

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

The regular monthly meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, July 25, 2024, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Robert Zuliani	Present
Board Member	Jack Reger	Absent
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
Sanitary Superintendent/Dir of Public Works	Ethan Crosten	Present
Street Superintendent	Bradley Hawkins	Present
Asst Street Supervisor	Andrew Loudin	Present
Mayor's Office	Barbara Hinkle	Absent
City Engineer	Jay Hollen	Present - GTM
My Buckhannon	Monica Zalaznik	Present - GTM

Guests: Don Nestor; Anne Chopyak – GTM.

*City of Buckhannon Consolidated Public Works Board 7:30 AM in Council Chambers  
Meeting Agenda for Thursday, July 25, 2024*

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**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

**B. Recognized Guest**

- B.1 Really Really Free Market (**07/23/24 Heather Schneider asked to be removed from the agenda**)

**C. Department Report**

- C.1 Bradley Hawkins

**D. Financial Report-Amberle Jenkins**

- D.1 June 2024

**E. Correspondence and Information**

- E.1 FOIA Request-Andrew Phipps-Recording of the CPWB meeting June 27, 2024

**F. Consent Agenda**

- F.1 Approval of Minutes: Regular 06/27/24

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

- G.1 Public Event Request on City Properties Certificate of Insurance Requirement
- G.2 Event Request Suicide Prevention Walk-WVWC Center for Community Engagement 09/07/24 at Walk Trail
- G.3 Event Request & Street Closure Block of Hart Ave-Chapel Hill Annual Community Block Party on 08/24/24
- G.4 Event Request BU Cheerleaders 08/24/24 Insurance Submitted: (CPWB approval on 09/28/23; Blanket Permission Car Wash Fundraiser Event-Jawbone Parking Lot in front of Pop's Furniture)
- G.5 Event Request Power Alley CrossFit Gym Workout Stations at Jawbone Park
- G.6 Approval Resolution 2024-09 CPWB WV Board of Treasury Investments
- G.7 Old Baptist Church Cemetery on Hall Road-Maintenance Responsibilities
- G.8 Grave Call Request Form Revised-Funeral Home or Responsible Party Notification to COB of Time of Closing of Grave
- G.9 Placement of Directional/Wayfinding Display Board

**H. Board Member's Comments and Announcements**

**I. Adjournment**

Posted 07/19/24

**A. Call to Order**—Mayor Skinner called the meeting to order and asked all to join him in a Moment of Silence, followed by the Pledge to the Flag of the United States of America.

**B. Recognized Guest** – Mayor Skinner recognized the following and, without objection and as noted, moved the corresponding agenda item to the table to action:

At 7:32 a.m., Mayor Skinner acknowledged Don Nestor, who had signed in to address the Board concerning **G.7 Old Baptist Church Cemetery on Hall Road - Maintenance Responsibilities**. Mr. Nestor informed the Board that he is the moderator for the First Baptist Church, and they have concerns with the maintenance at the Old Baptist Church Cemetery on Hall Road, where the grass is overgrown and trees have recently fallen. He acknowledged that the church does not own the property and that he has recently tried to track down the owner or, at the very least, the parties

