

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

A regular meeting of the Stockert Youth & Community Center Board was held on Thursday, October 17, 2024, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Absent
Board Member	Tammy Samples	Absent
Board Member	Don Nestor	Present
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
Board Member	Jessica Vincent	Absent
SYCC Executive Director	Debora Brockleman	Present
MyBuckhannon	Monica Zalaznik	Present
Record Delta	Noah Jeffries	Absent

Guests: None

*City of Buckhannon Stockert Youth & Community Center  
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers  
Meeting Agenda for Thursday, October 17, 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 Guests**
  - B.1
- C. Financial Report**
- D. Department Report- Debora Brockleman**
  - D.1 Staff Report: Upcoming Events and Current Programs
- E. Correspondence & Information**
  - E.1 Advertisement for Bids COB SYCC Installation of Indoor Resilient Athletic Surfacing on Existing Gym Floor
  - E.2 Quarterly Meeting Schedule 2025
- F. Consent Agenda**
  - F.1 Approval of Minutes: Special Joint Session with City Council 07/11/24, Regular 07/11/24
- G. Strategic Issues for discussion and vote**
  - G.1 Room Rental Requests
  - G.2 Hope Scholarship Education Service Provider
  - G.3 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
    - Updates USDA Financing Process
- H. Board Members' Comments and Announcements**
- I. Executive Session –Property & Personnel Matters Per WV Code § 6-9A-4**
- J. Adjournment**

Posted 10/11/2024

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

Mayor Skinner called the meeting to order, followed by a moment of silence, and led the attendees in the pledge to the Flag of the United States of America. He then announced that there was not a quorum present.

- B. Recognized Guests:**
  - B.1 None**

## **D. Department Report:**

**D.1 Staff Report-Upcoming Events and Current Programs** – Mayor Skinner recognized SYCC Director Deborah Brockleman, who presented and explained the following report (We and Our refers to SYCC):

October 17, 2024

Stockert Youth & Community Center

Activity Report

City Council Meeting

- The gym flooring project is out for bid. The bids will be opened on Oct 28. See attached
- We have been getting details worked out for the current gym floor replacement. We are working closely with City Engineer Jay Holland to ensure the project will go smoothly and on time. We will be removing the existing flooring, which is a snap-together sports floor. The flooring is past its prime, which is the reason for the replacement. The original floor still in place will be encapsulated with an approved product recommendation from the flooring company. The timeline for this project is to begin over the Thanksgiving break and finish before Christmas. The current gym has also been painted in recent weeks. The crew has been working during the daytime and is cleaned up before evening Karate, Kick Boxing, and Kangoo Classes begin. During this time, the after-school program has enjoyed the playground and other areas of SYCC.
- We need a clean air test before and after the gym floor installation. The invoice for the work to be done is attached.
- We have had the Fire Alarm inspection and one detector replaced.
- Per the fire marshal, we had to have a detector wired into the Ansell system in the kitchen. JT Martin did the “dump” test with the fire marshal, and the system was approved.
- Children’s Festival was last Saturday 9/14, and was very well attend
- I have submitted the gym request for our youth basketball program. This season, we will be charged to use the elementary schools for practice and the BUHS gym for games on Saturdays. This is the first year we have had to pay to use the elementary schools for practice, and the gym use fees this year are very expensive. Attached\* is the anticipated invoice from the high school athletic Department.

### **Upcoming events**

- Basketball Sign-up will be on October 7 and 14<sup>th</sup>
- 9/28 - Craft Show- Organizer was approved and provided Liability Event Insurance
- 10/19 - Buccan-O-ween Has been approved and has Liability Insurance
- 10/26 - SYCC will have a Halloween Bash with trick or treat inside SYCC and activities in the gym with games, a costume contest, and a Dance Party.  
The cost is \$3 for Kids up to age 12
- 11/2 - We will have a BINGO fundraiser at the Event Center. Doors open at 12:00 p.m., and BINGO starts at 2:00 p.m. We have obtained a Bingo and Raffle license for this event.
- 11/12 -We have a Basketball Skills Day planned. The following week, we will have a coaches' meeting and Referee training.

