

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

A regular meeting of the Buckhannon City Council was held on Tuesday, March 5, 2024, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	David McCauley	Absent
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present - GTM
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present - GTM
City Attorney	Tom O'Neill	Present
Buckhannon Fire Department	Chief JB Kimble	Present - Late do to Fire Call
Director of Public Works	Jerry Arnold	Present
Mayor's Office	Barbara Hinkle	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Laura Woods (and husband), County Roads Transit; Tammy Reger, Buckhannon-Upshur Chamber of Commerce; Jim Valenson, WVSF Board of Directors; Don Nestor, SYCC Board Member; Jody Light, Almost Heaven BBQ Bash President; John Bohman, WVWC.

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Tuesday, March 5, 2024***

---

**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 County Roads Transit Executive Director Laura Ward
- B.2 West Virginia Strawberry Festival Assoc. President Shane Jenkins & Board Member Jim Valenson
- B.3 West Virginia Wesleyan College Director of Campus Safety & Security John Bohman

**C. Department & Board Reports**

- C.1 Public Works Director - Jerry Arnold
- C.2 Finance Director - Amberle Jenkins
- C.3 Fire Chief- JB Kimble
- C.4 City Attorney - Tom O'Neill

**D. Correspondence & Information**

- D.1 City Election Certification of Candidacies/Ballot Position
- D.2 Charles Gibson Library Director's Report -February 2024
- D.3 Verification Report-Insurance Services Office (ISO) Community Rating System (CRS)
- D.4 Notice Accepting Applications Buckhannon Fire Civil Service Commission
- D.5 Notice Accepting Applications Buckhannon Police Civil Service Commission
- D.6 BPD CALEA Accreditation Public Comment Portal
- D.7 Notice of Cemetery Annual Spring Clean-up March 25 through March 29, 2024
- D.8 Report of Cat & Dog Activity -Upshur County Commission-January 2024
- D.9 Notice City Council Special Budget Working Session March 12, 2024 9AM

**E. Consent Agenda**

- E.1 Approval of Minutes - Regular Meeting 02/15/24, Special Joint Work Session w/ Planning Commission 01/11/24
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

**F. Strategic Issues for Discussion and/or Vote**

- F.1 Recommendation from CPWB- Event Request West Virginia Strawberry Festival RE: Parades, Events, Use of City Owned Properties & Services during the 82nd Annual Event May 11-19, 2024
- F.2 Addressing & Mapping
  - (a) West Virginia Wesleyan College Proposal for Comprehensive Address & GIS Mapping Update
  - (b) Revisit Ordinance No. 344
- F.3 Recommendation from CPWB-Downtown Seasonal Decoration Committee Request Financial Support of \$10,000 &Approval of Design Plan
- F.4 Approval Ordinance No. 466 Expediting Enforcement of Property Nuisance Ordinances 1st Reading
- F.5 Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023- 2024)
  - (a) West Virginia Strawberry Festival Association Additional \$15,000.00
  - (b) Chamber of Commerce \$1,500.00
  - (c) Almost Heaven BBQ Bash \$10,000.00

- F.6 Planning Commission Appointment (unexpired term 2025)
- F.7 Recommendation from CPWB -No Parking on E. Lincoln St when Main St is Closed & During Parades
- F.8 Recommendation from CPWB -Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures,Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6

**G. Comments and Announcements**

- G.1 Pamela Bucklew
- G.2 David McCauley
- G.3 Jack Reger
- G.4 David Thomas
- G.6 CJ Rylands
- G.7 Randall Sanders

**H. Mayor's Comments and Announcements**

**I. Adjournment**

Posted 02/29/24; Revised 03/01/24

**A. Call to Order:** Mayor Robbie Skinner called the March 5, 2024, regular meeting of the Buckhannon City Council to order, followed by a moment of silence and pledge to the flag.

**B. Recognized Guests:**

**B.1 County Roads Transit Executive Director Laura Ward** – Mayor Skinner recognized Laura Ward, County Roads Transit Executive Director, who provided the annual report as of 06/30/2023 to the City Council. She noted that the program in Upshur County is a 50/50 match program with Federal Transit Administration dollars, and the budget is expected to reach \$710,000 next year. She thanked the City of Buckhannon for its continued participation with funding, provided examples of people who frequently use the service, and stressed how valuable the service is to so many. She reported 6,093 riders last year, of which 812 involved medical purposes. She again invited us to ride and experience the service being provided. In the current fiscal year, they are on track to increase services by 26% in Upshur County. The route van is expected to increase by 50%. A majority of the Upshur County rides remain within city limits. A Q&A with the Board took place.

**B.3 West Virginia Wesleyan College Director of Campus Safety & Security John Bohman** - Mayor Skinner recognized WVWC Director of Campus Safety & Security John Bohman, who explained the proposal for Comprehensive Address & GIS Mapping Update submitted by WVWC. He noted the need is mainly due to improving the response by First Responders to have more accurate information for responding to those in need at specific locations. Mayor Skinner provided an overview of the proposal in the meeting packet (see F.2 (a)). Recorder Sanders asked about the significance of having F.2 (b) Revisit Ordinance No. 344 as part of the Strategic Issues for Discussion and/or Vote during the discussion. Mayor Skinner explained that this ordinance allowed the City of Buckhannon to regulate its addressing and mapping system without confirming with the Statewide and Upshur County Addressing and Mapping Project or the Enhanced 9-1-1 System. He further noted that the USPS has urged us to reconsider this to streamline mail service within the community. While limited, some concerns about the 911 information provided to our first responders align with our current addressing system. Mr. Sanders further questioned if the changes to the WVWC Address & GIS Mapping Update were implemented now and if the City of Buckhannon made changes to this ordinance allowing us to confirm the E911 system, would these new addresses need to be updated? Mayor Skinner said yes. Director of Public Works Jerry Arnold provided background on the addressing and mapping to the council. He noted that we will eventually lose our eligibility for FEMA funding if we do not change to the E911 system. He urged us to discuss this with the Upshur County Addressing and Mapping Department. Further discussion occurred with additional Q&A, indicating that we need to update the ordinance and implement the E911 changes. All agreed that the action requested by WVWC should be addressed this evening.

Without objection, Mayor Skinner **moved F.2 Addressing & Mapping (a) West Virginia Wesleyan College Proposal for Comprehensive Address & GIS Mapping Update** to the table for action.



Subject: Proposal for Comprehensive Address and GIS Mapping Update for West Virginia Wesleyan College: Ensuring Code Compliance and Emergency Response Efficiency

Dear Jerry Arnold,  
Addressing Officer/Director of public works  
City of Buckhannon

In continuation of our recent meeting on Monday, January 22, I am writing to present a detailed proposal for updating the GIS mapping and addressing system at West Virginia Wesleyan College. This proposal, a direct outcome of our collaborative discussions with Jay Hollen, City Engineer, Tanner Smith and JB Kimble of the Buckhannon Fire Department, Terri Jo Bennett from Upshur County Addressing & Mapping, and staff from the 911 center, is aimed at enhancing campus safety and ensuring compliance with relevant codes and regulations.

Our objective is not only to refine our emergency response capabilities but also to align with the latest code requirements. Here are the key elements of the proposal:

Addition of New Roads for Enhanced 911 Response:

- Wesley Chapel Drive: Proposed new road with specific address changes for the Wellness Center, Chapel, and Martin Religious Center.
- Tunnel Drive: Proposed for better access to the Wesleyan Pool, Mail Room, and Green Room Tunnel.

Name Change Proposals:

- Changing Tennis Court Drive to Cebe Ross Drive to alleviate confusion and honor a significant campus figure. This change affects several buildings including McCuskey, Doney Hall, Fleming, and others.

Address Updates for Off-Campus Student Houses:

- Adding "Student housing" designation to emergency response systems for various off-campus housing locations.

Confirmation of Current Addresses and Request for Building Designations in the 911 System:

- Ensuring that buildings like the Administration Building, Welcome Center, and others are correctly identified in emergency systems.

New Address Assignments for Locations Lacking Clear Designation:

- This includes the New Tennis Courts, Practice Soccer Field, Marching Band Practice Lot, and others.

Suggested Change of address for several locations:

- Proposals for address changes to the Performing Arts Center, Erickson Alumni Center, and Dunn Hall, among others.

Attached, the complete proposal outlines each change in detail, including the current and proposed addresses and the reasoning behind each adjustment.

We are committed to ensuring that these updates not only enhance the safety of our students, faculty, staff, and guests but also comply with all relevant codes and standards. We greatly appreciate any additional suggestions or changes from your team that could further assist in improving our emergency response effectiveness.

Thank you for your ongoing support and collaboration in this vital project. We are committed to working closely with the city and county officials to achieve these updates promptly and efficiently.

Respectfully Submitted,

John Bohman  
Director of Campus Safety and Security  
West Virginia Wesleyan College

## WEST VIRGINIA WESLEYAN CAMPUS ADDRESS PROJECT

[Upshur County GIS Map](#)

### PROPOSE NEW ROAD ADDED FOR 911 RESPONSE TO THE FOLLOWING LOCATIONS: WESLEY CHAPEL DRIVE

Located off of Meade St. between Jenkins and Loar Hall

**Wellness Center** - Attached to Jenkins Hall but not accessible to Jenkins Hall.  
Change to 64 Wesley Chapel Drive with new address and Pin

**Chapel**  
Currently 65 Camden Avenue - Change to 65 Wesley Chapel Drive with new address and Pin

**Martin Religious Center**  
Behind Chapel and has offices and classrooms  
Change to 67 Wesley Chapel Drive with new address and Pin

### NAME CHANGE - PROPOSE CHANGE OF TENNIS COURT DRIVE TO: CEBE ROSS DRIVE

This will reduce confusion with our guests and alumni coming to visit our campus due to having two tennis courts. The name Cebe Ross is also synonymous with our football field complex.

**McCuskey**  
34 Tennis Court Drive to 34 Cebe Ross Drive

**Doney Hall**  
68 Tennis Court Drive to 68 Cebe Ross Drive

**Fleming**  
95 Tennis Court Drive 95 Cebe Ross Drive

**Old Tennis Courts (across from Doney hall)**  
107 Tennis Court Drive 107 Cebe Ross Drive

**Haymond**  
118 Tennis Court Drive Change to 118 Cebe Ross Drive

**Ross Football Field**  
137 Tennis Court Drive 137 Cebe Ross Drive

**Wesleyan Health Center**  
Change to 145 Cebe Ross Drive with new address and pin

**John D. Rockefeller Center - Gym**  
Currently 183 Camden Avenue change to 151 Cebe Ross Drive

**Library**  
198 Tennis Court Drive Change to 198 Cebe Ross Drive  
\*The Picture needs to be updated in the CIS county system.

**Christopher Hall**  
Currently - 203 Camden Avenue  
Change to 187 Cebe Ross Drive with address and Pin

**Reemsnyder Research Center**  
Change to 186 Cebe Ross Drive with address and Pin  
Please make a new address for this location. It is attached to Christopher Hall with a breezeway.

### PROPOSE NEW ROAD ADDED FOR 911 RESPONSE TO THE FOLLOWING LOCATIONS: TUNNEL DRIVE

Located behind French See Dining hall and leads to the "Green Room Tunnel"- Clinics and practices happen in the Green Room

**Wesleyan Pool**  
New address for this location and new pin  
21 Tunnel Dr.

**Mail Room - This is a legal Post office**  
New address for this location and new pin  
25 Tunnel Dr.

**Tunnel Doorway - Green Room Location**  
New address for this location and new pin  
28 Tunnel Dr.

### OFF CAMPUS STUDENT HOUSES - Wesleyan owns and assigns students to live in the following address locations:

Please add "Student housing" to the following addresses of each house location to the 911 text message pin for first responders:

**Student housing**  
18 Baxter Street,

**Student housing**  
44 Sedgwick Street

**Student housing**  
48 Meade Street

**Student housing**  
50 Randolph Street

**Student housing**  
51 College Avenue

**Student housing**  
52 Randolph Street

**Student housing**  
53 College Avenue

**Student housing**  
57 Meade Street

**Student housing**  
59 Meade Street

**Student housing**  
72 Randolph Street

**Student housing**  
75 Meade Street

**Student housing**  
82 Barbour Street

**Student housing**  
84 Barbour Street

**Student housing**  
63 Wood Street

### THE FOLLOWING ADDRESSES ARE GOOD - Please add name of the building or field location to the text 911 pin for first responders:

**Administration Building**  
59 College Avenue

**Welcome Center (Admissions Office)**  
52 College Avenue

**Campus Center**  
67 Camden Avenue

**Dining Center**  
69 Camden Avenue

**Middleton**  
66 Camden Avenue.

**Soccer Field**  
103 Wood Street

**Hank Ellis Baseball Field**  
52 Camden Ave.

**Holloway**  
76 Meade Street

**Benedum Hall**  
70 Meade Street

**Loar Hall**  
66 Meade Street

**Agnes Howard Hall**  
60 Meade Street

**Jenkins**  
62 Meade Street

**Culpepper Softball**  
59 Wood Street

**Child Development Center**  
66 Camden Avenue

LOCATIONS THAT NEED A NEW ADDRESS TO BE ASSIGNED: Also, please add the name of field to the 911 pin system:

**New Tennis Courts**

Suggest 74 Wood St. - Old house location of the entrance of the court system. Four other old house addresses are on the court.  
GIS 3-8-246

**Practice Soccer Field**

Suggest 31 Wood Street as its attached to the wood street complex and it's in the middle of the field of an old parcel  
GIS 3-8-202

**Marching Band Practice Lot**

Suggest 69 Wood St.  
Next door to 63 Wood St. and across the new tennis courts. GIS 3-8-228.1  
New address for this location and place a new pin

**Intramural Football Field** - Between split rail and Next to Hank Ellis baseball field (Currently part of GIS 3-5-123)

Community little league practice and track and field events happen frequently.  
New address for this location and new pin 30 Railroad Avenue.