responsible for the maintenance. Senator Robert Karnes connected him with the WVDOH, and he left a message with Christopher Woods and others with the WVDOH. He eventually received a call from Ben Claypool, who informed him that the WVDOH's right of way did not extend to the area of concern. Mr. Nestor also referenced a letter from John Puffenbarger, a part of the CPWB meeting packet that references the cemetery's history. In the letter, Mr. Puffenbarger stated that the City of Buckhannon agreed to keep the plot clean and mowed. He requested that the City of Buckhannon clean and maintain the lot moving forward. During the discussion, it was noted that the most current ownership reference from the Upshur County Assessor's Office shows the plot's owner as the W.W. Department of Highways (since 10/9/79, Deed Book 283, Page 50). CPWB Board member Nancy Shobe and Director of Finance & Administration/Assistant Recorder Amberle Jenkins spoke about the situation as both were working with the City of Buckhannon at the time the WVDOH built Corridor H and moved many of the graves from that cemetery. They recalled the issue and verified that some families refused to allow the graves (bodies) to be moved. The City moved the other bodies (as a contractor for the State of WV). Mrs. Shobe and Mrs. Jenkins verified that there was no agreement for the City of Buckhannon to maintain the property. Jerry Arnold, Director of Public Works, expressed concern about going onto non-city-owned property to perform maintenance, knowing that if something were damaged, the City would be held responsible. Mrs. Jenkins reiterated that the WVDOH paid for the graves and for the bodies to be moved from the Old Baptist Church Cemetery and relocated and that the families who refused to allow the bodies moved agreed to take care of the area themselves. Mayor Skinner asked that Mr. Nestor return to Senator Karnes and have him contact the WVDOH to try and find a resolution, knowing that the records indicate the department owns the property. The City will email the information it has to Mr. Nestor. Mr. Nestor agreed to do so. The Mayor will communicate with Mr. Puffenbarger about the results of today's meeting.

*John L. Puffenbarger  
417 Rohr Avenue  
Buckhannon, WV 26201  
jlpuff@cebridge.net  
July 11, 2024*

Mayor Robbie Skinner III  
Buckhannon City Hall  
70 E Main St #1,  
Buckhannon, WV 26201

Dear Mayor Skinner:

I am a deacon at the Buckhannon First Baptist Church. I want to draw your attention to a disgraceful situation that needs to be corrected.

Background: The Buckhannon First Baptist Church was organized in 1786. It is the third oldest Baptist Church west of the Allegheny Mountains. The church was located half-way between the present day Rt. 20 and the Fred Eberle Trade School.

There was a large cemetery behind the church. It was called the Baptist Church Cemetery. In 1979 1,500 graves were moved to the far end of the Heavener Cemetery to make room for the building of Corridor H. A plaque at the cemetery describes the event.

Several families wanted their loved ones to remain in the Baptist Cemetery. The City of Buckhannon agreed to keep the small plot clean and mowed to honor and to respect those who were buried there.

This year the small plot looks terrible. It is knee high with weeds. A tree has fallen across the plot. The small trees are growing larger ... and need to be removed!

In the photo on the right, no tombstones can be seen. Small trees should be removed.

In the photo on the left, only one tombstone can be seen.



I am confident you will have the City of Buckhannon uphold its agreement/obligation to keep the small plot in good shape.



## Upshur County Assessor's Office Map Card Viewer

or copies of map cards, please visit the Assessor's office.

District: 
 Map/Parcel:

ASSESSMENT DISTRICT		LEGAL DESCRIPTION			
Corporation		Lot Route 119			
MAP NO.	PLOT NO.	LOT SIZE		ACREAGE	
1	1	103.078x125.0x100.0x150.0			
OWNER'S NAME		ADDRESS	DATE ACQUIRED	FED. TAX STAMPS	DEED BOOK PAGE NO.
11					
10					
9					
8					
7					
6					
5					
4					
3					
2		W.V. Department of Highways	10/9/79	283	50
1		Cross, Larry	11-21-56	155	215

MAP CARDS — THE QUALITY PRESS, INC., CHARLESTON, V. VA.

Mr. Nestor addressed an issue of poor drainage on West Lincoln Street that runs into his yard, damaging his landscaping. He asked the Street Department to look into it.

Mayor Skinner recognized Anne Chopyak and asked if she wanted to address the Board. There was no response.

The public comment period of the meeting was closed at 7:51 a.m.

### C. Department Report

**C.1 Bradley Hawkins:** Mr. Hawkins presented the following report (“We” refers to the Street Department):

- We removed and trimmed trees in the Cemetery.
- We removed trees in front of 41 through 47 N. Florida Street.
- We assisted the contractor for the Railroad with the crossings on Camden Avenue and Railroad Avenue.
- We worked on the sidewalks at the Madison Street lot and for the Water Department on Madison St.
- Andrew and Caleb have built the new blessing boxes.
- On Tuesday, July 23, 2024, I (Brad Hawkins) picked up a large used paver the Street Department purchased.
- We are getting ready to brush hog the river banks and around the cemetery.