Respectfully Submitted

Debora Brockleman



Nestor/Shobe made a motion to approve the Consent Agenda as presented. Motion carried.

**G. Strategic Issues for Discussion and Vote:**

**G.1 Room Rental Requests**—A discussion took place led by Amby Jenkins. Mayor Skinner reminded the Board and SYCC Director Brockleman that all persons and/or groups securing room rentals at SYCC must pay a fee and provide proof of insurance. Any request otherwise must be reviewed by the Board or, if time does not allow this, by Mayor Skinner and Amby Jenkins, who will then render a decision. No action was necessary.

**G.2 Hope Scholarship Education Service Provider** - Mrs. Brockleman reported that the instructors have not contacted her again. A discussion took place regarding the requirements for the SYCC to become a vendor, and it was determined that City Attorney Tom O'Neill must review all arrangements and agreements regarding this issue. No action was required.

**C. Financial Report** – Mayor Skinner recognized Amby Jenkins, who presented the following report:

1/29/2024	McCauley, David	1005925	\$	100.00		
2/16/2024	McCauley, David	1010072	\$	100.00	\$	200.00 put in SYCC savomgs 4-17-24
	Interest Savings 3/31/24				\$	544.41
	Interest savings 1388 6-30-24				\$	546.36
	interest mm2279 apr,may,june				\$	332.01
	int 7451 June2024				\$	55.94
	int july 2024				\$	130.77
	\$	448,161.46				
						D Thomas Pledge not received yet
					\$12,000.00	
<b>Total receive</b>	\$	<b>448,161.46</b>				
<b>with pledges</b>	\$	<b>460,161.46</b>			\$12,000.00	

10-16-2024 06:45 PM

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

PAGE: 23

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>STOCKERT YOUTH CENTER</b>						
<b>SALARIES &amp; BENEFITS</b>						
001-907-101-00 STOCKERT YOUTH CENTER SAL	169,000	16,348.29	71,297.55	0.00	97,702.45	42.19
001-907-103-00 CAMP BUCANNEER SALARIES	87,200	787.58	1,692.58	0.00	85,507.42	1.94
001-907-103-01 SYC BUS DRIVERS	0	0.00	0.00	0.00	0.00	0.00
001-907-104-00 FICA TAX	19,600	1,310.93	5,583.79	0.00	14,016.21	28.49
001-907-105-00 GROUP INSURANCE	51,000	3,531.39	17,727.93	0.00	33,272.07	34.76
001-907-106-00 GROUP RETIREMENT	15,210	1,087.11	4,092.98	0.00	11,117.02	26.91
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>342,010</b>	<b>23,065.30</b>	<b>100,394.83</b>	<b>0.00</b>	<b>241,615.17</b>	<b>29.35</b>
<b>CONTRACTUAL SERVICES</b>						
001-907-211-00 TELEPHONES	3,400	369.83	1,069.47	0.00	2,330.53	31.46
001-907-213-00 UTILITIES	17,000	1,137.94	4,380.10	0.00	12,619.90	25.77
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	1,097.52	1,661.08	0.00	5,338.92	23.73
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	200.00	0.00	75.00	72.73
001-907-223-00 PROFESSIONAL SERVICES ENG	47,500	0.00	0.00	0.00	47,500.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	543.26	2,913.09	0.00	10,086.91	22.41
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>88,925</b>	<b>3,148.55</b>	<b>10,223.74</b>	<b>0.00</b>	<b>78,701.26</b>	<b>11.50</b>
<b>COMMODITIES</b>						
001-907-341-00 MATERIALS & SUPPLIES EXPE	7,200	1,065.43	2,257.24	117.00	4,825.76	32.98
001-907-341-01 OPERATING EXPENSES	3,000	176.06	346.80	0.00	2,653.20	11.56
001-907-343-00 SYC AUTO SUPPLIES	5,900	1,454.25	3,064.83	0.00	2,835.17	51.95
001-907-354-00 DRILL TEAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	0.00	0.00	0.00	18,000.00	0.00
001-907-357-00 TUTORING	0	0.00	0.00	0.00	0.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	0	0.00	0.00	0.00	0.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	0	0.00	0.00	0.00	0.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	13,000	28.99	1,291.13	0.00	11,708.87	9.93
001-907-361-00 AFTER SCHOOL SUPPLIES	6,000	1,041.50	1,110.41	0.00	4,889.59	18.51
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	2,600	240.00	880.00	0.00	1,720.00	33.85



REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2024

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,000	89.00	296.00	0.00	704.00	29.60
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	58,700	4,094.23	9,246.41	117.00	49,336.59	15.95
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	2,000	272.55	272.55	0.00	1,727.45	13.63
001-907-458-02 SYCC BUILDING	225,600	0.00	0.00	0.00	225,600.00	0.00
001-907-459-00 CAPITAL OUTLAY	39,900	0.00	0.00	0.00	39,900.00	0.00
001-907-459-01 SYCC CAPITOL PROPERTY PUR	0	0.00	0.00	0.00	0.00	0.00
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	267,500	272.55	272.55	0.00	267,227.45	0.10
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	757,135	30,580.63	120,137.53	117.00	636,880.47	15.88

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

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	0.00	0.00	45,000.00	0.00
001-362-000-01 SYC UTILITY REVENUE	2,000	153.00	463.00	0.00	1,537.00	23.15
001-362-000-02 SYC CAMP BUCANNEER FEES	30,000	580.00	37,774.75	0.00	7,774.75	125.92
001-362-000-03 SYC DRILL TEAM FEES	1,000	530.00	600.00	0.00	400.00	60.00
001-362-000-04 SYC BASKETBALL FEES	18,000	0.00	0.00	0.00	18,000.00	0.00
001-362-000-05 SYC ROOM RENTAL FEES	6,000	225.00	1,505.00	0.00	4,495.00	25.08
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	40,000	11,206.07	12,620.82	0.00	27,379.18	31.55
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	0.00	0.00	0.00	2,000.00	0.00
001-362-000-10 SYC KARATE FEES	2,000	365.00	1,175.00	0.00	825.00	58.75
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	150.00	250.00	0.00	250.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	500	135.00	410.00	0.00	90.00	82.00
001-362-000-18 YOGA FITNESS CLASS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	500	0.00	0.00	0.00	500.00	0.00
001-362-000-21 DONATIONS-SYCC CAPITAL/EQ	30,000	0.00	1,227.00	0.00	28,773.00	4.09
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	177,000	13,342.07	56,025.57	0.00	120,974.43	31.65

DISBURSEMENTS 07-01-24 TO 09-30-24

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	39.43
		907-213-00	UTILITIES	110 084 592 119 SYC	1,119.29
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	10.09
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	43.12
		907-213-00	UTILITIES	110 084 592 119 SYC	1,178.28
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	12.76
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	50.97
		907-213-00	UTILITIES	110 084 592 119 SYC	866.29
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	12.90
	RALSTON PRESS INC	907-341-00	MATERIALS & SUPPLIES	SYCC NEWSLETTER & FLYER	1,029.55
	A F WENDLING INC	907-458-01	SYC CHILDRENS FESTIV	CHILDRENS FESTIVAL SUPPLI	37.99
	CASO AND HARRIS	907-341-00	MATERIALS & SUPPLIES	SYCC 2024 MINUTE BOOK	224.32
	LEAF	907-341-00	MATERIALS & SUPPLIES	COPIER LEASE SYCC 4518A	170.74
		907-341-01	OPERATING EXPENSES	COPIER LEASE	170.74
		907-341-01	OPERATING EXPENSES	SYCC AUG COPIER LEASE	176.06
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 7-2 TO 8-1-24	140.10
		907-226-00	INSURANCE & BONDS	WCN6007140 8-2 TO 9-1-24	140.10
		907-226-00	INSURANCE & BONDS	WCN6007140 7-1-24 TO 7-1-2	342.54
	STATE TAX DEPARTMENT	907-341-00	MATERIALS & SUPPLIES	SYCC BINGO LICENSE	100.00