**Practice football field** - Behind Hank Ellis baseball field. (Currently part of GIS 3-5-123)

Community use is high in this area for little league practice and the football & lacrosse teams will use it to practice.  
New address for this location and place a new pin. 47 Camden

**Outdoor bathroom complex** next to our practice football field. Adjacent to the field is the community walking trail for the.

Consider having an address and pin for that location as well. 49 Camden

**Water fountain**

Suggest 71 Camden Avenue  
Student pickup and drop off at this location for transportation and food deliveries. Host outdoor events in the green space area  
New address for this location and place a new pin

PLEASE CONSIDER A CHANGE OF ADDRESS FOR THE FOLLOWING LOCATIONS:

**Performing Arts Center**

Current address - 407 College Avenue. Please change to 58 College Ave.  
GIS 3-8-42

**Erickson Alumni Center**

Currently 394 Meade Street. Please Change to 55 Meade St.  
GIS 3-8-63

**Dunn Hall**

Currently 74 Braxton Street. Please change to 76 Camden Ave.  
GIS 3-8-173

**English Annex**

Currently no address for this location. The building is located in an awkward part of campus for vehicle accessibility. JB and Tanner from Buckhannon Fire Department recommend an address off of college avenue. The building is located between our library and the administration building.  
New address for this location and new pin 61 College Ave.

\* Note: Hank Ellis Field should be 51 Camden Avenue

**Sanders/Reger motioned to approve the West Virginia Wesleyan College Proposal for Comprehensive Address & GIS Mapping Update as presented. The motion carried unanimously.**

Without objection, Mayor Skinner moved ***F.2 Addressing & Mapping (b) Revisit Ordinance No. 344*** to the table for action.

ORDINANCE NO. 344 OF THE CITY OF BUCKHANNON,  
AN ORDINANCE (1) ESTABLISHING FINDINGS OF THE CITY COUNCIL RESPECTING ADDRESSING AND MAPPING; (2) PROVIDING FOR THE ESTABLISHMENT OF E9-1-1 ADDRESSING AND MAPPING STANDARDS WITHIN THE CORPORATE LIMITS OF THE CITY OF BUCKHANNON, IN COOPERATION WITH AND GUIDANCE FROM THE WEST VIRGINIA STATEWIDE ADDRESSING AND MAPPING PROJECT; (3) DESIGNATING A CITY ADDRESSING AND MAPPING COMMITTEE AND MUNICIPAL ADDRESSING COORDINATOR TO COORDINATE ADDRESSING AND MAPPING ACTIVITIES OCCURRING WITHIN THE CITY WITH UPSHUR COUNTY COMMISSION AND STATE OF WEST VIRGINIA ADDRESSING AND MAPPING REPRESENTATIVES; (4) ADOPTING STREET NUMBER POSTING STANDARDS WITH ENFORCEMENT AND PENALTY PROVISIONS AGAINST PROPERTY OWNERS RELATED THERETO; AND (5) ADOPTING VARIOUS OTHER ADMINISTRATIVE RULES AND REGULATIONS RESPECTING CITY ADDRESSING AND MAPPING TO FACILITATE THE FINDINGS AND PURPOSES SET FORTH WITHIN THIS ORDINANCE

**Sanders/Thomas motioned to explore changes to the current City of Buckhannon Ordinance No. 344 to potentially align with the Upshur County E911 addressing system. Further discussion supported the motion's passage. The motion carried unanimously.**

Mr. Bohman thanked the Council for its action and also reported on the great working relationship that he has experienced between the City of Buckhannon and WVWC.

**Guests who signed in to speak:** Mayor Skinner recognized Jody Light of the Almost Heaven BBQ Bash. Ms. Light provided the Council with an update on the 2024 event, which will be held June 13 – 16, 2024.



**June 13-15, 2024**

PO Box 2054  
Buckhannon, WV 26201

E-mail: [almostheavenbbqbash@gmail.com](mailto:almostheavenbbqbash@gmail.com)  
Website: [www.almostheavenbbqbash.com](http://www.almostheavenbbqbash.com)

**FROM:** Jody Light  
**DATE:** Feb. 12, 2024  
**SUBJECT:** Proposed Street Closures for BBQ Bash

We respectfully request the following street closures during the BBQ Bash:

**Thursday, June 13<sup>th</sup> – 9:00 AM – Saturday evening – approx. 9:00 PM**

~ Spring Street from intersection at post office to Madison Street (leaving traffic access to the post office)

~ Madison Street from Rt. 20 (Wendy's) to South Florida intersection (by Sweet A Licious)

**\*\* Reason for closures:**

~ ALL Food vendors will begin arriving by 9:00 AM to set up in Jawbone Park with various trailers, etc. needing to maneuver in the area.

~ BBQ Teams also begin arriving to set-up in the old Chase Bank lot, UCDA lot (and Travis Foster lot on Main/Spring) after noon thru the afternoon & evening

~ Due to limited space/power, we may need to locate 2-3 BBQ teams and/or vendors on one side of Madison or Spring Street (similar to carnival set-up)

**NOTE:** We did not close Madison from Rt. 20 to Spring or Spring from the post office to Madison this year hoping to keep traffic flowing, however, local vehicles attempting to go thru that area caused multiple back-ups for the locals and those moving large rigs into place.

**Saturday, June 15<sup>th</sup> – 11:00 AM – 4:00 PM**

~ Same closures as above, but addition of South Florida from corner of South Florida and Madison (Sweet-A-Licious corner) to corner by fire dept. entrance

~ Main Street from Courthouse to City Hall from 9:00 AM – 4:30 PM

**\*\* Reason for closures:**

~ South Florida will be utilized as pedestrian crossing for BBQ teams taking entries to the Safety Complex on Saturday

~ Main Street will be used (Saturday) for a Cruise-In

If you have any questions, please give me a call at 304 / 439-3033. Thanks in advance.



**June 13-15, 2024**

PO Box 2054  
Buckhannon, WV 26201

E-mail: [almostheavenbbqbash@gmail.com](mailto:almostheavenbbqbash@gmail.com)  
Website: [www.almostheavenbbqbash.com](http://www.almostheavenbbqbash.com)

**FROM:** Jody Light  
**DATE:** Feb. 10, 2024  
**SUBJECT:** Requested Use of City Properties/Facilities

The following is a basic list of proposed properties and their use during the BBQ Bash (in addition to proposed street closures)

- ~ Old Chase Bank lot
- ~ BBQ team sites (need power & water)
- ~ Jawbone Park
- ~ Food vendors & misc. activities
- ~ Parking lot behind Jawbone
- ~ Arts & Crafts area
- ~ Safety Complex / parking
- ~ Front portion of lot / back-up area in case of rain/mud in Hinkle lot behind Fire Dept.
- ~ Safety Complex / Training Room:
  - ~ BBQ Cook's Meeting - Friday 4:30 PM
  - ~ BBQ Team Breakfast – Saturday 7:00 – 8:00 PM
  - ~ BBQ Judge Check-In & Meeting – Saturday 9:30 AM
  - ~ BBQ Judging – Saturday 11:00 AM – 3:00 PM
- ~ Post Office/Spring St lot
- ~ Possible use for BBQ Teams / ArtCars Friday & Saturday only
- ~ UCDA Lot
- ~ same (will seek their approval as well)

We'll update as we finalize our plans based on participant numbers & space needed. Thanks in advance.

Without objection, Mayor Skinner brought ***F.8 Recommendation from CPWB -Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6*** to the table for action.

**Thomas/Reger motioned to approve the Event Request from the 2024 Almost Heaven BBQ Bash to be held June 13-15, 2024, RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6 as presented. The motion carried unanimously.**

*Without objection, Mayor Skinner brought F.5 Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023-2024); (c) Almost Heaven BBQ Bash \$10,000.00* to the table for action.

**Thomas/Sanders motioned to approve the Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023-2024); (c) Almost Heaven BBQ Bash \$10,000.00 as presented. The motion carried unanimously.**

Mayor Skinner recognized Tammy Reger, Buckhannon-Upshur Chamber of Commerce, to provide an overview of the upcoming Annual Banquet and request the City of Buckhannon to participate as a sponsor.

*Without objection, Mayor Skinner brought F.5 Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023-2024); (b) Chamber of Commerce \$1,500.00* to the table for action.

**Thomas/Sanders motioned to approve the Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023-2024); (b) Chamber of Commerce \$1,500.00 as presented. The motion carried unanimously.**

Mayor Skinner recognized Don Nestor, a SYCC Board Member, who requested an update on the USDA funding for the new SYCC multi-purpose building. Mayor Skinner reported that the USDA had a few follow-up questions that will be addressed in a meeting tomorrow. There were no further updates to be given. Mr. Nestor thanked the Council for its support and encouraged us to continue moving forward with this project.

**B.2 West Virginia Strawberry Festival Association President Shane Jenkins & Board Member Jim Valenson** – Mayor Skinner reported that West Virginia Strawberry Festival Association President Shane Jenkins, a member of the Buckhannon Fire Department, was still on an active BFD call, so he recognized West Virginia Strawberry Festival Association Board Member Jim Valenson for an update on the 2024 event. Mr. Valenson reported that they are just 10 ½ weeks from the festival and are in very good shape with all the planning. The festival has followed up on the success of the 2023 World Association of Marching Show Bands by becoming a regional event of WAMSB as an international qualifier. He announced an expanded festival schedule and additional events. He also announced that they would have a soft opening on Wednesday; have confirmed twenty-eight food vendors who are participating in this year's festival, including nine new ones; they are requesting to close Main Street Thursday night of the festival to host a Battle of the Bands and a Jazz Competition; they have confirmed five WV marching bands and three international marching bands for the Fireman's Parade; during Friday night's street closure, they are hosting the Battle of the Brass with some "big name" brass groups; on Saturday they have confirmed 22 musical groups for the Grand Feature Parade, including two that will be on floats; a total of eight high school bands including six from West Virginia, one from Tennessee and one from Pennsylvania, along with five international bands. The festival has secured all international judges for all parades and competitions. Representatives from Ecuador, Chile, and Colombia will be on hand as they plan to send bands for the 2025 festival. The festival has already booked several international bands for 2025, 2026, and 2027. He also announced that major musical headliners, including the Davisson Brothers Band and country music star Ashley Cooke, have been booked to perform during the festival.

Without objection, Mayor Skinner brought ***F.1 Recommendation from CPWB - Event Request West Virginia Strawberry Festival RE: Parades, Events, Use of City Owned Properties & Services during the 82nd Annual Event May 11-19, 2024*** to the table for action.

## WVSF

### SERVICE REQUESTS

The West Virginia Strawberry Festival Association annually requests additional support in the form of services, including those assisted, facilitated and enforced by city crews such as: street closures, fire/police/medical coverage, trash, sewer, street, water and other departments assistance as necessary. Below are requests for 2024 events.

Please note, the WVSF Board of Directors works closely with health officials and monitors state guidelines to ensure a successful festival while maintaining the priority of public health and safety. Therefore, the following requests are subject to change. Changes to this submission will be submitted in writing to the City of Buckhannon and communicated to specific department/personnel as necessary.

The West Virginia Strawberry Festival Association, Inc. would like to make the following requests for the use of city owned property and services during the 82<sup>nd</sup> annual event on May 11-19, 2024.