Mayor Skinner noted that while he heard comments that the Jawbone Run area should be cleared, he reminded everyone that the property owners, including the creek beds, are responsible for that area. The mayor also coordinated with Andrew Loudin on installing the new street signs and said he would paint the tick marks on Main Street soon. He also reported that JF Allen Company will soon pave City Park's basketball and pickleball courts.

Jerry Arnold reported that the WVDOH needs to return to paint the crosswalks on Main Street.

Mayor Skinner reminded the Street Department that the mowing contractor needs to clear the weeds growing along the sidewalks as soon as possible.

Mr. Waldo asked about the completion of the green area in the new Madison Street parking area. Jerry Arnold provided an overview of the project and noted that the department is working on that lot now.

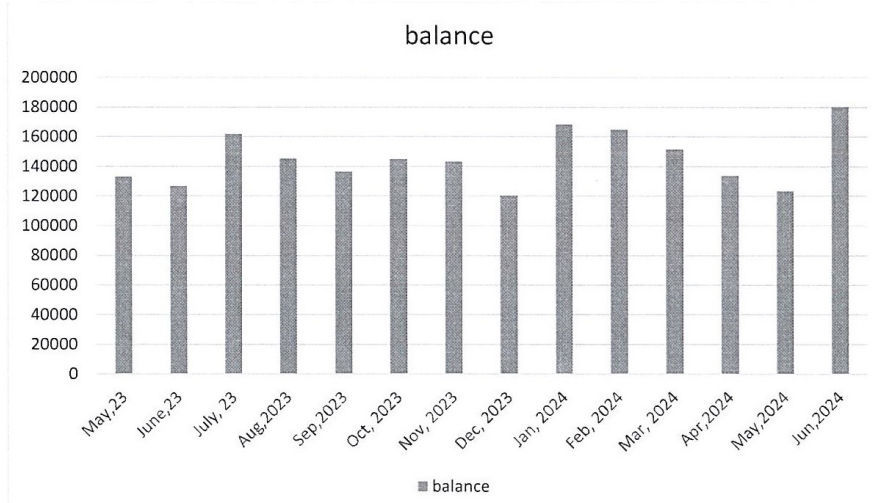
### D. Financial Report - Amberle Jenkins

**D.1 June 2024** – Mrs. Jenkins provided the following financial report for June 2024:

**CONSOLIDATED PUBLIC WORKS BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Money market & checking balance:**  
**June 30, 2024**                      **\$180,372.36**

**Cemetery CD and savings FCB 2.99%(CD renews Apr 26)**      **\$ 235,407.30**



7-10-2024 02:45 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2024

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	72.00	0.00 (	12.00)	120.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	154.01	0.00 (	94.01)	256.68
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	25	0.00	0.00	0.00	25.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	101.00	678.00	0.00	822.00	45.20
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	215.00	5,830.00	0.00 (	830.00)	116.60
093-347-000-00 OPENING & CLOSING GRAVES	30,000	6,950.00	42,200.00	0.00 (	12,200.00)	140.67
093-347-000-01 SALE OF LOTS	12,000	800.00	32,200.00	0.00 (	20,200.00)	268.33
093-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	3,400.00	0.00 (	1,900.00)	226.67
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER FEES</b>	<b>50,145</b>	<b>8,079.00</b>	<b>84,534.01</b>	<b>0.00 (</b>	<b>34,389.01)</b>	<b>168.58</b>
<b>GRANTS</b>						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	8,685.42	43,406.04	0.00 (	7,406.04)	120.57
093-368-000-00 RENTAL OF PAVILION	4,000	1,100.00	8,080.00	0.00 (	4,080.00)	202.00
<b>TOTAL GRANTS</b>	<b>40,000</b>	<b>9,785.42</b>	<b>51,486.04</b>	<b>0.00 (</b>	<b>11,486.04)</b>	<b>128.72</b>
<b>OTHER REVENUE</b>						
093-380-000-00 INTEREST	50	139.15	1,278.70	0.00 (	1,228.70)	2,557.40
093-399-000-00 MISCELLANEOUS	0	0.00	35.00	0.00 (	35.00)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	200,000	100,000.00	200,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	500.00	1,350.00	0.00 (	1,350.00)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>200,050</b>	<b>100,639.15</b>	<b>202,663.70</b>	<b>0.00 (</b>	<b>2,613.70)</b>	<b>101.31</b>
<b>TOTAL REVENUE</b>	<b>290,195</b>	<b>118,503.57</b>	<b>338,683.75</b>	<b>0.00 (</b>	<b>48,488.75)</b>	<b>116.71</b>