DISBURSEMENTS 07-01-24 TO 09-30-24

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-341-00	MATERIALS & SUPPLIES	SYCC RAFFLE LICENSE	50.00
	J T MARTIN COMPANY INC	907-341-00	MATERIALS & SUPPLIES	INSPECTION OF FIRE EXTING	123.00
		907-341-00	MATERIALS & SUPPLIES	RECHARGE EXTINGUISHERS	324.80
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF JULY 2024 HEALTH INS	3,014.92
		907-105-00	GROUP INSURANCE	GF JULY 2024 BENEFIT TRUST	136.00
		907-105-00	GROUP INSURANCE	GF AUG 2024 HEALTH INS	3,692.88
		907-105-00	GROUP INSURANCE	GF AUG 2024 RETIREE HEALTH	204.00
		907-105-00	GROUP INSURANCE	GF SEPT 2024 HEALTH INS	3,228.90
		907-105-00	GROUP INSURANCE	GF SEPT 2024 RETIREE'S INS	170.00
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	62.78
		907-213-00	UTILITIES	383925-483167 70 E MAIN ST	51.41
		907-213-00	UTILITIES	383925-483167 70 E MAIN ST	62.78
	SCOTT ELECTRIC CORP	907-343-00	SYC AUTO SUPPLIES	PARTS FOR BUS REPAIRS	290.51
		907-343-00	SYC AUTO SUPPLIES	PARTS FOR BUS REPAIRS	246.56
	NAPA-AMTOWER AUTO SUPPLY	907-343-00	SYC AUTO SUPPLIES	PARTS FOR REPAIRS ON RED	89.95
	WESTFIELD INSURANCE	907-226-00	INSURANCE & BONDS	10-01-23 TO 10-01-24 QTRLY	677.71
	LOWES BUSINESS ACCOUNTS/SYCC	907-343-00	SYC AUTO SUPPLIES	LOCK FOR BACK DOOR	9.48
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	218.43
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	230.99
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	225.05
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	226.94
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	210.87
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	226.94
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	225.05
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	323.39
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	323.59
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.84
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	334.50
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	389.98
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	379.05
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	305.59
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	364.65
	DISBURSEMENTS ACCOUNT-ALL DE	907-105-00	GROUP INSURANCE	GF HSA FEE FOR INSPIRA JUL	7,000.00
	DHHR	907-360-00	GROUP RETIREMENT	RETIREMENT NOT HELD LORI H	83.12
	RELIABLE TIRE COMPANY	907-343-00	SYC AUTO SUPPLIES	TIRES FOR SYCC RED BUS	880.00
	BUCKHANNON VOLUNTEER FIRE DE	907-221-00	TRAINING	CPR FIRST AID COURSE	200.00
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	LAB TEST RAJE RILEY	67.00
	WALMART STORES INC -BUCKHANN	907-341-00	MATERIALS & SUPPLIES	PRE ENPL TEST LOGAN MURPHY	67.00
		907-341-00	MATERIALS & SUPPLIES	OFFICE SUPPLIES	23.78
		907-341-00	MATERIALS & SUPPLIES	PCRD-PAINT FOR SWING ON PA	11.96
		907-341-00	MATERIALS & SUPPLIES	PCRD-INK CARTRIDGE	23.92
		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPL	32.85
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	15.56
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	18.58
		907-361-00	AFTER SCHOOL SUPPLIE	MILK AFTER SCHOOL SNACKS	3.44
		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPL	39.34
		907-361-00	AFTER SCHOOL SUPPLIE	GRAPE & APPLE AFTR SCHL	42.22
		907-341-00	MATERIALS & SUPPLIES	PCRD-INK CARTRIDGES	23.92
		907-361-00	AFTER SCHOOL SUPPLIE	APPLES FLOUR TORTILL	45.47
		907-361-00	AFTER SCHOOL SUPPLIE	TRASH BAGS	4.86
		907-360-00	CAMP BUCANNEER SUPPL	CAMP SUPPLIES	20.03
		907-361-00	AFTER SCHOOL SUPPLIE	AFTERSCHOOL SNACK	24.18
		907-361-00	AFTER SCHOOL SUPPLIE	AFTERSCHOOL SNACK	16.46