- Jawbone Park area for vendors/carnival and additional space surrounding Jawbone Park from May 11-19, 2024.
- Permission to place licensed vendors and marketing booths in various approved locations throughout city owned property during our events. (Main, Spring, Madison, etc.)
- Permission to use Main Street from City Hall to the Courthouse for the purpose of entertainment on Thursday (approx 17:00-23:00 for parade and street entertainment), Friday (approx 17:00-00:00 for parade and entertainment), and Saturday (10:00-00:00 for parade and entertainment/concert) and Sunday (11:00-18:00 for a car show and entertainment).
- Closure of North Spring Street at the East Main Street intersection and extending to city lot located on N Spring St from approx 07:00 on Friday, May 17-00:00 Sunday, May 19 for the purpose of safely securing and production with an entertainment stage.
- Permission to block Friendly Way from South Florida Street to South Spring Street during Carnival hours.
- Use of parking lot areas on Madison Street and all city owned areas near Jawbone Park for vendors and supply trucks/carnival; along with the parking lot at the Buckhannon Fire Dept/public safety complex.
- Use of the Buckhannon River ramp area for the purpose of a canoe race, May 19, 2024. (Sunday)
- Use of city water and dumpsters in the Food Vendor Lot/area and the Latham House area (parking lot), along with the assistance of necessary crews to assist with setup of vendors.
- Complimentary sanitary sewage dumping for visiting buses.
- Pre-event inspection and repair of any problem-areas on the parade route.
- City crew assistance with street decorative painting in which specifics will be communicated at a later date.
- Assistance from J. Arnold, B. Hawkins and crew to plan and set vendors on May 14, 2024.
- Placement of 'Road Closed' hard and soft barricades, along with all available personnel, according to OEM IAP for street closures during the festival.
- Participation of the Buckhannon City Police Dept./VIPS, Fire, water, Streets, waste depts during events. \*We will work with the Chief/department heads on special arrangements for the various events.
- Use/assistance with Main Street sound system for emergency alerts/announcements.
- Extra trash cans placed around Main Street and Jawbone Park.
- The closure of Barbour, Pocahontas, Marion, Camden (both sides) Streets for Parade Lineup on May 18, 2024, for Grand Feature Parade Lineup.
- The closure of Streets along Strawberry Lane (Marion, College, S. Kanawha, Main, E. Main, Sedgwick, etc) for parade use on May 16, 17, 18, 2024.
- The Closure of South Spring Street to the Post office for carnival, vendors and entertainment.
- The closure of Madison Street from South Spring Street intersection to South Florida Street intersection during carnival/vendor hours for placement of vendors and/or carnival overflow.
- Approval for use of UTV/golf carts in event areas for efficiency and transport of board members and event materials.
- Supplied sound technician labor and necessary additional equipment for entertainment at Jawbone Park including but not limited to setup for a full band.
- Use of Jawbone Park and stage/sound for opening ceremonies and pet show on May 11, 2024.
- The use of Traders Alley for mobile performing units and entertainment. (We will not block this area for an extended period, and never when Main Street is not closed)
- Additional assistance as required by public works, public safety, and other city resources as needed to produce a safe event allowing our presentations to highlight the best of the area.
- Assistance and permission to block the entrance to N Spring St from E Main St at sidewalk with a professionally set stage from approximately 07:00 May 17 to approximately midnight May 19. (Early setup due to crowd safety and maneuverability)

The West Virginia Strawberry Festival also requests any assistance available or references for storage of stages and floats. We have invested countless hours and money into 2 floats and 2 stages, along with multiple different coverings. All of which have failed to stay intact and left our items exposed to the weather, thus ruining our investments and resulting in starting the process over again with already strained volunteers and finances.



In addition to these above requests, we appreciate the normal customary activities that the city performs during the week of festival. The Board of Directors would like to thank the City of Buckhannon for their contributions, and recognize the significance of such, given to the festival and its board each year. Your partnership with the festival is invaluable and proves our unwavering commitment to ensuring mutual success.

**Sanders/Thomas motioned to approve the recommendation from CPWB - Event Request West Virginia Strawberry Festival RE: Parades, Events, Use of City-Owned Properties & Services during the 82nd Annual Event May 11-19, 2024. The motion carried unanimously.**

Without objection, Mayor Skinner brought *F.5 Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023- 2024; (a) West Virginia Strawberry Festival Association Additional \$15,000.00* to the table for action. He provide an overview of the request and the recommendation from the Revenue Review Committee.

**Bucklew/Reger motioned to approve the Revenue Review Committee's recommendation regarding the Outside Funding Entity request (FY 2023- 2024; (a) West Virginia Strawberry Festival Association Additional \$15,000.00. The motion carried unanimously.**

Without objection, Mayor Skinner brought *F.7 Recommendation from CPWB - No Parking on E. Lincoln Street when Main Street is closed & during Parades* the table for action. He provided an overview of the request.

**Bucklew/Reger motioned to approve the F.7 Recommendation from CPWB - No Parking on E. Lincoln Street when Main Street is closed & during Parades. The motion carried unanimously.**

### C. Department & Board Reports

**C.1 Public Works Director- Jerry Arnold** - Mayor Skinner recognized Mr. Arnold, who reported on recent demo work; street patching will begin as soon as the asphalt plant opens; engineering is nearing completion on the plans for the Island Avenue Project; and he verified that certain information concerning a water line break in our system was released and was inaccurate. A Q&A took place.

**C.3 Finance Director - Amberle Jenkins** – Mayor Skinner recognized Barbara Hinkle, who provided the following reports on behalf of Amberle Jenkins.

Amby report 3/5/24

Balances *February 2024*

General Fund mm checking	\$750,063	CD \$86,550
Historic Landmark savings	\$3,030	
Stockert Youth Center Capitol Campaign		\$445,198 + 12,000 pledge = \$457,198
Coal Tax	\$50,964	
Municipal Stabilization Fund	\$924,213	
Flood Control Acct	\$78,329	
Consolidated Public Works Board	\$164,800	Cem CD \$235,333
Sales Tax	\$1,804,622	
American Rescue Plan Acct	\$448,837	
Opioid Account	\$113,000	

Reminder the next working budget session with the supervisors is on March 12<sup>th</sup> starting at 9:00am.

Stockert Youth Center activities (see attached)

Feb. 2024						
Start Date	Start Time	End Time	Event	Location	# Attended	
2/01/2024	11:00 AM	12:00 PM	Basketball Practice-Dalton	Gym	3	
2/01/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	53	
2/01/2024	4:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	3	
2/01/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3	
2/01/2024	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	14	
2/01/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	10	
2/02/2024	1:00 PM	2:30 PM	Special Olympics Practice	Gym	4	
2/02/2024	3:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	4	
2/02/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	44	
2/02/2024	4:30 PM	6:00 PM	Basketball Practice-Daniel	Gym	7	
2/02/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3	
2/03/2024	8:00 AM	6:00 PM	SYCC Youth League Basketball Games	SYCC/H.S./M.S.	393/107/295	
2/04/2024	11:00 AM	1:00 PM	Party Rental-Turner	Gym, Lounge, Game Ro	17	
2/04/2024	2:00 PM	4:00 PM	Party Rental-Grey	Gym, Lounge, Game Ro	29	
2/05/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	51	
2/05/2024	5:30 PM	6:30 PM	Karate Cubs	Gym	4	
2/05/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	7	
2/06/2024	12:00 PM	2:30 PM	Brandi's Homeschool Group	Gym, Lounge, Game Ro	3	
2/06/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	56	
2/07/2024	12:00 PM	1:00 PM	FRN Tobacco Coalition Meeting	Craft Room	5	
2/07/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	52	
2/07/2024	5:00 PM	6:00 PM	Kangoo	Gym	4	
2/07/2024	6:00 PM	8:00 PM	Basketball Practice Middle School-Dalton	Gym	6	
2/07/2024	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	7	
2/08/2024	11:00 AM	12:00 PM	Basketball Practice-Dalton	Gym	3	
2/08/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	59	
2/08/2024	4:00 PM	5:30 PM	Basketball Practice-Dan	Gym	9	
2/08/2024	4:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	4	
2/08/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3	
2/08/2024	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	13	
2/08/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	10	
2/09/2024	1:00 PM	2:30 PM	Special Olympics Practice	Gym	11	
2/09/2024	3:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	3	
2/09/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	47	
2/09/2024	4:30 PM	6:00 PM	Basketball Practice-Dan	Gym	8	
2/09/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3	
2/09/2024	6:00 PM	7:30 PM	Basketball Practice-Dave	Gym	8	
2/09/2024	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	7	
2/10/2024	8:00 AM	6:00 PM	SYCC Youth League Basketball Games	SYCC/Wesleyan/M.S.	395/124/265	
2/10/2024	4:00 PM	6:00 PM	Party Rental-Pam	Gym, Lounge, Game Ro	23	
2/11/2024	3:00 PM	6:00 PM	Party Rental-Kimberly	Gym, Lounge, Game Ro	15	
2/12/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	49	
2/12/2024	5:30 PM	6:30 PM	Karate Cubs	Gym	4	
2/12/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	10	
2/13/2024	5:30 PM	6:30 PM	Kickboxing	Gym	6	
2/14/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	47	
2/14/2024	5:00 PM	6:00 PM	Kangoo	Gym	5	
2/14/2024	6:00 PM	8:00 PM	Basketball Practice Middle School-Dalton	Gym	7	
2/14/2024	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	8	
2/15/2024	11:00 AM	12:00 PM	Basketball Practice-Dalton	Gym	3	
2/15/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	47	
2/15/2024	4:00 PM	5:30 PM	Basketball Practice-Dan	Gym	8	
2/15/2024	4:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	4	
2/15/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3	
2/15/2024	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	14	
2/15/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	7	
2/16/2024	1:00 PM	2:30 PM	Special Olympics Practice	Gym	13	
2/16/2024	2:30 PM	4:30 PM	Basketball Practice-Pandas	Gym	6	
2/16/2024	3:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	4	
2/16/2024	4:30 PM	6:00 PM	Basketball Practice-Dan	Gym	6	
2/16/2024	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	7	
2/18/2024	12:30 PM	2:30 PM	Party Rental-Turner	Gym, Lounge, Game Ro	27	
2/18/2024	3:00 PM	6:00 PM	Party Rental-Bickel	Gym, Lounge, Game Ro	34	
2/19/2024	5:30 PM	6:30 PM	Karate Cubs	Gym	4	
2/19/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	10	
2/20/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	58	

2/20/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Andrea	Playhouse Room	3
2/20/2024	5:30 PM	6:30 PM	Kickboxing	Gym	8
2/20/2024	6:30 PM	8:00 PM	Basketball Practice-Dave	Gym	7
2/21/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	58
2/21/2024	5:00 PM	6:00 PM	Kangoo	Gym	4
2/21/2024	6:00 PM	8:00 PM	Basketball Practice Middle School-Dalton	Gym	8
2/21/2024	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	7
2/22/2024	11:00 AM	12:00 PM	Basketball Practice-Dalton	Gym	3
2/22/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	53
2/22/2024	4:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	3
2/22/2024	4:30 PM	5:30 PM	Fred Brooks Garden Club-Craft	Cafeteria	13
2/22/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3
2/22/2024	5:30 PM	6:30 PM	SYCC Youth League Basketball Cheer Practice	Gym	13
2/22/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	7
2/23/2024	1:00 PM	2:30 PM	Special Olympics Practice	Gym	12
2/23/2024	3:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	3
2/23/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	47
2/23/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3
2/23/2024	6:00 PM	7:30 PM	Basketball Practice-Dave	Gym	7
2/23/2024	7:30 PM	8:30 PM	Basketball Practice-Logan	Gym	8
2/24/2024	8:00 AM	6:00 PM	SYCC Youth League Basketball Games	SYCC/H.S.	373/415
2/25/2024	12:00 PM	4:00 PM	Strawberry Festival Pet Show Committee Adoption	Gym	32
2/26/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	57
2/26/2024	5:30 PM	6:30 PM	Karate Cubs	Gym	7
2/26/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	8
2/27/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	53
2/27/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Andrea	Playhouse Room	3
2/27/2024	5:30 PM	6:30 PM	Kickboxing	Gym	10
2/27/2024	6:30 PM	8:00 PM	Basketball Party-Dalton	Gym	13
2/28/2024	12:30 PM	2:00 PM	Whitney's Homeschool Group	Gym, Lounge, Game Ro	5
2/28/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	52
2/28/2024	5:00 PM	6:00 PM	Kangoo	Gym	4
2/29/2024	2:00 PM	4:00 PM	Violin Lessons	Workout Room Upstairs	3
2/29/2024	3:30 PM	6:00 PM	SYCC After School Program	Whole Building	58
2/29/2024	4:00 PM	6:00 PM	Violin Lessons	Workout Room Upstairs	3
2/29/2024	4:30 PM	7:00 PM	Infinite Learning-Tutoring-Megan	Playhouse Room	3
2/29/2024	6:30 PM	8:30 PM	Senshi Martial Arts	Gym	9

Without objection, Mayor Skinner brought **F.3 Recommendation from CPWB-Downtown Seasonal Decoration Committee Request Financial Support of \$10,000 & Approval of Design Plan** to the table for action. He then recognized Council Member Bucklew for an overview. Mrs. Bucklew provided the overview to the Council. Recorder Sanders asked that enough banners be ordered to

hang them all the way to College Avenue. Mayor Skinner asked that we give the local businesses the opportunity to provide the needed banners within the \$10,000 budget.