093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE (return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
=====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	16,800.00	0.00	0.00	100.00
093-700-103-00 SALARIES	49,000	3,757.50	32,659.50	0.00	16,340.50	66.65
093-700-103-01 FLOWER SALARIES	82,000	5,509.88	63,694.12	0.00	18,305.88	77.68
093-700-104-00 FICA TAX	11,350	816.05	8,655.02	0.00	2,694.98	76.26
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	3,600	132.92	1,786.57	0.00	1,813.43	49.63
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	441.56	5,325.45	0.00	374.55	93.43
TOTAL SALARIES & BENEFITS	168,450	12,057.91	128,920.66	0.00	39,529.34	76.53
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	94.94	5,433.86	0.00	4,566.14	54.34
TOTAL CONTRACTUAL SERVICES	10,000	94.94	5,433.86	0.00	4,566.14	54.34
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	7,000	48.98	7,263.18	0.00	( 263.18)	103.76
093-700-342-00 MAT & SUPP - PARKING	5,000	188.49	2,955.45	0.00	2,044.55	59.11
093-700-343-00 MAT&SUPP-PARKS	135,555	28,162.61	62,983.53	0.00	72,571.47	46.46
093-700-343-01 DOG PARK EXP	1,500	11.12	200.75	0.00	1,299.25	13.38
093-700-344-00 AUTO SUPPLIES	3,000	0.00	2,281.34	0.00	718.66	76.04
093-700-345-00 TREE MAINTENANCE	10,000	0.00	767.93	0.00	9,232.07	7.68
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	162,055	28,411.20	76,452.18	0.00	85,602.82	47.18
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	1,208.87	12,380.82	0.00	7,619.18	61.90
093-700-465-00 CONTRACT MOWING CEMETERY	66,690	19,760.00	61,995.84	0.00	4,694.16	92.96
TOTAL CAPITAL OUTLAY	86,690	20,968.87	74,376.66	0.00	12,313.34	85.80
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	427,195	61,532.92	285,183.36	0.00	142,011.64	66.76
TOTAL EXPENDITURES	427,195	61,532.92	285,183.36	0.00	142,011.64	66.76
REVENUE OVER/(UNDER) EXPENDITURES	( 137,000)	56,970.65	53,500.39	0.00	( 190,500.39)	39.05-

