

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

A regular meeting of the Buckhannon City Council was held on Thursday, January 16, 2025, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present - GTM
Council Member	Jack Reger	Present - GTM
Council Member	Robert Zuliani	Present
Council Member	David Thomas	Present
Council Member	Scott Randall	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present - GTM
Buckhannon Police Department	Chief Matt Gregory	Present - GTM
Director of Public Works	Jerry Arnold	Present
Director of Public Works	Ethan Crosten	Present
Mayor's Office	Barbara Hinkle	Present
Channel 3	Rodney Irvin	Absent
MyBuckhannon.com	Katie Kuba	Present - GTM
Record Delta	Noah Jeffries	Present - GTM

Guests: Shanda, JT, KK, H, all GTM; Dr. Tim Reese, GTM; Jan Crites, GTM, Dave Long, GTM

*Council of the City of Buckhannon Public Meeting Agenda
7:00 PM Thursday, January 16, 2025
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Reciting of the Pledge of Allegiance
4. Mayor's State of City Address
5. Approval of Previous Meeting Minutes: 01/02/2025
6. Report of Events, Correspondence, and Information
 - a. See Full Listing in Council Packet
7. Public Comment – Motion to Open & Close Requested
8. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval of Bill Payments
 - b. Approval Resolution 2025-01 General Fund Budget Revision #3 FY 2024/2025
9. Public Works Report – Directors of Public Works, Jerry Arnold and/or Ethan Crosten
10. City Fire Department Report – Chief Matthew Gregory
11. City Attorney's Report – Thomas J. O'Neill
12. Old Business Discussions:
 - a. Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. Notice Advertisement Information Technology
13. New Business Discussions:
 - a. Approve Building and Wiring Permits
 - b. Social Security Administration Authorization City of Buckhannon Access
 - c. Implementation of Proposed Public Works Employee Classifications
 - d. To Make Formal Offer for the Director of Public Works Director
14. Council Members' Remarks and Announcements
15. Mayor's Remarks and Announcements

- 16. Executive Session -Personnel Matters Per WV Code § 6-9A-4
- 17. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, January 13, 2025. Revised January 14, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/443910693>, or by calling (571) 317-3112, access code: 804-282-709.*

- 1. Call to Order:** At 7:00 p.m., Mayor Robbie Skinner called the January 16, 2025, meeting of the Buckhannon City Council to order.
- 2. Moment of Silent Reflection**—Mayor Skinner invited those in attendance to a moment of silent reflection.
- 3. Reciting the Pledge of Allegiance**—Mayor Skinner invited those in attendance to recite the Pledge of Allegiance.
- 4. Mayor’s State of City Address** – Because of the weather conditions and the desire to have a shorter meeting, Mayor Skinner announced that he would not deliver his State of City Address at this meeting.
- 5. Approval of Previous Meeting Minutes: 01/02/2025** - Mayor Skinner recognized that the meetings of 01/02/2025 were available for consideration and asked for corrections or approval as presented.
- Zuliani/Reger motioned to approve the minutes of the meetings of 01/02/2025 as presented. The motion carried.**

6. Report of Events, Correspondence, and Information

- a. Report of Cat & Dog Activity –Upshur County Commission-December 2024
 - Cats brought in by City Trapper 0
 - Cats brought in by Animal Control Officer 0
 - Cats brought in by County Residents 39
 - Dogs brought by Animal Control Officer 5
 - Dogs brought in by County Residents 9
- b. WV Ethics Newsletter-January 2025: <https://ethics.wv.gov/Pages/default.aspx>
- c. Rescheduled City Council Meeting 03/06/25 to Tuesday, March 4, 2025, due to Chamber of Commerce Annual Dinner
- d. Letter from WV Office of Attorney General re: Opioid Lawsuit Payment

PATRICK MORRISEY
ATTORNEY GENERAL

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STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL

Consumer Protection
and Antitrust Division
(304) 558-8986
Consumer Hotline
1-800-368-8808
Preneed Funeral Services
(304) 558-8986
Senior Protection Hotline
(304) 558-1155
Facsimile (304) 558-0184

January 6, 2025

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Dear Mayor:

Good news! I am pleased to advise you that your city will receive \$15,000.00 in the near future.