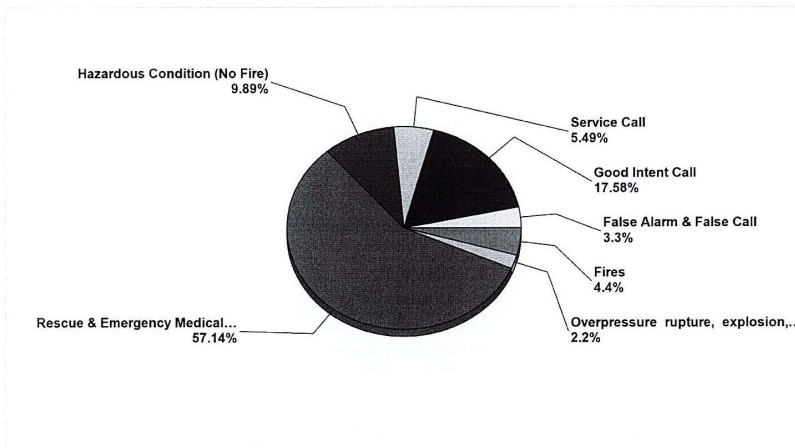


**Thomas/Reger motioned to approve the recommendation from the CPWB-Downtown Seasonal Decoration Committee Request for Financial Support of \$10,000 & Approval of the Design Plan. The motion carried unanimously.**

**C.4 Fire Chief – JB Kimble** - Mayor Skinner announced that Fire Chief – JB Kimble was still on an active BFD call. Inserted are the Chief's written reports.

*Buckhannon, WV*  
This report was generated on 3/5/2024 9:21:13 AM

Breakdown by Major Incident Types for Date Range  
Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.4%
Overpressure rupture, explosion, overheating - no fire	2	2.2%
Rescue & Emergency Medical Service	52	57.14%
Hazardous Condition (No Fire)	9	9.89%
Service Call	5	5.49%
Good Intent Call	16	17.58%
False Alarm & False Call	3	3.3%
TOTAL	91	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.1%
118 - Trash or rubbish fire, contained	1	1.1%
121 - Fire in mobile home used as fixed residence	2	2.2%
251 - Excessive heat, scorch burns with no ignition	2	2.2%
311 - Medical assist, assist EMS crew	2	2.2%
321 - EMS call, excluding vehicle accident with injury	40	43.96%
322 - Motor vehicle accident with injuries	4	4.4%
324 - Motor vehicle accident with no injuries.	6	6.59%
412 - Gas leak (natural gas or LPG)	1	1.1%
444 - Power line down	8	8.79%
522 - Water or steam leak	1	1.1%
553 - Public service	2	2.2%
561 - Unauthorized burning	2	2.2%
611 - Dispatched & cancelled en route	9	9.89%
621 - Wrong location	1	1.1%
622 - No incident found on arrival at dispatch address	1	1.1%
651 - Smoke scare, odor of smoke	3	3.3%
671 - HazMat release investigation w/no HazMat	2	2.2%
736 - CO detector activation due to malfunction	2	2.2%
744 - Detector activation, no fire - unintentional	1	1.1%
TOTAL INCIDENTS:	91	100%

**C.5 City Attorney - Tom O'Neill:** The City Attorney deferred his remarks to F. Strategic Issues for Discussion and/or Vote.

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

**D.1 City Election Certification of Candidacies/Ballot Position**

CITY OF BUCKHANNON

NAME OF OFFICE	PARTY AFFIL. DIST.	CANDIDATE NAME (as on ballot)	BALLOT POSITION
----------------	--------------------	----------------------------------	-----------------

MAYOR VOTE FOR ONE		Robbie Skinner 169 Camden Avenue	1
-----------------------	--	-------------------------------------	---

CITY COUNCIL MEMBER VOTE FOR NO MORE THAN THREE		John Antolini 123 1/2 E Main Street	8
		Pam Bucklew 59 Boggess Street	1
		Laura Foulks 1 College Avenue Apt 201	3
		Scott Randall 1 Lincoln Heights	2
		Jack Reger 27 Lincoln Way	6
		Mike Ruffing 22 Shawnee Drive	5
		Jim Valenson 89 Elm Street	7
		Robert Zuliani 89 Smithfield Street	4

Approved by Upshur County Ballot Commissioners this 20th day of February, 2024.



*Carol J. Smith*  
\_\_\_\_\_  
Carol J. Smith

*Connie S. Brady*  
\_\_\_\_\_  
Connie Brady

*Donna S. Matthews*  
\_\_\_\_\_  
Donna S. Matthews

**D.2 Charles Gibson Library Director's Report -February 2024**

**February 2024 Director's Report**

Building Statistics by Month (2023-2024)

Door Count:	542	616	480	566	446	403	284													2650
Average # People Per Day:	22	23	20	23	21	19	20													
Computer Use:	49	52	55	55	48	44	34													259
Reference Questions:	2	3	4	3	4	0	0													16
Curbside Service:	0	0	0	0	0	0	0													0
Microfilm:	0	0	1	0	0	0	0													1
Notary:	4	11	7	11	7	2	4													40
Wi-Fi Log-In:	37	72	54	62	54	46	40													279
Virt. Conf. Kit:	0	0	0	0	0	0	1													0
Website Users:	135	131	167	171	149	136	784													753

**Money Drawer Report**

	November	December	January
Donations:	\$47.76	\$24.28	\$32.70
Memorials/Restricted:	\$0.00	\$0.00	\$0.00
Copies:	\$76.95	\$109.95	\$54.15
Faxes:	\$61.50	\$31.90	\$38.50
Book Sale:	\$9.00	\$9.00	\$2.50
Billed / Lost Mats:	\$0.00	\$0.00	\$0.00
Lamination:	\$1.00	\$10.00	\$2.00
<b>Total:</b>	<b>\$195.21</b>	<b>\$185.13</b>	<b>\$129.85</b>

**D.3 Verification Report-Insurance Services Office (ISO) Community Rating System (CRS)**



Buckhannon, City of, WV

Verified Class 8

NFIP Number: 540199

Cycle

Date of Verification Visit: June 8, 2023



INSURANCE SERVICES OFFICE, INC.

1000 Bishops Gate Blvd, Suite 300, P.O. Box 5404, Mt. Laurel, New Jersey 08054

Phone: (856) 787-0412 or (800) 444-4554 FAX 1-800-777-3929

Mail Correspondence to: 1414 Bowman Drive, Greenfield, IN 46140 - 1 (463) 266-7561

This Verification Report is provided to explain the recommendations of Insurance Services Office, Inc. (ISO) to DHS/FEMA concerning credits under the Community Rating System (CRS) for the above named community.

A total of 1177 credit points are verified which results in a recommendation that the community remain a CRS Class 8. The community has met all Class 8 prerequisites. The following is a summary of our findings with the total CRS credit points for each activity listed in parenthesis:

Activity 310 - Construction Certificate Management: Credit is provided for having written construction certificate management procedures for all new and substantially improved/substantially damaged buildings. (38 points)

Activity 320 - Map Information Service: Credit is provided for furnishing inquirers with basic flood zone information from the community's latest Flood Insurance Rate Map (FIRM). Credit is also provided for the community offering additional FIRM information, flood depth data, and natural floodplain functions. The service is publicized annually and records are maintained. (90 points)

Activity 330 - Outreach Projects: Credit is provided for informational outreach projects, general outreach projects, and targeted outreach projects. These projects are disseminated annually. (50 points)

Activity 350 - Flood Protection Information: Documents relating to floodplain management are available in the reference section of the Charles Gibson Public Library. Credit is also provided for floodplain information displayed on the community's website. (30 points)

Activity 420 - Open Space Preservation: Credit is provided for preserving approximately 17 percent of the Special Flood Hazard Area (SFHA) as open space. (250 points)

Activity 430 - Higher Regulatory Standards: Credit is provided for enforcing regulations that require freeboard for new construction and substantial improvement, enclosure limits, local drainage protection. Credit is also provided for the enforcement of building codes, and regulations administration. (270 points)

February 16, 2024

Jay Hollen
City Engineer
70 East Main Street
Buckhannon, West Virginia 26201

Dear Mr. Hollen:

Enclosed are the preliminary results regarding credits for your Community Rating System (CRS) cycle application.

At the present time, I have verified 1177 credit points for City of Buckhannon, West Virginia. This results in a CRS Classification of 8. Attached are a draft verification report and a draft credit calculations worksheet AWI-720 which contains an overall point summary. The information provided is subject to acceptance by DHS/FEMA.

Thank you for your cooperation during my visit. If you have any questions or when I can be of future assistance, please do not hesitate to contact me.

Respectfully yours,

Chelly Hall

Chelly Hall, ISO/CRS Specialist

enc.

cc: Robert N Skinner III, Mayor/CEO
Bobby Cobelli, FEMA Region III
Timothy Keaton, State NFIP Coordinator

City of Buckhannon, WV
NFIP #: 540199

Page 2

Community : Buckhannon, City of, WV

NFIP Number : 540199

720 COMMUNITY CREDIT CALCULATIONS (Cycle):

CALCULATION SECTION :

Table with 2 columns: Verified Activity Calculations and Credit. Rows include activities c310 through c630 with their respective credit values.

Community Classification Calculation:

cT = total of above cT = 1177
Community Classification (from Table 110-1): Class = 8

Activity 440 - Flood Data Maintenance: Credit is provided for maintaining and using additional map data in the day to day management of the floodplain. Credit is also provided for establishing and maintaining a system of benchmarks and maintaining copies of all previous Flood Insurance Rate Maps and Flood Insurance Study reports. (188 points)

Section 502 - Repetitive Loss Category: Based on the updates made to the NFIP Report of Repetitive Losses as of May 31, 2021, the Buckhannon, City of, WV has 31 repetitive loss properties and is a Category B community for CRS purposes. All requirements for a Category B community have been met. (No credit points are applicable to this section)

Activity 520 - Acquisition and Relocation: Credit is provided for acquiring and relocating 20 buildings from the community's regulatory floodplain. (171 points)

Activity 530 - Flood Protection: Credit is provided for 15 buildings that have been flood proofed, elevated or otherwise modified to protect them from flood damage. (53 points)

Activity 630 - Dams: Credit is provided for a State Dam Safety Program. (37 points)

Activity 710 - County Growth Adjustment: All credit in the 400 series is multiplied by the growth rate of the county to account for growth pressures. The growth rate for Upshur County, WV is 1.00.

Attached is the Community Calculations Worksheet that lists the verified credit points for the Community Rating System.

CEO Name / Address:

Robert N. Skinner, III
Mayor of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201

CRS Coordinator Name / Address:

James S. Hollen, III
City Engineer/Certified Floodplain
70 East Main Street
Buckhannon, West Virginia 26201
(304) 472-1651 extension 1006

CEO Name/Address:

Robert N. Skinner, III
Mayor of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201

CRS Coordinator Name/Address:

James S. Hollen, III
City Engineer/Certified Floodplain Manager
70 East Main Street
Buckhannon, West Virginia 26201
(304) 472-1651 extension 1006

Date Report Prepared: February 9, 2024

Date Report Prepared: February 9, 2024

AW-720

## D.4 Notice Accepting Applications Buckhannon Fire Civil Service Commission

### Notice Fire Civil Service Commission City of Buckhannon, West Virginia

Notice is hereby given that the Fire Civil Service Commission of the City of Buckhannon will now accept applications for competitive examination to create a "List of Eligibles" for the position of probationary firefighter in the Fire Department of the City of Buckhannon, subject to the following requirements:

- (1). Applicants must be at least eighteen (18) years of age and comply with §8-15-17 of the W. Va. Code.
- (2). Applicants must have a high school diploma or its equivalent.
- (3). Applicants must be West Virginia approved Firefighter 1, IFSAC or Pro Board Certified. A copy of the certification must be submitted with the application.
- (4). Applicants must comply with all other laws, rules and regulations as prescribed in writing by the Code of the State of West Virginia and by the Fire Civil Service Commission of Buckhannon, West Virginia. Copies of the current written rules and regulations of said Commission is available for inspection by any member of the public at the City Recorder's Office, 70 East Main Street, Buckhannon, West Virginia, during regular business hours.

All applications must be received by the Commission at City Hall; or alternatively be postmarked, addressed to the Fire Civil Service Commission, 70 East Main Street, Buckhannon, WV 26201, **no later than 4:30 p.m. or postmarked by 12:00 midnight on March 22, 2024.** Details may also be found on the City of Buckhannon website —[www.buckhannonwv.org](http://www.buckhannonwv.org)

Application forms may be obtained by contacting the City Recorder's Office, City Hall, 70 East Main Street, Buckhannon, WV 26201 or calling 304-472-1651 to have it emailed, faxed or mailed. Applicants must pass the physical agility test and a written competitive examination. Successful candidates that may be hired are subject to residency requirements. Applicants must also pass a criminal background check, drug test, physical and psychological evaluation.