CPWB JUNE 2024 PAYMENT OF BILLS

**\$6,696.45** – BRUFFEY TRUCKING – STONE FOR CITY PARK BASKETBALL COURT

**\$19,760.00** – EVERSON-CARR FARMS – MAY & JUNE CEMETERY MOWING

**\$5,298.00** – MEGA SLAM HOOPS LLC – BASKETBALL HOOPS FOR CITY PARK

**\$12,900.00** – RUSTLER SALES & SERVICE – FENCING FOR CITY PARK

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	JUNE2024 STREET HEAVNER CE	5.00	
		700-343-00	MAT&SUPP-PARKS	11008938128 44 6TH ST	16.28	
	MON POWER	700-343-00	MAT&SUPP-PARKS	11008938045 61 CLEVELAND	169.31	
			700-343-00	MAT&SUPP-PARKS	11008938086 PARK STREET	24.20
			700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	20.20
			700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	64.69
			700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.52
			700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	10.52
			700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	11.42
			700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	155.16
			700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	51.85
			700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	11.12
			700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	10.52
			700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	273.90
			700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	44.91
			700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	80.56
			700-343-00	MAT&SUPP-PARKS	110160309776 15 MADISON ST	86.69
			700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	164.66
		VALLEY STEEL SERVICE	700-343-00	MAT&SUPP-PARKS	2" ANGLE FOR STAGE @ JAWB	39.60
		MOST DEPENDABLE FOUNTAINS IN	700-343-00	MAT&SUPP-PARKS	PCRD-VALVE BODY III FOR WA	384.61
		HARBOR FREIGHT TOOLS	700-341-00	MAT & SUPP - CEMETER	PCRD-LIFTING STRAPS	43.98
		LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	CLEANING SUPPLIES FOR PAR	60.29
			700-464-00	HOTEL-MOTEL (FLOWERS	TREATER 4X4X12	624.68
			700-464-00	HOTEL-MOTEL (FLOWERS	CONNECT KIT	24.98
			700-464-00	HOTEL-MOTEL (FLOWERS	3/4" PVC ELBOW	2.25
			700-464-00	MAT&SUPP-PARKS	PVC COUPLING FOR FAU	7.96
			700-464-00	HOTEL-MOTEL (FLOWERS	HUSQ 095 XP LINE 200FT	20.88
			700-464-00	HOTEL-MOTEL (FLOWERS	ADAPTER COUPLING VALVE	22.34
			700-464-00	HOTEL-MOTEL (FLOWERS	VALVE ADAPTOR BIT SET	154.99
			700-343-00	MAT&SUPP-PARKS	OSD & PAINTING SUPPLIES	493.23
			700-464-00	HOTEL-MOTEL (FLOWERS	BULL VALVE, ELBOW COUPLIN	18.94
			700-343-00	MAT&SUPP-PARKS	SHARKBITE CAP FOR FOUNTA	9.77

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	BRUFFEY TRUCKING INC	700-343-00	MAT&SUPP-PARKS	STONE FOR CITY PARK BB CO	6,696.45
		700-226-00	INSURANCE & BONDS	CONS 2ND QTR 2024 UNEMPLOY	94.94
	WV MUNICIPAL LEAGUE	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	54.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	223.09
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	60.92
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	218.47
	BENNY'S BOOT HILL	700-464-00	HOTEL-MOTEL (FLOWERS	BOOTS FOR DIXIE GREEN	134.91
		700-464-00	HOTEL-MOTEL (FLOWERS	BOOTS FOR RON SWINDLER	179.91
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	287.10
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	374.27
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	67.14
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	MEDICARE WITHHELD & MATCHE	87.54
		700-343-00	MAT&SUPP-PARKS	PCRD-TOWELS FOR CLEANING P	292.44
		700-343-00	MAT&SUPP-PARKS	PCRD-TOILET PAPER DISPENSE	59.88
		700-343-00	MAT&SUPP-PARKS	PCRD-10 CASES TOILET PAPER	711.90
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	4 MOWINGS FOR MAY	9,880.00
		700-465-00	CONTRACT MOWING CEME	4 MOWINGS FOR JUNE	9,880.00
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-MAY CELL PHN & GEOTAB	45.67
		700-342-00	MAT & SUPP - PARKING	PCRD-JUN CELL PHN & GEOTAB	45.67
	CARL WEAVER	700-343-00	MAT&SUPP-PARKS	REIMB 1 CASE OF CORELESS T	110.24
	FREDOM AG & ENGERY COOPERAT	700-464-00	HOTEL-MOTEL (FLOWERS	MULCH	24.99
	MEGA SLAM HOOPS LLC	700-343-00	MAT&SUPP-PARKS	PCRD-BASKET BALL HOOPS CIT	5,298.00
RUSTLER SALES & SERVICE LLC	700-343-00	MAT&SUPP-PARKS	PCRD-FENCING FOR CITY PARK	1,000.00	
	700-343-00	MAT&SUPP-PARKS	FENCING FOR CITY PARK	11,900.00	
**PAYROLL EXPENSES			6/01/2024 - 6/30/2024	10,667.38	
			TOTAL:	61,532.92	

Without objection, **G.6 Approval Resolution 2024-09 CPWB WV Board of Treasury Investments** was moved to the table for action. Mrs. Jenkins provided an overview.

