.09
		750-213-00	STREET DEPT. UTILITI	110 148 096 107 15 MADISON	0.00
	ENVIRONMENTAL SYSTEMS RESEAR	750-341-00	STREET DEPT. MAT & S	ARCGIS DESKTOP & ONLINE	330.00
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	ALL DEPT UNIFORMS OCT 2023	360.22
	COLE TRUCK PARTS INC	750-343-00	STREET DEPT. AUTO SU	TRAILER PLUG & CABLE	83.19
	WV PAGING	750-213-00	STREET DEPT. UTILITI	NOV 2023 STREET DEPT PAGER	23.00
	RITE-WAY HEATING & PLUMBING	750-341-00	STREET DEPT. MAT & S	DUCT TAPE	16.40
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 10/2-11/1-2023	996.01
STREET	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF NOV HEALTH INS	5,581.84
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	202.80
	ATCO INTERNATIONAL	750-341-00	STREET DEPT. MAT & S	TRANS SEAL SILICONE	244.85
	JENKINS FORD INC	750-343-00	STREET DEPT. AUTO SU	INSTALL MULTI SWITCH S-14	213.35
	SEALCOAT CONCEPTS LLC	750-341-00	STREET DEPT. MAT & S	PAINT CURBS VICT & MAIN	835.00
	SYLVESTER W. LOWTHER	750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	54.30
		750-343-00	STREET DEPT. AUTO SU	BELTS FOR S-6	22.40
		750-343-00	STREET DEPT. AUTO SU	BELTS FOR S-6	22.20
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500	426.56
		750-459-00	STREET DEPT. CAPITAL	22WGHW 5500 CHASSIS DUMP T	811.43
STREET		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	690.58
		750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	684.15
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	NOV 2023 STREET PEST CNTR	33.50
	DUNCAN PARNELL INC	750-341-00	STREET DEPT. MAT & S	TERRA FLEX YEARLY SUBSCRI	80.00
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,184.30
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	276.99
	USI INSURANCE SERVICES LLC	750-105-00	STREET DEPT. GROUP I	GRP BENEFIT JULY- SEP 2023	464.96
		750-105-00	STREET DEPT. GROUP I	GRP BENEFIT OCT-DEC 2023	464.96
	HINKLE TRUCKING, INC.	750-458-05	STREET DEPT PROJECTS	HAULING BULK CEMENT	655.90
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	NOV 2023 PUBLIC WORKS BLDG	9,774.80
STREET	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT. MAT & S	MOW CITY LOTS 10/9-10/22	3,330.00*
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	95.91

11-15-2023 01:27 PM

DISBURSEMENTS 11-01-23 to 11-15-23

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	19,130.76
				TOTAL:	48,290.27
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,867.82
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	188.68
				TOTAL:	6,056.50
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	49.04
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	56.34
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	43.00
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	40.54
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	27.59
				TOTAL:	216.51
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	OCT 2023 HOTEL-MOTEL TAX	1,896.28
				TOTAL:	1,896.28
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	OCT 2023 HOTEL-MOTEL TAX	4,424.64
				TOTAL:	4,424.64
ARTS-THEATRE	BUCKHANNON UTIL BOARDS	906-213-00	CAC UTILITIES	NOV 2023 THEATRE WASTE	58.66
	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	300.31
	UNIFIRST CORP.	906-341-00	CAC SUPPLIES & EXPEN	ALL DEPT UNIFORMS OCT 2023	45.46
	RITE-WAY HEATING & PLUMBING	906-450-01	THEATRE BLDG	BOXES AND CORD	45.93
		906-450-01	THEATRE BLDG	PIPE FOR COSTUME RACK	84.03
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 10/2-11/1-2023	3.41
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF NOV HEALTH INS	390.98
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	61.14
	NAPA-AMTOWER AUTO SUPPLY	906-450-01	THEATRE BLDG	PAINT FOR FRIDGE PROP	210.58
	LOWES BUSINESS ACCOUNTS	906-459-00	THEATRE CAPITAL	MASONITE BALCONY THEATRE	169.68
	GEORGE L. WILSON INC.	906-450-01	THEATRE BLDG	DOOR LOCK SET THEATR	89.00
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	OCT 2023 CAC PEST CONTROL	100.00
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING DEC 2023 PYMT	5,220.65
	CRITES ELECTRICAL SUPPLY INC	906-450-01	THEATRE BLDG	TOGGLE BOLTS	10.84
		906-450-01	THEATRE BLDG	CONDUIT HANGER AND SCREWS	16.16
	SAM'S PIZZA	906-341-00	CAC SUPPLIES & EXPEN	BUMS THEATRE CLUB SHOW	98.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	80.96
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	18.93
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	117.66
	**PAYROLL EXPENSES			11/01/2023 - 11/15/2023	1,305.75
				TOTAL:	8,428.13
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 767 208 79 E MAIN	35.18
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT UNIFORMS OCT 2023	236.88
	LEAF	907-341-01	OPERATING EXPENSES	SYC COPIER LEASE	182.69
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 10/2-11/1-2023	140.10
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRCTR OCT 2023	39.00
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF NOV HEALTH INS	2,577.92
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	97.07
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	25.38
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	NOV 2023 SYC PEST CONTROL	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	521.42
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	121.95
	APRIL E SMALL	907-368-01	ZUMBA	KICKBOXING INSTRCTR OCT	96.00

Motion to approve the following minutes as presented – (E.1) Regular Meeting 09/21/23, 10/05/23, 10/19/23, 11/02/23, Special 09/13/23 and to approve the (E.3) Payment of the Bills was made by McCauley/Reger. Motion carried.