Randy Sanders, City Recorder  
City of Buckhannon, WV

RD Publish 02/21/24, 02/28/24  
Posted 02/13/24

## D.5 Notice Accepting Applications Buckhannon Police Civil Service Commission

### NOTICE THE POLICE CIVIL SERVICE COMMISSION CITY OF BUCKHANNON, WEST VIRGINIA

Notice is hereby given that the Police Civil Service Commission of the City of Buckhannon will now accept applications for competitive examination for the eligibility list for entry-level police officer in the Police Department of the City of Buckhannon, subject to the following requirements:

1. Applicants must at least 18 years of age and no older than 45 at time of application.
2. Must have High School diploma or GED equivalent. All transcripts required and submitted with the application.
3. Applicants will be subject to background check.
4. Applicants must have a Valid West Virginia Driver's License.
5. Applicants must comply with all other laws, rules and regulations as prescribed in writing by the Code of the State of West Virginia and the Police Civil Service Commission of Buckhannon, West Virginia. Copies of the current written rules and regulations of said Commission are available for inspection by any member of the public at City Hall, 70 East Main Street, Buckhannon, WV during regular business hours.

A required physical agility test and written examination will be administered as part of the application process. The top three scores will be sent to city council for interview where a hiring decision may be made.

Candidates that are successfully hired will be subject to residency requirements, drug test, physical, psychological and polygraph examination.

All applications must be received by the Commission at City Hall; or alternatively be postmarked, addressed to the Police Civil Service Commission, 70 East Main Street, Buckhannon, WV 26201, **no later than 4:30 p.m. or postmarked by 12:00 midnight on March 22, 2024.** Details may also be found on the City of Buckhannon website —[www.buckhannonwv.org](http://www.buckhannonwv.org)

Application forms may be obtained from City Hall, 70 East Main Street, Buckhannon, WV 26201 or Buckhannon Police Department, Buckhannon WV 26201 by calling 304-472-5723. You may also email [tmsmith@buckhannonpolice.com](mailto:tmsmith@buckhannonpolice.com) for a copy of the application.

Randall Sanders, Clerk  
Police Civil Service Commission  
RD Publish 02/21/24, 02/28/24 Posted 02/14/24

**D.6 BPD CALEA Accreditation Public Comment Portal:** <https://cimrs2.calea.org/1006>

**D.7 Notice of Cemetery Annual Spring Clean-up March 25 through March 29, 2024**

**City of Buckhannon**

**Notice of Cemetery Annual Spring Clean-up March 25 through March 29, 2024**

**2024 Annual Spring Cemetery Clean-Up**

The City of Buckhannon will be performing the annual spring clean-up of the cemeteries (Buckhannon Memorial Park, Old Heavner, Second Addition, Veterans and Old Baptist) on March 25, 2024 through March 29, 2024. ALL ITEMS MUST be removed before the scheduled Clean-Up. Any items left will be disposed of during cemetery clean-up. If you have any questions, you may call 304-472-1651 or 304-472-5755 between the hours of 8:30 a.m. - 4:30 p.m. M-F.

**D.8 Report of Cat & Dog Activity -Upshur County Commission-January 2024**

- Cats brought in by City Trapper 0
- Cats brought in by Animal Control Officer 0
- Cats brought in by County Residents 20
- Dogs brought by Animal Control Officer 8
- Dogs brought in by County Residents 34

**D.9 Notice City Council Special Budget Working Session March 12, 2024 9AM**

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

**E.1 Approval of Minutes - Regular Meeting 02/15/24, Special Joint Work Session with Planning Commission 01/11/24-** As provided to Council

**E.3 Approval of Payment of the Bills** – As presented in the meeting packet:

FEBRUARY 1-29-2024 GENERAL FUND PAYMENT OF BILLS

**\$25,000.00**– WV STRAWBERRY FESTIVAL – FY 2023-24 BUDGET

**\$3,270.77** – TARGET SOLUTIONS LEARNING – ANNUAL SOFTWARE MAINTENANCE

**\$7,425.00** – ROLL N RACK LLC – POWER HOSE ROLLER & COUPLINGS

**\$35,000** – FOSTER MARKETING GROUP – PAYMENT TO REMOVE STRUCTURE ENCROACHING ON STOCKERT PROPERTY

03-05-2024 09:20 AM

DISBURSEMENTS 02-01-24 to 02-29-24

PAGE: 1

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	GIS SERVICE	32.50
	GATES SUPPLY	409-341-00	MAYOR'S SUPPLIES & M	PLOTTER INK	102.00
	LEAF	409-341-00	MAYOR'S SUPPLIES & M	FEB 2024 CITY HALL COPIER	155.50
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 1-2 TO 2-1-24	3.41
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF FEB 2024 HEALTH INS	1,607.96
	DIVISION OF MOTOR VEHICLES	409-341-00	MAYOR'S SUPPLIES & M	EMPLOYEE LICENSE CK	22.50
	WV STRAWBERRY FESTIVAL ASSOC	409-341-05	EVENT/FIREWORK EXPEN	FY 2023-24 BUDGET	25,000.00
	BUCKHANNON CHAMBER OF COMMER	409-341-00	MAYOR'S SUPPLIES & M	BUCKHANNON CHAMBER OF COMM	620.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	86.31
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	68.31
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	18.01
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	750.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	JAN 2024 CC FEES	3,000.07
	MY BUCKHANNON	409-341-00	MAYOR'S SUPPLIES & M	ADS CLERICAL, PIPELAYER	60.50

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPPLIES	47.19
		409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPPLIES	34.15
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	106.53
		409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	46.33
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	24.92
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.83
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF HSA FEE	6.50
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	FEB 2024 POSTAGE	250.00
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	FEB 2024 MAILER&INSTR PYM	94.30
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	JAN 2024 RECDESK CC FEES	63.58
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	75.09
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	GRAY, GRIFFITH & MAYS CPA	409-223-00	PROFESSIONAL SERVICE	USDA FEASIBILITY STUDY SYC	525.00
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	2,488.75
				TOTAL:	35,324.41
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 1-2 TO 2-1-24	3.41
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	THOMAS ONEILL 2-29-24	1,250.00
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	1,000.00
				TOTAL:	2,347.91
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 1-2 TO 2-1-24	3.41
	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	17.29
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	500.00
				TOTAL:	558.95
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 1-2 TO 2-1-24	3.41
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF FEB 2024 HEALTH INS	1.98
	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19
	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.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
	PAYFLEX - INSPIRA	413-105-00	TREASURER'S GROUP IN	GF HSA FEE	3.25
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	626.36
				TOTAL:	739.30
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 1-2 TO 2-1-24	6.00
	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	625.00
				TOTAL:	678.81
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 1-2 TO 2-1-24	24.20
	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51
		420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05
	**PAYROLL EXPENSES	420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05
				2/01/2024 - 2/29/2024	1,646.60
				TOTAL:	1,946.12
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 1-2 TO 2-1-24	59.90
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF FEB 2024 HEALTH INS	390.98
	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
	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.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
	PAYFLEX - INSPIRA	437-105-00	ZONING HEALTH INS	GF HSA FEE	3.25
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	3,000.00
				TOTAL:	3,953.63
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	FEB 2024 IT CONTRACT SERVI	425.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	FEB 2024 CITY HALL INTERNE	214.63
				TOTAL:	639.63
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110 088 782 062 70 E MAIN	1,068.78
	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	CH JAN 2024 RUGS	122.52
	RITE-WAY HEATING & PLUMBING	440-216-00	CITY HALL MAINTENANC	SPRING- CH FAUCET REPAIR	1.29
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 1-2 TO 2-1-24	73.09
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF FEB 2024 HEALTH INS	1.98
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	52.19
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	125.48
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	118.80
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	85.53
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	80.93
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	20.00
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	18.93
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	GF HSA FEE	3.25
	COMFORTECH LLC	440-216-00	CITY HALL MAINTENANC	2023 HVAC SYS ANNUAL MAINT	759.00
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	2,714.25
				TOTAL:	5,246.02
POLICE	RECORD-DELTA NEWSPAPER	700-341-00	POLICE DEPT. MAT & S	AD POLICE OFFICER	76.64
	MUNICIPAL EMERGENCY SERVICE	700-345-00	POLICE DEPT. UNIFORM	TACTICAL SHIRT,TACT PANTS,	774.50
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 1-2 TO 2-1-24	1,286.51
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF FEB 2024 HEALTH INS	7,238.78
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	UNIFORM TROUSERS	95.62
	DIVISION OF MOTOR VEHICLES	700-341-00	POLICE DEPT. MAT & S	EMPLOYEE LICENSE CK	90.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,581.45
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,799.64
	STATE TREASURER CVR LET RJ	700-341-05	POLICE VIPS EXPENSES	JAN COURT FEES	150.00
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE DEPT COPIER LEASE	154.24
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	929.87
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	978.83
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22SF24 2018 INTERCEPTOR PY	555.68
		700-459-00	POLICE DEPT. NEW EQU	22SF27 2018 INTERCEPTOR PY	555.68
		700-459-00	POLICE DEPT. NEW EQU	22SC22 2018 INTERCEPTOR PY	572.43
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00



FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KN29 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KN2N 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	25QCLJ 2022 INTERCEPTOR PY	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR PY	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR PY	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR PY	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR PY	758.94
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT FEB 24	2,802.39
	DOUG LOUDIN	700-343-00	POLICE DEPT. AUTO SU	REIMB FOR PURCHASE OF FUEL	39.50
	MY BUCKHANNON	700-341-00	POLICE DEPT. MAT & S	AD POLICE OFFICER	462.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,743.06
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,458.62
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	407.65
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	575.01
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	GF HSA FEE	32.50
	FIRE DEPARTMENT TRAINING NET	700-341-05	POLICE VIPS EXPENSES	CPR CARDS VIPS	200.00
	RENEE PRESTON PHOTOGRAPHY	700-341-00	POLICE DEPT. MAT & S	POLICE DEPT COMPOSITE	175.00
	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	95.12
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POLICE DEPT JAN FUEL BILL	1,946.07
	JOSEPH WARNER	700-345-00	POLICE DEPT. UNIFORM	REIMB FOR UNIFORM PANTS	65.00
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	POLICE RADIOS ADDED	65.00
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	68,431.50
				TOTAL:	102,491.70
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	JAN COURT FEES	200.00
				TOTAL:	200.00
FIRE	RECORD-DELTA NEWSPAPER	706-341-00	FIRE DEPT. MATERIAL	AD FIRE FIGHTER	74.01
	JP MORGAN EQUIPMENT FINANCE	706-459-00	FIRE DEPT. CAPITAL O	MARCH 2024 FIRE TRK PYMT	3,678.20
	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	VOLUNTEER INS	258.41
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 1-2 TO 2-1-24	1,126.71
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF FEB 2024 HEALTH INS	5,603.80
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	OIL FILTER ANTI FREEZE	113.30
	DIVISION OF MOTOR VEHICLES	706-341-00	FIRE DEPT. MATERIAL	EMPLOYEE LICENSE CK	75.00
	LOWES BUSINESS ACCOUNTS	706-341-00	FIRE DEPT. MATERIAL	PAPER TOWEL TAPE	98.01
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	756.63
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	805.48
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,200.39
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,337.78
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	25XTJN 2022 RAM 2500 PYMT	934.93
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK FEB 24	4,790.11
	MY BUCKHANNON	706-341-00	FIRE DEPT. MATERIAL	AD FIRE FIGHTER	462.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,395.98
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,529.83
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	326.48
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	357.80
	TARGET SOLUTIONS LEARNING, L	706-221-00	FIRE DEPT. TRAINING	MAINTENANCE FEE <i>Software</i>	3,270.77
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF HSA FEE	32.50
	WITMER PUBLIC SAFETY GROUP I	706-341-00	FIRE DEPT. MATERIAL	CHIEFS HELMET	285.00
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	99.83
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEPT JAN FUEL BILL	880.55