Consolidated Public Works Board Resolution #2024 - 09

**RESOLUTION AUTHORIZING INVESTMENT IN CONSOLIDATED FUND**

WHEREAS, *W. Va. Code §12-6C-6* authorizes spending units and political subdivisions of the State of West Virginia to participate and invest in the Consolidated Fund, which is administered and managed by the Board of Treasury Investments and used to purchase securities and other investments authorized by law; and

WHEREAS, the Consolidated Public Works Board- City of Buckhannon  
 the Governing Body of Consolidated Public Works Board-City of Buckhannon  
Name of Spending Unit/Political Subdivision

a spending unit or political subdivision of the State of West Virginia, has reviewed the *Investment Policy* of the West Virginia Board of Treasury Investments and the provisions of all applicable agreements, applications, state and local laws, policies, rules or ordinances; and

WHEREAS, the undersigned Governing Body has made an independent determination that investment in the Consolidated Fund in accordance with the provisions of the aforesaid statute is in the best interests of the spending unit or political subdivision and is within the scope of activities and investments for which it is authorized by law; **NOW THEREFORE BE IT:**

**RESOLVED:** That Consolidated Public Works Board - City of Buckhannon  
Name of Spending Unit/Political Subdivision

Is hereby authorized to participate in the Consolidated Fund for the purpose of investment, and its treasurer or designated financial officer is further authorized to do all things necessary in order to participate in the investment pools in the Consolidated Fund as selected below:

- WV Money Market  Yes  No
- WV Government Money Market  Yes  No
- WV Short Term Bond Pool  Yes  No

ADOPTED on the 25 day of July, 2024 by the  
 Consolidated Public Works Board-City of Buckhannon

SIGNED: [Signature] Mayor and Chair of Consolidated Public Works Board  
 ATTEST: [Signature] Assistant Recorder

Please return to: West Virginia State Treasurer's Office, Attn: Participant Accounting, 322 70<sup>th</sup> Street, S.E., Charleston WV 25304 Telephone (304) 340-1573 or (304) 340-1577

**Waldo/Shobe motioned to approve the Resolution 2024-09 CPWB WV Board of Treasury Investments as presented. The motion carried.**

**Shobe/Waldo motioned to accept the financial report for June 2024. The motion carried.**

**E. Correspondence and Information** - Mayor Skinner reviewed the following with the Board:

**E.1 FOIA Request-Andrew Phipps-Recording of the CPWB meeting June 27, 2024**

On Mon, Jul 1, 2024 at 10:05 AM Andrew Phipps <aphipps13@gmail.com> wrote:

Dear Recorder Sanders,

My name is Andrew Phipps. I attended the last CPWB meeting on June 27, 2024.

Will you please send me the recording of the meeting or provide it on a flash drive to be picked up? I appreciate it.

Thank you,  
Andrew

---

Andrew Phipps <aphipps13@gmail.com>

Tue, Jul 9, 2024 at 11:38 AM

o: Randy Sanders <randy.sanders@buckhannonwv.org>

c: Amberle Jenkins <amby.jenkins@buckhannonwv.org>, Teresa Summers <teresa.summers@buckhannonwv.org>

Hello,

Thank you for preparing the drive for me.

**F. Consent Agenda**

**F.1 Approval of Minutes: Regular 06/27/24** - Mayor Skinner asked if there were any additions or corrections to these minutes or for a motion to approve them as presented.

**Waldo/Shobe motioned to approve the Minutes as presented for the regular meeting 06/27/24. The motion carried.**

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

**G.1 Public Event Request on City Properties Certificate of Insurance Requirement** – Mayor Skinner provided an overview of this item, noting the recent discussion centered on the requirement of the “Public Event Request on City Properties Certificate of Insurance”.