E.2 Approval of Building and Wiring Permits – Mayor Skinner recused himself from discussion of this Consent Agenda Item as he has a permit pending, so Recorder Sanders presented and asked for action on the request to approve the Building and Wiring Permits.



Permit Fee Report #76054- #76062

11/02/2023 - 11/15/2023

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

76056	Salon Meraki - Pasterick	12 Hartman Plaza	TRI COUNTY ELECTRIC CO INC	Electrical Reconnect & Outlet install	0.00	100.00	Commercial Property			No	Zone AE	Yes-Elevation Cert. Not Required	
76057	Gary Harman	12 Island Ave #5	Gary Harman	Replacement Entrance Cable into Meter	0.00	100.00	Commercial Property			Yes	Zone X	Yes-Elevation Cert. Not Required	
					0.00	200.00							

Group Total: 2

Group: Commercial-Industrial (nonresidential)

76061	RNS III WV LLC	9 E MAIN ST	TRICOUNTY CONSTRUCTION	FLOORING, NEW DROP CEILING, COUNTERTOP AND CABINETS INSTALL	19,000.00	161.50		No		Yes	N/A	No	No
					19,000.00	161.50							

Group Total: 1

Group: Residential (non-commercial)

76060	Beverly Rogers	2 Mountain Drive	North Central Building Solutions LLC	Re-Roof Shingles & Gutterwork	10,500.00	115.50		Yes -If yes attach report		No	N/A	No	
76059	Scott Wilson	129 Pocahontas St	Forrest Elmore Custom Cabinets	Remodel Kitchen & Utility Room	10,000.00	110.00		No		No	N/A	No	
76055	Thomas Cowger	132 Camden Ave	North Central Building Solutions LLC	Re-Roof Shingles	16,000.00	176.00		Yes -If yes attach report		No	N/A	No	
76054	BILL BUCKMAN	67 1/2 SMITHFIELD	RAVEN CONTRACTING	OVERLAY-METAL OVER SHINGLES	6,800.00	74.80		No		Yes	N/A	No	No

					43,300.00	476.30								
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Group Total: 4

Group: Residential Electrical Fee

76062	DANIEL TENNEY	128 RAILROAD AVE		NEW HOOK UP, REPLACE ELECTRIC SERVICE WO 768304542	305.00	100.00	B2 Single Family Residential (500 sq ft)	No		No	Zone AE	No	No
76058	Joseph Baxa	100 W Lincoln St		Electrical Upgrade	0.00	100.00	B2 Single Family Residential (500 sq ft)			No	N/A	No	
					305.00	200.00							

Group Total: 2

					62,605.00	1,037.80							
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Total Records: 9

11/15/2023

Motion to approve the Building and Wiring Permits was made by McCauley/Bucklew. Motion carried with Mayor Skinner abstaining.

F. Strategic Issues for Discussion and/or Vote.
F.1 Approval to Accept Bid Opening Results for Conex Containers for the BFD Burn Training Facility – Action was taken earlier in the meeting.

F.2 Recommendation from the Revenue Review Committee Regarding the Funding Request from BURMA & The Baxa Inn – Action was taken earlier in the meeting.

F.3 Approval 2024 COB Holiday Closing Schedule – Discussion took place and without objection, the item was tabled.

F.4 Approval Donation to the City of Elkins Flashing Fire Truck Warning Signal – Mayor Skinner provided an overview of the item to Council.

Motion to approve donating to the City of Elkins the Flashing Fire Truck Warning Signal was made by McCauley/Sanders. Motion carried.

G. Comments and Announcements

G.1 Pamela Bucklew: Mrs. Bucklew wished everyone a Happy Thanksgiving.

G.2 David McCauley: Mr. McCauley ask if WVWC has designated the new representative to the SYCC Board yet. Mayor Skinner noted that we are still waiting on a confirmation. Mr. McCauley also asked about the date of the Menorah lighting in Jawbone Park. It was determined that it should be on December 7, 2023.

G.3 Jack Reger: Mr. Reger wished everyone a Happy Thanksgiving and mentioned that he has received a concern over feral cats. A discussion took place and it was mentioned that citizens with concerns can call City Hall to request the services of the cat trapper, so long as we have the property owner’s permission.

G.4 Dave Thomas: Mr. Thomas wished everyone a Happy Thanksgiving.

G.5 CJ Rylands: Mr. Rylands wished everyone a Happy Thanksgiving.

G.6 Randall Sanders: Mr. Sanders spoke about the City of Buckhannon collecting non-perishable food items for the Upshur County Parrish House at City Hall. He also mentioned that there was a friendly competition between the Upshur County Commission and City Council as to who collects the most!

H. Mayor’s Comments and Announcements: Mayor Skinner spoke about those in need and that we should always remember, particularly during the holidays, that there are needs in our community. He encouraged us all to help those that we see are in need and wished everyone a Happy Thanksgiving.

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

At 8:26 PM a motion to move into an Executive Session per WV Code § 6-9A-4 Property Matters was made by Thomas/McCauley. Motion carried.

At 9:18 PM a motion to move out of Executive Session was made by Sanders/Thomas. Motion carried.

Mayor Skinner noted that at 9:18 PM, Council left an Executive Session per WV Code § 6-9A-4 to discuss Property Matters where no decisions were made.

J. Adjournment

Motion to adjourn at 9:19 PM was made by McCauley

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____