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PENN CARE, INC.	706-341-01	VOLUNTEER FIREFIGHTE	AEDS & ADAPTERS	9,773.28
	ROLL N RACK LLC	706-341-00	FIRE DEPT. MATERIAL	POWER ROLLER COUPLINGS <i>Hose Rain</i>	7,425.00
	CHRISTIAN BLAKE STINNETT	706-221-00	FIRE DEPT. TRAINING	FLIGHT EXPENSES	1,635.90
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	47,217.36
				TOTAL:	95,545.04
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET DEPT 60 ACCOUNT	165.25
	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	9.69
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	679.18
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	777.33
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	STREET JAN 2024 UNIFORMS	405.12
	COLE TRUCK PARTS INC	750-343-00	STREET DEPT. AUTO SU	CB'S & SUPPLIES FOR LOADER	561.13
	WV PAGING	750-213-00	STREET DEPT. UTILITI	STREET PAGERS 2/24	23.00
	AMERICAN GARAGE DOOR LLC	750-341-00	STREET DEPT. MAT & S	REPAIR BACK GARGE DOOR	1,282.00
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 1-2 TO 2-1-24	996.01
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF FEB 2024 HEALTH INS	5,581.84
	J F ALLEN CO	750-458-05	STREET DEPT PROJECTS	3/4CR & 57'S FOR CONCRETE	2,029.48
	DIVISION OF MOTOR VEHICLES	750-341-00	STREET DEPT. MAT & S	EMPLOYEE LICENSE CK	97.50
	STATE ELECTRIC SUPPLY CO INC	750-341-00	STREET DEPT. MAT & S	STARTER COIL FOR AIR COMP	798.92
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	CB'S & SUPPLIES S-8	331.98
		750-343-00	STREET DEPT. AUTO SU	BATTERIES FOR SANY EXCAVA	232.41
		750-343-00	STREET DEPT. AUTO SU	A/C PUMP FOR S-11	410.19
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	SCREW HOOKS FOR REC	13.26
		750-343-00	STREET DEPT. AUTO SU	3-2X12X16 BOARDS S-8 & 10	209.03
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	FEB 24 CONCRETE TRK PYMT	2,676.44
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,253.83
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,347.57
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	452.07
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	467.28
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	22WGHV 5500 CHASSIS DUMP T	811.43
		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	690.58
		750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	684.15
		750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500 PYMT	426.56
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STREET EXCAVATOR PYMT MAR2	2,736.13
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	MONTHLY PEST CONTROL	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,174.99
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,248.46
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	274.81
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	291.99
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	4,972.50
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I	GF HSA FEE	29.25
	CORRIDOR H TIRE INC	750-343-00	STREET DEPT. AUTO SU	TIRE FOR S-11	215.00
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	2/24 PUBLIC WRKS BLDG PYMT	9,774.80
		750-459-22	PROPERTY PAYMENT MUDL	FEB 24 PUBLIC WRKS BLDG PY	9,774.80
	FREEDOM AG & ENGERY COOPERAT	750-345-00	STREET DEPT. UNIFORM	BOOTS FOR BRAD H.	139.99
		750-345-00	STREET DEPT. UNIFORM	BOOTS FOR RON S.	226.59
		750-345-00	STREET DEPT. UNIFORM	BOOTS FOR CALEB	139.99
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	99.36
	CARDINAL SALES & SERV INC	750-343-00	STREET DEPT. AUTO SU	MOTOR & REPAIRS FOR COMPR	1,944.18
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STREET DEPT JAN FUEL BILL	3,989.90

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	39,119.45
				TOTAL:	99,598.92
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 088 782 484 E MAIN ST	120.88
		751-213-00	STREET LIGHTS	110 100 156 733 107 E MAIN	133.33
		751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CR	7.08
		751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,974.40
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	232.87
		751-213-00	STREET LIGHTS	110 160 309 701 31 S KANAW	27.35
				TOTAL:	6,495.91
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 235 830 REGER ST	60.08
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	58.34
		752-213-00	TRAFFIC SIGNALS POWE	110 089 985 624 RT 20 BF	64.59
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	52.29
		752-213-00	TRAFFIC SIGNALS POWE	110 087 174 485 S KANAWHA	28.83
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	45.32
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	28.07
				TOTAL:	337.52
SNOW REMOVAL	J F ALLEN CO	753-341-00	SNOW REMOVAL	#9'S FOR SNOW REMOVA	795.83
				TOTAL:	795.83
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	JAN HOTEL-MOTEL TAX	3,107.87
				TOTAL:	3,107.87
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	JAN HOTEL-MOTEL TAX	7,251.67
				TOTAL:	7,251.67
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	229.49
	UNIFIRST CORP.	906-341-00	CAC SUPPLIES & EXPEN	CAC JAN 2024 RUGS	18.00
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BONDS	WCN6007140 1-2 TO 2-1-24	3.41
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF FEB 2024 HEALTH INS	390.98
	SCOTT ELECTRIC CORP	906-450-01	THEATRE BLDG	CONDUIT RECP & SUPP	585.05
		906-450-01	THEATRE BLDG	DUPLX COVER PLATES	6.03
		906-450-01	THEATRE BLDG	20A CORDS	270.55
		906-450-01	THEATRE BLDG	15A CORDS & CONDUIT HANGE	699.11
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	124.71
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	114.08
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING FEB 24 FYMT	5,220.65
	WALMART STORES INC -BUCKHAMN	906-459-00	THEATRE CAPITAL	WATER RUGS	184.92
		906-341-00	CAC SUPPLIES & EXPEN	CONCESSIONS SUPPLIES	100.04
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	85.91
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	78.59
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	20.09
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	18.38
	PAYFLEX - INSPIRA	906-105-00	CAC HEALTH INS	GF HSA FEE	3.25
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	117.70
	HARTLEY: DAVID	906-341-00	CAC SUPPLIES & EXPEN	HARTLEY: DAVID CLEAN UP	250.00
		906-341-00	CAC SUPPLIES & EXPEN	REIME SHARE ELEC EXT CORDS	742.80
	AMY TRENT	906-341-00	CAC SUPPLIES & EXPEN	REF YOUNG DIRECTORS CAMP F	150.00
	MATCOOLA HARTLEY	906-341-00	CAC SUPPLIES & EXPEN	SET UP JAVA & JAZZ 2-16-24	90.00
	O PIONEER LLC	906-341-01	CAC BOOKINGS	60% OF TICKET SALES	756.00
	COMFORTECH LLC	906-459-00	THEATRE CAPITAL	INSTALL GAS LINES	1,692.85

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	2,653.13
				TOTAL:	14,605.72
STOCKERT YOUTH CENTER	BUCKHANNON UTIL BOARDS	907-213-00	UTILITIES	BUCKHANNON UTIL BOARDS	768.59
	MON POWER	907-213-00	UTILITIES	110 084 592 119 SYC	612.10
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	9.67
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	53.75
	UNIFIRST CORP.	907-216-00	MAINTENANCE	SYCC JAN 2024 RUGS	86.38
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE	182.69
	ENCOVA INSURANCE	906-341-00	INSURANCE & BONDS	WCN6007140 1-2 TO 2-1-24	140.10
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	60.00
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF FEB 2024 HEALTH INS	2,527.92
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	384.09
		907-213-00	UTILITIES	269245-314199 1 S-FLORIDA	563.94
		907-213-00	UTILITIES	383925-483167 70 E MAIN ST	2,875.68
	SCOTT ELECTRIC CORP	907-341-00	MATERIALS & SUPPLIES	EXIT LIGHTS	94.07
	BUCKHANNON UPSHUR HIGH SCHOO	907-356-00	YOUTH BASKETBALL	CUSTODIAL SERV 1-6&13-24	371.94
		907-356-00	YOUTH BASKETBALL	CUSTODIAL SERV 1-27-24	274.06
	DIVISION OF MOTOR VEHICLES	907-341-00	MATERIALS & SUPPLIES	EMPLOYEE LICENSE CK	30.00
	NAPA-AMTOWER AUTO SUPPLY	907-343-00	SYC AUTO SUPPLIES	AUTO SUPPLIES	25.18
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	253.40
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	264.26
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	195.75
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	191.91
	DISBURSEMENTS ACCOUNT-ALL DE	907-105-00	GROUP INSURANCE	ALEXIS SEARS HSA FEE	1,000.00
	CRITES ELECTRICAL SUPPLY INC	907-341-00	MATERIALS & SUPPLIES	LIGHT BULBS	53.40
	WALMART STORES INC -BUCKHAMN	907-361-00	AFTER SCHOOL SUPPLIE	YOGURT APPLES ORANGE	95.06
		907-341-00	MATERIALS & SUPPLIES	SUPPLIES	15.23
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	29.60
		907-361-00	AFTER SCHOOL SUPPLIE	SUPPLIES	136.51
		907-361-00	AFTER SCHOOL SUPPLIE	NAME TAGS	7.88
		907-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	20.85
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	23.91
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	32.91
		907-361-00	AFTER SCHOOL SUPPLIE	ART PROJECT SUPPLIES	24.13
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	27.54
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	8.34
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	133.97
		907-341-00	MATERIALS & SUPPLIES	AFTER SCHOOL SUPPLIES	7.75
	SAM'S PIZZA	907-361-00	AFTER SCHOOL SUPPLIE	PIZZA AFTER SCHOOL SNACK	40.00
		907-356-00	YOUTH BASKETBALL	CONCISSION STAND	189.00
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYCC PEST 2/24	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	665.00
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	495.70
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	155.52
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	115.93
	APRIL E SMALL	907-368-01	ZUMBA	KICKBOXING INSTRUCTOR	48.00
	DANIEL HEPLER	907-356-00	YOUTH BASKETBALL	DANIEL HEPLER	125.00
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF HSA FEE	9.75
	LYNX WV INC	907-213-00	UTILITIES	SYCC FEB 2024 CONTRACT SER	145.00
		907-213-00	UTILITIES	SYCC FEB 2024 INTERNET	145.00
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	180.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	246.05
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC JAN 2024 FUEL BILL	254.26

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	KANGOO INSTRUCTOR	23.20
	FOSTER MARKETING GROUP	907-458-02	SYCC BUILDING	PymtRemoveStructureEncroac	35,000.00
	MICHAEL WALDO	907-341-00	MATERIALS & SUPPLIES	REIMB DAMAGES TO CAR FROM	464.66
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	18,720.83
				TOTAL:	68,643.96
CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 1-2 TO 2-1-24	3.41
	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER MARCH 2024	3,351.00
	DELORIS J HAYES, INC. DBA WH	910-341-00	EVENT CENTER SUPPLIE	BAR SERVICES @ EVENT CNTR	700.00
	IDENTOGO	910-341-00	EVENT CENTER SUPPLIE	MATOUOLA HARTLEY BACKGRND C	34.00
				TOTAL:	4,088.41
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S FLORI	1,067.23
	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	PSC JAN 2024 RUGS	55.82
	AMERICAN GARAGE DOOR LLC	976-216-00	SAFETY COMPLEX MAINT	GARAGE DOOR MAINTENANCE	616.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	FEB 2024 PSC INTERNET	150.00
	COMFORTECH LLC	976-216-00	SAFETY COMPLEX MAINT	MOVED CONDENSER	1,827.67
				TOTAL:	3,716.72

**Bucklew/Reger motioned to approve the minutes of the regular Meeting on 02/15/24, the Special Joint Work Session with the Planning Commission on 01/11/24, as provided to the Council, and E.3, the Approval of Payment of the Bills as presented in the meeting packet. The motion carried unanimously.**

Due to a conflict, Mayor Skinner asked Recorder Sanders to present an overview of the following agenda item to the Council, noting that he would need to abstain from the vote.

Recorder Sanders requested a motion to approve the Building and Wiring Permits as presented in the meeting packet.

### Permit Fee Report #76110- #76133

#### 02/15/2024 - 03/04/2024

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
----------	----------------	-------------------	--------------------	-------------	--------------	------------	--------------------------	---------------------	----------------------	-------------------	-----------------	-----------------------------------	--------------------

**Group: Commercial Electrical Fee**

76124	Kevin Lee	23 Thurman Ave	MAINLINE LLC	Interior Remodel, Window & Doors, 10'x20' Front Porch, Raise Foundation 18" & Install Engineer Flood Vents	10,000.00	100.00	A Commercial Property	Yes -If yes attach report	2/28/2024	No	Zone AE	Yes -If yes attach report	
76119	COMMUNITY CARE OF WV	22 N LOCUST ST	KINGS ELECTRIC, INC	ELECTRICAL UPGRADE & REPLACEMENT OF VANDALIZED ELECTRICAL EQUIPMENT (OLD CENTENNIAL HOTEL) *SEE THE ATTACHED	25,000.00	100.00	A Commercial Property	No		No	N/A	No	No
					<b>35,000.00</b>	<b>200.00</b>							

**Group Total: 2**

**Group: Commercial-Industrial (nonresidential)**

76132	FOSTERS MARKETING GROUP	23 E MAIN ST	TWISTED WIRE	PHASE 2- PARKING KIOSK	15,000.00	127.50	A Commercial Property	No	6/14/2023	Yes	N/A	No	No
-------	-------------------------	--------------	--------------	------------------------	-----------	--------	-----------------------	----	-----------	-----	-----	----	----