Mayor Skinner asked if there was a motion to change or eliminate the “Public Event Request on City Properties Certificate of Insurance” requirement. No motion was offered, so that question was proclaimed dead.

Mayor Skinner then asked if there was a motion to keep the “Public Event Request on City Properties Certificate of Insurance” requirement in place.

**Zuliani/Waldo motioned to keep the “Public Event Request on City Properties Certificate of Insurance” requirement in place. The motion carried unanimously.**

**G.2 Event Request Suicide Prevention Walk-WVWC Center for Community Engagement 09/07/24 at Walk Trail**—Mayor Skinner provided an overview of this item, noting that all paperwork and the certificate of insurance had been correctly submitted.

**Shobe/Waldo motioned to approve the Event Request for the Suicide Prevention Walk-WVWC Center for Community Engagement 09/07/24 at Walk Trail. The motion carried unanimously.**

**G.3 Event Request & Street Closure Block of Hart Ave-Chapel Hill Annual Community Block Party on 08/24/24**—Mayor Skinner provided an overview of this item, noting that all paperwork and the certificate of insurance had been correctly submitted.

**Waldo/Zuliani motioned to approve the Event Request & street closure of the block of Hart Avenue for the Chapel Hill Annual Community Block Party on 08/24/24. The motion carried unanimously.**

**G.4 Event Request BU Cheerleaders 08/24/24 Insurance Submitted: (CPWB approval on 09/28/23; Blanket Permission Car Wash Fundraiser Event-Jawbone Parking Lot in front of Pop’s Furniture)** —Mayor Skinner provided an overview of this item, noting that all paperwork and the certificate of insurance had been correctly submitted.

Shobe/Waldo motioned to approve the Event Request from the BU Cheerleaders for the 08/24/24 Car Wash with Insurance submitted (CPWB approval on 09/28/23; Blanket Permission Car Wash Fundraiser Event-Jawbone Parking Lot in front of Pop's Furniture). The motion carried unanimously.

**G.5 Event Request Power Alley CrossFit Gym Workout Stations at Jawbone Park**—Recorder Sanders reported that no Event Request packet or paperwork had been submitted for this item.

**Zuliani/Waldo motion to deny the Event Request from the Power Alley CrossFit for Gym Workout Stations at Jawbone Park due to the lack of an Event Request packet. The motion carried unanimously.**

**G.6 Approval Resolution 2024-09 CPWB WV Board of Treasury Investments** – Action taken earlier in the meeting.

**G.7 Old Baptist Church Cemetery on Hall Road- Maintenance Responsibilities** – Discussed earlier in the meeting. No formal action was taken.

**G.8 Grave Call Request Form Revised-Funeral Home or Responsible Party Notification to COB of Time of Closing of Grave** – Jerry Arnold provided an overview of the requested revisions to the Grave Call Request Form - Funeral Home or Responsible Party Notification to COB of Time of Closing of Grave and asked of approval of the changes.

CITY OF BUCKHANNON 70 EAST MAIN STREET BUCKHANNON WV 26201  
PHONE 304-472-1651 FAX 304-472-0934

GRAVE OPENING REQUEST FORM/ GRAVE CALL PROCEDURES  
HEAVNER CEMETERY 505 HALL ROAD BUCKHANNON WV 26201

Full Name of Decedent: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Interment: \_\_\_\_\_ Time: \_\_\_\_\_

Vault or Grave Liner? (select one) \_\_\_\_\_ No vault is required in any City of Buckhannon owned cemetery

Type of Interment (select one): Standard Burial    Cremains    Infant    Limb    Other \_\_\_\_\_

Will there be a funeral home service/graveside rites? \_\_\_\_\_

If coming from out of town what will be the arrival time at the cemetery? \_\_\_\_\_

Time Services will conclude at the cemetery? \_\_\_\_\_ Street Department personnel will arrive at the time indicated that services would conclude. If service extends longer than ½ hour over the indicated time a fee of \$100.00 per hour will be charged.