This payment is the result of a lawsuit filed by our office against Pfizer and Ranbaxy based on allegations of delay of availability of generic Lipitor (atorvastatin) between March 24, 2010, and November 30, 2011. This payment is to allow partial recovery of excess payments or reimbursements your city paid for Lipitor during that time frame. My office proposed a plan of distribution to cities and counties based on population classification. The Court approved this plan by Order entered December 12, 2024. The designated amount will be sent to you, barring any changes to the Court’s order.

You do not need to take any action to receive this payment. It is anticipated that your subdivision will receive the funds in the first quarter of 2025.

If you have any questions, please contact the Consumer Protection and Antitrust Division of my office at 1-800-368-8808.

Sincerely yours,

Attorney General

Upcoming Events at the Event Center at Brushy Fork

- a. Saturday, January 18, 2025, Country Roads Fire Conference: Saturday, Lecture Day at the Brushy Fork Event Center (with HOT classes at the Mud Lick Training Facility on Sunday, January 19, 2025).
- b. Sunday, January 26, 2025, Buckhannon-Upshur High School Band Bingo Fundraiser.
- c. Saturday, February 8, 2025, Buckhannon Police Department Probationary Police Officer Testing
- d. Saturday, February 15, 2025, Upshur County Livestock Association Elimination Dinner

7. Public Comment—Motion to Open & Close Requested—Mayor Skinner asked if anyone wished to address the City Council with comments. There were none, so Mayor Skinner, as the Chair, announced that Public Comment was to be considered open and closed.

8. Financial Report – Director of Finance Amberle Jenkins – Mrs. Jenkins presented the current financial reports and provided an overview of several topics.

Amby report 1-16-2025

Balances in the Enterprise Funds December 31, 2024

Waste Collection Board	mm/cking	\$1,883,348	cd/sav \$318,996
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,035,325	work/capital & savings -\$912,817
Sanitary Board	mm/cking	\$965,282	work capital/cds \$476,747
Storm water Fund	mm/cking	\$171,671	

We received a letter from the Office of Attorney General about a lawsuit settlement regarding Lipitor to municipalities. The City of Buckhannon will receive \$15,000 in this settlement. There are no restrictions on how the funds can be used.

Advertising for positions of
Waste Superintendent
Water Superintendent
Sanitary Superintendent

a. Approval of Bill Payments – Mrs. Jenkins presented the following bills for payment approval by the City Council.

January 1-15, 2025 GENERAL FUND PAYMENT OF BILLS

- \$30,000.00– UCDA – 2ND HALF FY 2024-25 BUDGET
- \$4,020.00 – ACE MATERIALS – 20 YDS CONCRETE RITCHIE ST PROJECT
- \$7,500.00 – COUNTRY ROADS TRANSIT – 2ND HALF 2024-25 BUDGET
- \$2,500.00- UPSHUR BUCKHANNON HEALTH DEPT – 2ND HALF 2024-25 BUDGET
- \$50,000.00 – SANITARY BOARD STORM WATER – 2ND HALF 2024-25 BUDGET
- \$28,572.00 - B& E CONSTRUCTION – INSTALL SYCC GYM FLOOR