76131	SARAH AND DANIEL NOLTE	12 THIRD AVE		4FT HIGH WOVEN WIRE FENCE	200.00	15.00		No	3/1/2024	Yes	Zone AE	No	No
76127	BKN HOUSING AUTHORITY	HINKLE DR UNIT BLDING (2,4), (6,8), (10,12)	JD BUILDERS JOSHUA DEAN	METAL OVER SHINGLES	18,900.00	160.65		No		No	N/A	No	No
76126	Mountain CAP Family Support Center	30 E MAIN ST	TRADEWORK	36INx24IN x2IN DEEP ENCLOSED BULLETIN BOARD WITH LOCKING DOOR ATTACHED TO BUILDING	170.00	15.00		No	2/23/2024	Yes	N/A	No	No
76125	The Squire On Main LLC	9 E Main St	TRI COUNTY CONSTRUCTION	Awning & 4'x4' Hanging Signage	7,500.00	71.25			2/28/2024	Yes	N/A	No	
76124	Kevin Lee	23 Thurman Ave	MAINLINE LLC	Interior Remodel, Window & Doors, 10'x20' Front Porch, Raise Foundation 18" & Install Engineer Flood Vents	10,000.00	85.00	A Commercial Property	Yes -If yes attach report	2/28/2024	No	Zone AE	Yes -If yes attach report	
76121	Advance Auto # 7945	181 S Kanawha St	Lennox National Acct Services	Replacement Roof Top HVAC Unit	14,067.57	119.57				Yes	N/A	No	
76117	FREEDOM AG AND ENERGY	60 N SPRING ST	APPROACH CONTRACTING JUSTIN BURCH	FRONT STOOP, RAILING, CONCRETE	1,200.00	15.00							
76113	GREENLIGHT CORP BUCKHAN NON GROW LLC	66 RAELLA LN	DAN NEEL FENCE CO	8FT CHAIN LINK FENCE	16,400.00	139.40		No	2/16/2024	No	N/A	No	No
76110	Kelley Tierney State Farm Ins	115 E Main St	LEIGH ENTERPRISES LLC	Replace Front Porch Floor Decking	2,600.00	24.70		No		Yes	N/A	No	
					<b>86,037.57</b>	<b>773.07</b>							

**Group Total: 10**

**Group: Residential (non-commercial)**

76133	Mitchell Gruver	27 Tucker St	WINDOW WORLD OF FAIRMONT	17 Window Replacement	12,745.00	140.19				No	N/A	No	
76128	SARA WILKE	135 CAMDEN AVE	KELLEY BROTHERS LLP	REPLACEMENT SAME SIZE STAIRS TO GARAGE APT REPLACEMENT OF 2 DECK FLOORING (8x12) & (8x16)	7,000.00	77.00							
76129	RANDY CORATHERS	11 PARK ST	LEIGH ENTERPRISES LLC	ROOF REPLACEMENT-	11,500.00	126.50		Yes -If yes		No	N/A	No	No

				SHINGLES WITH SHINGLES				attach report					
76130	LARRY MCCARTNEY	30 SHAWNEE DR		15FT WOODEN HANDRAIL	400.00	10.00		No		No	N/A	No	No
76123	BETH POST	10 THIRD AVE	Crites Electric, Inc.	INSTALL GENERATOR ON A 30IN BY 52IN CONCRETE PAD	7,390.00	81.29	B2 Single Family Residential (500 sq ft)	No	2/23/2024	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76122	KENDALL LAMBERT	215 WOOD ST	KELLEY BROTHERS LLP	REMODEL BATHROOM	7,000.00	77.00		No		No	N/A	No	No
76118	MICHAEL & ONESTO	22 PINNELL ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	FLOOR SUPPORT SYSTEM	15,686.16	172.54		No		No	N/A	No	No
76120	JONI HOWARD	29 BOGGESS ST		REPLACE KITCHEN SINK	120.00	10.00		No		No	N/A	No	No
76115	KAREN BYRD	154 RANDOLPH ST	KBS CONTRACTING LLC	INTERIOR REMODEL-COUNTERTOPS, FLOORING	5,000.00	55.00		No		No	N/A	No	No
76116	EVELYN HINKLE	52 SMITHFIELD	ULTIMATE ROOFING WV LLC	REROOF-REPLACE SHINGLES	9,080.00	99.88		Yes -If yes attach report		Yes	N/A	No	No
76112	BART WADDELL	100 CHESTNUT ST	JD BUILDERS JOSHUA DEAN	REROOF-REPLACE SHINGLES	11,600.00	127.60		Yes -If yes attach report		No	N/A	No	No
76114	ERIC DEPOY	55 W LINCOLN	STONEMILE GROUP	INTERIOR REMODAL-NEW DRYWALL, SEALING AROUND SHOWER	1,440.35	15.84		No		No	N/A	No	No
76111	KRISTY SPENCER	45 MEADE ST		REPLACE BANISTER S ON FRONT PORCH	400.00	10.00		No		Yes	N/A	No	No
					<b>89,361.51</b>	<b>1,002.84</b>							

**Group Total: 13**

**Group: Residential Electrical Fee**

76123	BETH POST	10 THIRD AVE	Crites Electric, Inc.	INSTALL GENERATOR ON A 30IN BY 52IN CONCRETE PAD	7,390.00	100.00	B2 Single Family Residential (500 sq ft)	No	2/23/2024	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
					<b>7,390.00</b>	<b>100.00</b>							

**Group Total: 1**

**Group: Zoning Application Fee**

76126	Mountain CAP Family Support Center	30 E MAIN ST	TRADEWORX	36INx24IN x2IN DEEP ENCLOSED BULLETIN BOARD WITH LOCKING DOOR ATTACHED TO BUILDING	170.00	20.00		No	2/23/2024	Yes	N/A	No	No
-------	------------------------------------	--------------	-----------	--	--------	-------	--	----	-----------	-----	-----	----	----

76125	The Squire On Main LLC	9 E Main St	TRI COUNTY CONSTRUCTION	Awning & 4'x4' Hanging Signage	7,500.00	20.00			2/28/2024	Yes	N/A	No	
76123	BETH POST	10 THIRD AVE	Crites Electric, Inc.	INSTALL GENERATOR ON A 30IN BY 52IN CONCRETE PAD	7,390.00	20.00	B2 Single Family Residential (500 sq ft)	No	2/23/2024	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76113	GREENLIGHT CORP BUCKHANNON GROW LLC	66 RAELLA LN	DAN NEEL FENCE CO	8FT CHAIN LINK FENCE	16,400.00	20.00		No	2/16/2024	No	N/A	No	No
					<b>31,460.00</b>	<b>80.00</b>							

**Group Total: 4**

					<b>249,249.08</b>	<b>2,155.91</b>							
--	--	--	--	--	-------------------	-----------------	--	--	--	--	--	--	--

Total Records: 30

3/4/2024

**Bucklew/Reger motioned to approve E.2 Approval of Building and Wiring Permits as presented in the meeting packet. The motion carried unanimously, with Mr. Skinner abstaining from the vote.**

**F. Strategic Issues for Discussion and/or Vote**

**F.1 Recommendation from CPWB- Event Request West Virginia Strawberry Festival RE: Parades, Events, Use of City-Owned Properties & Services during the 82nd Annual Event May 11-19, 2024 – Action taken earlier in the meeting.**

**F.2 Addressing & Mapping**

**(a) West Virginia Wesleyan College Proposal for Comprehensive Address & GIS Mapping Update – Action taken earlier in the meeting.**

**(b) Revisit Ordinance No. 344 – Action taken earlier in the meeting.**

**F.3 Recommendation from CPWB-Downtown Seasonal Decoration Committee: Request Financial Support of \$10,000 and approval of Design Plan—Action taken earlier in the meeting.**

**F.4 Approval Ordinance No. 466 Expediting Enforcement of Property Nuisance Ordinances 1st Reading – Mayor Skinner recognized City Attorney Tom O'Neill, who provided an overview of Ordinance No. 466 Expediting Enforcement of Property Nuisance Ordinances 1st Reading. Once the City Attorney finished the overview, he read the proposed revised ordinance by its caption.**

ORDINANCE NO. 466 OF THE CITY OF BUCKHANNON: AN ORDINANCE AMENDING ORDINANCE NOS. 244, 357, 367, 375, AND 404 (CODIFIED ORDINANCE NO. 2016-004) OF THE CITY OF BUCKHANNON, AND MODIFYING AND RE-ENACTING ARTICLE 1711 OF THE CODIFIED ORDINANCES OF THE CITY OF BUCKHANNON RELATED TO EXPEDITED ENFORCMENT OF THOSE ORDINANCES CONCERNING THE ABATEMENT OF NUISANCES ON PROPERTIES LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY.

WHEREAS, the Council of the City of Buckhannon historically has been progressive and proactive in promoting the general health, safety, welfare, and positive appearance and aesthetic appeal of the Buckhannon community through enactment of several ordinances including but not limited to Buckhannon's comprehensive zoning, housing enforcement, and abandoned and junked car ordinances; and,

WHEREAS, notwithstanding the City's efforts, certain residential, property owners have continued to engage in activities and conduct that the Council determines to be detrimental and obstructive to the general health, safety, welfare, and positive appearance and aesthetic appeal of their neighborhoods, and further depreciating the value of surrounding properties; and,

WHEREAS, those activities and conduct that the City Council deems to be detrimental and obstructive to the general health, safety, welfare, and positive appearance and aesthetic appeal of residential neighborhoods, and further depreciative of the value of property include- the storage, collection, parking, leaving, depositing, maintaining, reserving, putting aside for future use, permitting, or allowing to remain on any porch, balcony, roof, patio or yard, other than in a completely enclosed building or structure certain materials including but not limited to junk, rubbish, clutter, litter, debris, lumber and other building materials, and further upholstered furniture, mattresses, materials and other similar products not normally intended, designed, built or manufactured for outside use; and,

WHEREAS, the Council of the City of Buckhannon finds that expedited enforcements of its ordinances prohibiting certain practices on properties located within the corporate limits of the municipality is required to promote the general welfare of the community and accomplish the purposes of those ordinances; and

WHEREAS, Chapter 8, Article 12, Section 5, Subsection (13) of the West Virginia Code, grants plenary power and authority unto the City of Buckhannon's governing body to prevent injury or annoyance to the public or individuals from anything dangerous, offensive or unwholesome; and,

WHEREAS, Chapter 8, Article 12, Section 5, Subsection (15) of the West Virginia Code, grants plenary power and authority unto the City of Buckhannon's governing body to make regulations guarding against danger or damage by fire; and,

WHEREAS, Chapter 8, Article 12, Section 5, Subsection (23) of the West Virginia Code, grants plenary power and authority unto the City of Buckhannon's governing body to provide for the elimination of hazards to public health and safety and to abate or cause to be abated anything which in the opinion of a majority of the governing body is a public nuisance; and,

WHEREAS, Chapter 8, Article 12, Section 5, Subsection (44) of the West Virginia Code, grants plenary power and authority unto the City of Buckhannon's governing body to protect and promote the public morals, safety, health, welfare and good order; and,

WHEREAS, Chapter 8, Article 12, Section 5, Subsection (58) of the West Virginia Code, grants plenary power and authority unto the City of Buckhannon's governing body to provide penalties for the offenses and violations of law duly prescribed in 8-12-5 of the Code; and,

WHEREAS, Chapter 8, Article 11, Section 3, Subsection (3), of the West Virginia Code, as amended, specifically provides that any matter relating to the establishment of offenses and penalties by a municipality shall be set forth by ordinance; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to fully comply with the statutes of the State of West Virginia insofar as the establishment of the provisions of this Ordinance are concerned.

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

1711.02 – ADMINISTRATIVE PROVISIONS:

(A) The purpose of this Article is to provide additional and alternative methods and processes to enforce City ordinances addressing zoning, housing enforcement, sanitation, and common nuisances related to real estate situated within the City of Buckhannon in a fair, speedy, and inexpensive manner, and to improve compliance with such provisions. This Article shall be in addition to those methods and processes otherwise contained in other ordinances of the City of Buckhannon, West Virginia, and shall be applied in the discretion of the enforcement official enforcing the provisions of this Article.

(B) This Article shall apply to and supplement any and all of the zoning, housing enforcement, sanitation, and common nuisance violations referenced in any City ordinance, including but not limited to the following Ordinances of the City of Buckhannon:

- (1) Ordinance No. 244 (Zoning Ordinance);
- (2) Ordinance No. 357 (Abandoned & Junk Car Ordinance);
- (3) Ordinance No. 367 (Housing Enforcement Ordinance);
- (4) Ordinance No. 375 (Junk Storage Ordinance); and,
- (5) Ordinance No. 404 (Codified Ordinance 2016-004).

(C) Any municipal law enforcement officer, as well as the City's Zoning & Housing Enforcement Officer, shall have authority to enforce the provisions of this Ordinance and is referred to herein as an "enforcement official."

(D) Upon receipt of information or observation of circumstances that the likelihood of a violation of any provision of any ordinance of the City of Buckhannon respecting sanitation or common nuisance, an enforcement official may investigate the facts and, to the extent permitted by law, make an inspection of the premises.