Applicant and responsible party (print and sign name): \_\_\_\_\_

*By signing above, applicant declares that they are the responsible party, and accepts and agrees to pay for all fees associated with the opening and closing of this grave whether or not there is an interment. Requests must be made 48 hours in advance of interment.*

Applicant information: Telephone #: \_\_\_\_\_ Relationship to decedent: \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_

Cemetery (circle appropriate Addition): Second Addition    BMP    Old Heavner    Veterans

Lot# \_\_\_\_\_ Section \_\_\_\_\_ Space# \_\_\_\_\_ Block \_\_\_\_\_ (Beside previously interred) \_\_\_\_\_

*Note: Acquire as much information as possible, such as if there is a spouse already buried there, or if a family member may be contacted if there are any problems locating the lot. If the last name of the person to be interred is different from that of the owner of the lot, then be sure to inquire as to what relationship they are to the owner. A signed permission letter may be required from the owner of the lot or the heir(s).*

Funeral home address, phone number and contact person at funeral home: \_\_\_\_\_

*Because the City's cemeteries were developed at different times, they are all laid out differently, but they also have similar named sections and numbers. It is very important to verify which cemetery the lot is in before relaying the information to the Street Department. If there are any questions call Andrew Loudin (Outside of City Hall Hours at 304-940-2024) or Brad Hawkins and have them go to the cemetery to verify the information before opening a grave site.*

*Also, it is important that out of town funeral homes are aware of City fees and that they are required to bring their check for those fees to be delivered to a cemetery worker. ALL CHECKS SHALL BE MADE PAYABLE TO: CITY OF BUCKHANNON- 70 EAST MAIN STREET BUCKHANNON WV 26201*

Clerk's Initials \_\_\_\_\_

Interment of Cremated Remains: \$200 Weekday \$350 Weekend/Holiday  
Grave Open/Close: \$800 Weekday \$1,000 Weekend/Holiday  
Purchase of Space \$800  
Placement of Marker \$100



**Waldo/Shobe motioned to approve the requested revisions to the Grave Call Request Form - Funeral Home or Responsible Party Notification to COB of Time of Closing of Grave as presented. The motion carried unanimously.**

**G.9 Placement of Directional/Wayfinding Display Board**—Jerry Arnold provided an overview of this item, noting that the CVB has requested that it be placed at Jawbone Park. Mr. Arnold feels the Jawbone Park area has no room left. Potential locations on Main Street were discussed, and it was determined that we should explore the options and discuss them again at a future meeting. No action was taken.

**H. Board Members Comments and Announcements**

**Mark Waldo:** Mr. Waldo asked if a water fountain/sprayer with the capability to fill water bottles and a dog bowl unit could be installed in the City Park area. Mayor Skinner and Andrew Loudin will discuss this at the next week's Parks and Recreation Board meeting.

**Jack Reger:** Mr. Reger was absent.

**Nancy Shobe:** Mrs. Shobe thanked Andrew and Caleb for building the new Blessing Boxes and confirmed that she had received \$500 in donations for them and had turned it all over to the City of Buckhannon. Jerry Arnold noted that materials were left over, so additional Blessing Boxes will be built for future use. Mrs. Shobe also asked about some overgrown grass where the old garment factory was on the old Clarksburg Road near the BP Station. She was also concerned about where the mural is (across from the courthouse), noting that some weeds are growing there. With these locations being private property, the City will contact the property owners to request that they clear the areas.

**Robert Zuliani:** Mr. Zuliani asked if the new basketball and pickleball courts at the City Park would be used for the summer leagues. His concern is parking. Mayor Skinner noted that it is possible. Mr. Zuliani also asked for additional information concerning the paver the City recently purchased. Mr. Arnold explained the reasoning for the purchase and noted that Ethan Crosten would be requesting new bids on paving very soon.

**Randy Sanders:** Recorder Sanders had nothing further.

**Mayor Robbie Skinner:** Mayor Skinner had nothing further.

**I. Adjournment:**

**At 8:37 AM, Shobe motioned to adjourn the meeting.**

**Mayor Robert N. Skinner III**

\_\_\_\_\_

**City Recorder Randall H. Sanders**

\_\_\_\_\_