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-361-00	AFTER SCHOOL SUPPLIE	NETS FOR OUTDOOR COURT	4.97
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	56.58
		907-361-00	AFTER SCHOOL SUPPLIE	INK CARTRIDGES	43.00
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACK, SUPP	18.91
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACK, SUPP	106.04
		907-458-01	SYC CHILDRENS FESTIV	FACE PAINT CHILDRENS FEST	34.56
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYCC JULY 2024 PEST INSPEC	38.50
		907-216-00	MAINTENANCE	SYCC AUG 2024 PEST INSPECT	38.50
		907-216-00	MAINTENANCE	SYCC SEPT 2024 PEST INSPEC	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	761.05
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	555.53
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	48.27
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	605.78
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	768.45
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	538.69
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	506.91
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	740.73
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	177.98
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	129.93
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	11.29
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	141.68
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	179.69
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	126.01
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	118.56
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	173.24
	APRIL E SMALL	907-368-01	ZUMBA	KICK BOXING INSTRUCTOR	76.00
		907-368-01	ZUMBA	KICK BOXING	132.00
		907-368-01	ZUMBA	KICKBOXING INSTRUCTOR FEE	88.00
	PEOPLES NATURAL GAS	907-213-00	UTILITIES	SYCC JULY 2024 CONTRACT SE	145.00
	AMAZON.COM	907-360-00	CAMP BUCANNEER SUPPL	PCRD-REPLACEMENT POOL TABL	28.99
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CUPS	22.88
	USI INSURANCE SERVICES LLC	907-105-00	GROUP INSURANCE	GROUP BENEFIT 1ST INSTALL	116.24
		907-105-00	GROUP INSURANCE	GRP BENEFIT 2ND INSTALLMEN	116.24
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF JULY 2024 HSA FEES	16.25
		907-105-00	GROUP INSURANCE	GF AUG 2024 HSA FEES	16.25
		907-105-00	GROUP INSURANCE	GF SEPT 2024 HSA FEES	16.25
	LYNX WV INC	907-213-00	UTILITIES	SYCC MAY 2024 INTERNET SER	145.00
		907-213-00	UTILITIES	SYCC JUN 2024 INTERNET SER	145.00
		907-213-00	UTILITIES	SYCC JULY 2024 INTERNET SE	145.00
		907-213-00	UTILITIES	SYCC SEPT 2024 INTERNET	145.00
		907-213-00	UTILITIES	SYCC AUG 2024 INTERNET SER	145.00
	NEWLONS INTERNATIONAL SALES	907-343-00	SYC AUTO SUPPLIES	REPAIRS ON RED BUS	82.26
		907-343-00	SYC AUTO SUPPLIES	RPR RED BUS CAMERA SENSOR	277.13