(E) If any enforcement official determines that an ordinance violation exists and determines to utilize this enforcement section, the enforcement official shall ~~provide written notice of such violation to~~ issue a citation to the person having either ownership or control of any land, building, structure, sign, property, licensed or permitted business or operation which is in violation, and shall order that violation be corrected; ~~provided, that if an enforcement official determines that the violation is a repeat violation, the enforcement official may dispense with this requirement for written notice and immediately issue a citation for the repeat violation. For purposes of this section, a repeat violation is a violation of the same section of the applicable City ordinance that occurred not fewer than ten (10) business days after the prior violation and not more than one year after the prior violation, whether or not the prior violation was timely corrected or a citation was issued.~~

(F) ~~Notice of the violation shall be given~~ The citation shall be issued by personal or substituted service of process in accordance with the West Virginia Rules of Civil Procedure, by either delivering the ~~notice~~ citation to the person in violation personally to a member of that person's immediate family who is above the age of 16 years and by advising that person of the purpose of the notice. Return of service shall be made at the time of service by the process server effecting service. If personal or substituted service cannot be effectuated or is impractical, the enforcement official may ~~send the notice~~ deliver the citation to the person by certified mail, return receipt requested, to the person's last known address.



~~(G) Any notice of violation(s) under this section shall be in writing containing the following information:~~

- ~~(1) the date the notice of violation(s) is given;~~
- ~~(2) the name and address of the person(s) charged with the violation(s);~~
- ~~(3) the section of the ordinance(s) violated;~~
- ~~(4) the nature of the violation;~~
- ~~(5) a statement of the action required to be taken in order to correct the violation;~~
- ~~(6) the time period allowed for the violation to be corrected. The time period allowed shall take into consideration the threat posed by the violation to the health, safety, and welfare of the public and the nature and extent of the work required to correct the violation: provided, that no such time period for correction shall be less than five business days;~~
- ~~(7) the maximum fines that may be assessed if the violation is not corrected; and,~~
- ~~(8) the name, address, and telephone number of the enforcement official issuing the notice of violation.~~

~~(H) If the violation has not been corrected within the period established in the notice of violation, or if the violation is a repeat violation for which the notice requirement does not apply, the enforcement official may issue a citation to the violator. The citation shall be in writing and shall contain the following information:~~

- (1) the date of issuance of the citation;
- (2) the name and address of the person(s) charged with the violation(s);
- (3) the section of the ordinance(s) violated;
- (4) If it is a repeat violation, the date the citation was issued within the previous one-year period for a violation of the same section;
- (5) the nature of the violation;
- (6) the place and time the violation occurred;
- (7) if it is not a repeat violation, the date the notice of violation was given;
- (8) the amount of the fine imposed for the violation;
- (9) the name, address, and telephone number of the enforcement official issuing the citation;
- (10) the name, address, and telephone number of the office where the fine must be paid;
- (11) a notice that the fine must be paid within ten (10) business days of the service of the citation, together with a warning that the failure to pay when due any fine results in the increase of such a fine by \$100;

and,

(12) the name, address, and telephone number of the municipal court where citations may be contested.

(13) the time period allowed for the violation to be corrected: \_\_\_\_\_ provided, that no such time period for correction shall be less than forty-eight hours;

~~(I) A citation shall be served in the same manner as a notice of violation may be served pursuant to this section.~~

~~(J)~~ (H) Any person issued a citation pursuant to this section may be punished by a fine as follows: within any one-year period, \$100 for the first citation, \$300 for the second citation, and \$500 for the third citation and each citation thereafter.

~~(K)~~ (I) All fines imposed by citations under this section shall be due to the municipal court and paid in full within ten (10) business days of the service of the citation unless a hearing before the municipal court is requested. The failure to pay when due any fine imposed under this section shall constitute a failure to appear or otherwise respond under West Virginia Code 8-10-2b and may result in the issuance of a warrant and notification to the West Virginia Division of Motor Vehicles. The failure to pay when due any fine imposed under this section shall increase such a fine by \$100.

~~(L)~~ (J) Any person contesting such citation may, within ~~ten (10) business days~~ forty-eight (48) hours of service of such citation, ~~may~~ request a hearing on the citation, with the municipal court clerk or municipal court clerk deputy in accordance with the following:

(1) Upon requesting a hearing with a municipal court clerk, the clerk or their deputy shall place the case on the municipal court docket, set the case for hearing within ~~thirty (30)~~ ten (10) days from the date of the request for hearing, provide a notice of hearing to the recipient of the citation, and forward a copy of the notice of hearing to both the enforcement official who issued the citation and the City Attorney. Upon receipt of the Notice of Hearing, the enforcement official shall cause a copy of the citation to be forwarded to the City Attorney and the municipal court clerk who shall file it as the original complaint alleging the violation(s) indicated therein.

(2) The municipal court shall treat the citation itself as the original complaint before the court. Anyone found guilty of the charges contained in the citation shall be fined in accordance with the fines outlined above. If the court finds in favor of the recipient of the citation, the charges shall be dismissed.

(L) In the event the enforcement official shall be unable to deliver the citation within a reasonable period of time considering the circumstances of the violation, or if the person to whom the citation is delivered remains unwilling or unable to abate the conditions giving rise to the citation following the enforcement actions provided in this section, the City may abate the violations, assess the costs thereof, and collect those costs from the owner of the property. If the owner of the property does not reimburse the costs of abatement to the City, or does not reach a reimbursement agreement with the City within 30 days of the City's determination of the costs of abatement, the City may file a lien against the owner of the property in the Office of the Clerk of the County Commission of Upshur County for the costs of the abatement. Such lien may also be filed for any outstanding amount payable to the City should the property owner fail to fulfill its obligations under such an agreement.

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., April 20, 2024.

FIRST READING: March 5, 2024

SECOND READING, PASSAGE AND ADOPTION: March 21, 2024

---

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 466 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on March 21, 2024.

---

Randall H. Sanders, City Recorder

**Thomas/Sanders motioned to approve Ordinance No. 466 Expediting Enforcement of Property Nuisance Ordinances 1st Reading as presented. The motion carried unanimously.**

**F.5 Recommendation from the Revenue Review Committee regarding the Outside Funding Entity request (FY 2023-2024):**

**(a) West Virginia Strawberry Festival Association Additional \$15,000.00** – Action taken earlier in the meeting.

**(b) Chamber of Commerce \$1,500.00** – Action taken earlier in the meeting.

**(c) Almost Heaven BBQ Bash \$10,000.00** – Action taken earlier in the meeting.

*The Revenue Review Committee met on February, 16, 2024 at 9:30 am in City Hall.*

*The following persons were present: Mayor-Robert Skinner, David Thomas, Jack Reger, Amberle Jenkins, Barbara Hinkle, Scott Randall*

*The following Items were reviewed.*

- **Artistry on Main Financial Report Only:**

*The following financial report was received from Artistry on Main showing results of expenses from the City's contribution to them last year. ON FILE*

**The following requests are for the current fiscal year 2023-24**

- **Recovery Point West Virginia- request:**

*ON FILE*

*The following information was presented on how the funds can be expensed. These funds will have oversight from the WV State Auditor's Office. Committee discussed the request and recent receipt of funds.*

*Recovery Point would need to complete a formal application and make an in-person presentation to allow for questions on use of funds.*

*The request from Recovery Point WV was tabled.*

- **WV Strawberry Festival Association**

*The following request was received from WV Strawberry Festival association.*

*The committee discussed the request. They understand the importance and history behind the festival.*

*The City contributes many in-kind resources for the festival, including, water and sewer service, garbage service street cleanup, use Jawbone Park, city parking lots, approval of street closures, Street Department labor and various assistance by Street Department, along with overtime with the Police and Fire Departments.*

*After discussion the group agreed to recommend a monetary contribution toward the Strawberry Festival. A check was recently sent to them for \$25,000, which was approved in the 2023-24 budget. An additional \$15,000 will be recommended to City Council for fiscal year 2023-24 for a total monetary contribution of*

\$40,000. However, the WV Strawberry Festival Association will be required to make a final financial report of income and expenses for the 2024 Strawberry Festival. This is the same information that is being requested by other outside entities that request funding. The motion was made by Thomas/Randall. Motion carried.

- **B-U Chamber of Commerce**

Buckhannon Upshur Chamber of Commerce submitted the following request:

ON FILE

The group reviewed the request. The City of Buckhannon cannot contribute to and receive tickets to attend the annual Chamber of Commerce dinner per WV Ethics Commission. However, the City can contribute to outside organizations that promote economic development and promote local business. The staff at the Chamber office has often helped out with City sponsored events.

Motion Thomas/Randall to recommend that City Council make a monetary contribution to the BU Chamber of Commerce in the amount of \$1500.00. Motion carried.

- **Project Graduation 2024**

The following request was received from the 2024 Project Graduation Committee:

After discussing the request, the committee recommended not funding this request. Motion Thomas/Reger to deny request. Motion carried

**The following requests are for the upcoming fiscal years 2024-25**

- **BU Airport Authority**

The following request from BU Airport Authority was reviewed:

ON FILE

The City of Buckhannon is required to fund the BU Airport Authority. It appoints members to the board.

Motion Reger/Thomas to recommend that City Council make a monetary contribution in the amount of \$20,000. to the BU Airport Authority for the fiscal year 2024-25. Motion carried.

- **Upshur-Buckhannon Health Department**

The City of Buckhannon is required to fund the Health Department per WV Code.

Motion Jenkins/Thomas to recommend that City Council make a contribution of \$5,000. to the Buckhannon Upshur Health Department for fiscal year 2024-25. Motion carried.

- **Country Roads Transit**

The Country Road Transit submitted the following request:

ON FILE

This group offers a good service to citizens that do not have the means of transportation. They rely upon the majority of their revenues from local government and WV Division of Transportation. Motion Reger/Thomas to recommend that City Council make a monetary contribution in the amount of \$15,000. to Country Roads Transit for the fiscal year 2024-25. Motion carried.

- **Create Buckhannon**

The Create Buckhannon Group submitted the following request:

ON FILE

This group holds public entertainment events every Friday from June through August and collaborate with the City and other groups to support community events throughout other times as well.

Motion Thomas/Randall to recommend that City Council make a monetary contribution in the amount of \$10,000. to Create Buckhannon for the fiscal year 2024-25. Motion carried.

- **Almost Heaven BBQ Bash**

The following request was received from Almost Heaven BBQ Bash group.

ON FILE

The Revenue Review Committee would like the larger groups like this one and the Strawberry Festival to have a better method of determining the number of visitors that these type of events draw to Buckhannon.

Motion Thomas/Randall to recommend that City Council make a monetary contribution to the Almost Heaven BBQ Bash in the amount of \$10,000. Motion carried.

**\* NOTE: Funding Request is for the 2023/2024 FY and to be submitted to City Council for approval.**

**F.6 Planning Commission Appointment (unexpired term 2025) – No action to be taken at this meeting.**

**F.7 Recommendation from CPWB -No Parking on E. Lincoln Street when Main Street is Closed & During Parades** – Action taken earlier in the meeting.

**F.8 Recommendation from CPWB -Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6** – Action taken earlier in the meeting.

**G. Comments and Announcements**

**G.1 Pamela Bucklew:** Mrs. Bucklew thanked the Council for its support regarding the budget and design of downtown seasonal decorations. Mayor Skinner thanked her for her leadership of the committee.

**G.2 David McCauley:** Mr. McCauley was absent.

**G.3 Jack Reger:** Mr. Reger mentioned that several great things were happening in the community, from the positive reports from the Almost Heaven BBQ Bash to the upcoming West Virginia Strawberry Festival. He congratulated all who are involved and wished them all good luck.

**G.4 Dave Thomas:** Mr. Thomas had nothing additional.

**G.5 CJ Rylands:** Mr. Rylands spoke of an incident that happened on the Stockert Youth and Community Center (SYCC) grounds when he had his granddaughter playing with other kids. At 4:00 p.m., a young person came out of the SYCC building and told them they had to leave due to the scheduled programming. They were given very little information other than they had to leave the SYCC grounds. This concerns him regarding the estimated 4 million dollar program we are working towards, specifically how the community will be treated with the new facility. Mr. Thomas and Mayor Skinner each stated that this had to be looked at closely.

**G.6 Randall Sanders:** Mr. Sanders announced that the City of Buckhannon has officially hired Matoula Hartley as the Manager of The Event Center at Brushy Fork. He also reported that a few days after her hiring, the position of Manager of the Colonial Arts Center came open, and she was asked to serve as the Interim Manager. She has been busy and successful with both thus far. At the Colonial Arts Center Board of Directors meeting earlier today, the Board voted to recommend that the City of Buckhannon hire her as the full-time CAC Manager. Also, it suggested that the City of Buckhannon consider combining the position of manager of the CAC with being the manager of The Event Center at Brushy Fork. He also reported that the event calendar is filling up at The Event Center and that we have had new lighting installed outside the Event Center to make it safer and more attractive for our attendees.

**H. Mayor’s Comments and Announcements:** Mayor Skinner reported on a meeting earlier today where the current Superintendent discussed the importance of the School Levy. He asked the community to please support its continuation and its significance for the future success of the area.

**I. Adjournment**

**At 8:40 PM, Thomas made a motion to adjourn.**

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

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