		907-343-00	SYC AUTO SUPPLIES	CLOCK SPRING FOR RED BUS	215.37
		907-343-00	SYC AUTO SUPPLIES	WHITE BUS #2 REPAIRS	424.68
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-AUG 2024 CELL PHN & G	38.85
		907-211-00	TELEPHONES	PCRD-JUL 2024 GEOTAB BILL	39.91
	DAWN WEBB	907-363-00	KARATE CLASS INSTRU	KARATE INSTRUCTOR	316.00
		907-363-00	KARATE CLASS INSTRU	KARATE INSTRUCTOR	324.00
		907-363-00	KARATE CLASS INSTRU	KARATE INSTRUCTOR	240.00
	SAMS CLUB	907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER SUPPLI	564.04
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	504.52
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-CLEANING SUPPLIES	205.62
	APPALACHIAN SIGNALS & PRODUC	907-216-00	MAINTENANCE	ANNUAL INSPECTION	450.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-216-00	MAINTENANCE	ANNUAL INSPECTION	130.58
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	330.98
		907-211-00	TELEPHONES	473-0145-042701-4 SYC	328.75
		907-211-00	TELEPHONES	473-0145-042701-4 SYC	330.98
	MICHAEL JONES MUSIC	907-458-01	SYC CHILDRENS FESTIV	DJ FOR CHILDREN'S FESTIVAL	200.00
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYCC JUNE FUEL BILL	306.09
		907-343-00	SYC AUTO SUPPLIES	SYCC JULY 2024 FUEL BILL	242.80
		907-216-00	MAINTENANCE	SYCC AUG 2024 FUEL BILL	259.78
	CINTAS	907-216-00	MAINTENANCE	JULY 2024 SYCC RUGS & SUPP	52.94
		907-216-00	MAINTENANCE	JULY 2024 SYCC RUGS & SUPP	52.94
		907-216-00	MAINTENANCE	SYCC RUGS	43.84
		907-216-00	MAINTENANCE	SYCC JULY 2024	58.20
		907-216-00	MAINTENANCE	SYCC JULY 2024	58.20
		907-216-00	MAINTENANCE	SYCC AUG 2024	58.20
		907-216-00	MAINTENANCE	SYCC RUGS TOWELLS MOP8-12-	58.20
		907-216-00	MAINTENANCE	SYCC RUGS MOPS SOAP 8-19-2	58.20
		907-216-00	MAINTENANCE	SYCC RUGS MOPS SOAP 8-26-2	45.84
		907-216-00	MAINTENANCE	SYCC RUGS MOPS TOWELS 9-3-	53.14
		907-216-00	MAINTENANCE	SYCC RUGS MOPS TOWEL 9-9-2	45.84
		907-216-00	MAINTENANCE	SYCC RUGS TOWELS 9-16-24	73.84
		907-216-00	MAINTENANCE	SYCC RUGS & MOPS 9-23-24	45.84
	COAL COUNTRY MINIATURE GOLF	907-360-00	CAMP BUCANNEER SUPPL	PCRD-MINI GOLF FIELD TRIP	273.00
	UPSHUR VILLAGE CINEMAS	907-360-00	CAMP BUCANNEER SUPPL	PCRD-FIELD TRIP TO MOVIE T	285.00
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB AUG	403.16
		907-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB JUL	403.16
		907-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB OCT 202	403.16
		907-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB SEPT	403.16
	IDENTOGO	907-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB SEPT	403.16
	**PAYROLL EXPENSES	907-341-00	MATERIALS & SUPPLIES	LISA LAMB BACKGROUND CK	37.25
				7/01/2024 - 9/30/2024	72,990.13
				TOTAL:	120,137.53

**Nestor/Shobe made a motion to accept the financial report as provided. The motion carried.**

**E. Correspondence and Information - Mayor Skinner provided an overview of the following:**

**E.1 Advertisement for Bids COB SYCC Installation of Indoor Resilient Athletic Surfacing on Existing Gym Floor**

**ADVERTISEMENT FOR BIDS  
CITY OF BUCKHANNON  
STOCKERT YOUTH & COMMUNITY CENTER  
INSTALLATION OF INDOOR RESILIENT ATHLETIC SURFACING**

The City of Buckhannon (City), on behalf of the Stockert Youth & Community Center (SYCC), is requesting bids from qualified contractors for the purchase and installation of approximately 2,350 square feet of indoor resilient athletic surfacing on the existing gymnasium floor, hereinafter referred to as the Project, located at 79 East Main Street in Buckhannon, West Virginia.



The successful Bidder must adhere to the following Project requirements:

1. The successful Bidder shall provide all services as described in the Bid Package.
2. The work shall be performed in a professional manner in accordance with industry standard best practices.
3. The SYCC shall remain in service at all times, except the gymnasium, including before, during and after the installation of the indoor resilient athletic surfacing.
4. The successful Bidder shall furnish all labor, materials and equipment necessary to ensure complete encapsulation of the existing asbestos tile flooring.
5. The successful Bidder shall furnish all labor, materials, equipment, insurance and certifications to complete the proposed work of the Project.
6. By submitting a Bid, the Bidder acknowledges that the Bidder has included (in the sealed bid) a sum to cover all costs associated with the Project.
7. The successful Bidder shall list both the City of Buckhannon and the Stockert Youth & Community Center as "Additional Insured" on the Certificate(s) of Insurance requirements listed in Section 5.0 – Insurance Requirements of the Bid Package.

The Bid Package, containing the technical specifications, Project Site Plan, Project Requirements and additional information, is available to all interested parties. All interested parties should contact James S. Hollen, III – PE (City Engineer for the City of Buckhannon) at (304) 472-1651, extension 1006 for delivery options of the bid package. All clarifications, questions or comments regarding the contents of the bid package must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 12:00 PM EST on October 15, 2024. An addendum containing answers to all bidder questions and comments shall be issued no later than October 22, 2024.

Sealed bids should be clearly labeled "SYCC Gymnasium Floor Installation" on the bottom-left corner of the envelope which may be either hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE – City Engineer  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

All sealed bids must be received by 1:30 PM EST on October 28, 2024, at which time the received bids will be opened and publicly read aloud.

The City reserves the right to reject any and all bids, to award the contract to other than the low bidder, and to waive any informality in bidding. The City reserves the right to reject any all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Bid Package.

Honorable Robert N. Skinner, III  
Mayor & Stockert Youth & Community Center Board Chair  
City of Buckhannon

Publish dates 09/27/24, 10/04/24

## **E.2 Quarterly Meeting Schedule 2025**

### **STOCKERT YOUTH & COMMUNITY CENTER BOARD OF DIRECTORS** **2025 MEETING SCHEDULE**

**1<sup>ST</sup> THURSDAY OF EACH QUARTER AT 4:30 P.M. AT CITY HALL COUNCIL CHAMBERS**

- **THURSDAY, JANUARY 2, 2025**
- **THURSDAY, APRIL 3, 2025**
- **TUESDAY, JULY 3, 2025**
- **THURSDAY, OCTOBER 2, 2025**

**G. Strategic Issues for Discussion and Vote Continued:  
G.3 Continued Discussion Multi-Purpose Building/Gym-Building  
Options/Cost/Envision**

• **Updates USDA Financing Process**—Amby Jenkins provided an overview of the USDA's requirements per the Letter of Condition. A USDA-approved appraiser has been located, and a discussion of engagement has taken place. Jay Hollen provided a few additional details regarding the required appraisal.

**I. Executive Session –Property & Personnel Matters per WV Code § 6-9A-4** – Mayor Skinner recommended we move into this Executive Session.

**At 5:29 P.m., Nestor/Sanders motioned to move into an Executive Session –Property & Personnel Matters per WV Code § 6-9A-4. The motion carried.**

**At 6:05 p.m., Nestor/Shobe motioned to leave the Executive Session. The motion carried.**

Mayor Skinner acknowledged that the Board had left the Executive Session, during which property and personnel matters per WV Code § 6-9A-4 were discussed. No decisions were made.

**H. Board Member Comments and Announcements:** There were no Board Member comments.

**J. Adjournment:**

**Nestor made a motion to adjourn at 6:06 PM.**

**Mayor Robert N. Skinner III**

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**Recorder Randall H. Sanders**

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