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ECONOMIC DEVELOPMENT	UPSHUR COUNTY DEVELOPMENT	402-567-00	ECONOMIC DEVELOPMENT	2ND HALF FY 2024-25 BUDGET	30,000.00
			TOTAL:		30,000.00
MAYOR'S OFFICE	LEAF	409-341-00	MAYOR'S SUPPLIES & M	JAN 25 COPIER LEASE	162.34
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140-12/2/24-1/1/25	10,298.00
	POTESTA & ASSOCIATES INC	409-223-01	PROFESSIONAL (survey	2 MAN SURVEY CREW	6,750.00
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF JAN 2025 HEALTH INS	1,783.96
		409-105-00	MAYOR'S INSURANCE	GF RETIREE'S JAN 2025 INS	68.00
	HART OFFICE SOLUTIONS INC	409-341-00	MAYOR'S SUPPLIES & M	338264	10.06
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	DEC 24 CREDIT CARD FEES	2,410.63
	JERRY HEARD ASSC.	409-341-00	MAYOR'S SUPPLIES & M	2024 TAX FORMS	187.78
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	61.94
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.48
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF DEC 2024 HSA FEES	6.50
	KOMAX LLC	409-341-00	MAYOR'S SUPPLIES & M	INKJET CARTRIDGE POSTAGE	62.99
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	DEC 2024 RECDESK CC FEES	156.00
	HDL COMPANIES NC	409-341-00	MAYOR'S SUPPLIES & M	DEC 24 BUSINESS LIC FEE	22.50
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	1,010.56
			TOTAL:		23,005.74
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF JAN 2025 HEALTH INS	1.98
		413-105-00	TREASURER'S GROUP IN	GF RETIREE'S JAN 2025 INS	34.00
	DAVID L HOWELL CPA	413-224-00	AUDIT	2024 AUDIT BILL #3	2,097.50
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
	PAYFLEX - INSPIRA	413-105-00	TREASURER'S GROUP IN	GF DEC 2024 HSA FEES	3.25
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	313.18
			TOTAL:		2,473.87
CITY ENGINEER	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	823.30
			TOTAL:		886.86
ZONING	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF JAN 2025 HEALTH INS	413.98
		437-105-00	ZONING HEALTH INS	GF RETIREE'S JAN 2025 INS	34.00
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE	DEC 24 CODE ENF MILEAGE	96.48
		437-214-00	TRAVEL EXPENSE	NOV 2024 CODE ENF. MILEAGE	91.71
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
	PAYFLEX - INSPIRA	437-105-00	ZONING HEALTH INS	GF DEC 2024 HSA FEES	3.25

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	1,500.00
				TOTAL:	2,254.17
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	JAN 25 IT SERVICES	1,800.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	JAN 25 CITY HALL INTERNET	214.63
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	UTILITY BILL NOTIFICATION	97.88
		439-230-00	DATA PROCESSING	UTIL BILL AUTOPAY, IVR, SI	2,235.00
	GARRETT K SUMMERS	439-230-00	DATA PROCESSING	JAN 25 BIT DEF ENDP T SECUR	192.50
	HEWLETT PACKARD FINANCIAL SE	439-230-00	DATA PROCESSING	PLOTTER RENTAL JAN 25	78.91
			TOTAL:		4,618.92
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110 088 782 062 70 E MAIN	0.00
	RALSTON PRESS INC	440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	263.38
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF JAN 2025 HEALTH INS	1.98
		440-105-00	CITY HALL JANITOR IN	GF RETIREE'S JAN 2025 INS	34.00
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CITY HALL PEST CONT DEC 20	33.00
		440-216-00	CITY HALL MAINTENANC	ANNUAL TERMITE RENEW 3-25/	200.00
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	82.46
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.29
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	GF DEC 2024 HSA FEES	3.25
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS 12-30-	41.20
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS & MOPS	45.32
	COMFORTECH LLC	440-216-00	CITY HALL MAINTENANC	ANNUAL MAINT CH 2025	1,200.75
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	1,344.75
			TOTAL:		3,314.70
POLICE	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF JAN 2025 HEALTH INS	7,460.80
		700-105-00	POLICE DEPT. GROUP I	GF RETIREE'S JAN 2025 INS	306.00
	ON POINT ATHLETICS LLC	700-345-00	POLICE DEPT. UNIFORM	PRINT ON T-SHIRTS	105.00
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES	90.25
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	DEC 2024 COURT FEES	134.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 INTERCEPTOR	1,402.71
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 INTERCEPTOR	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 INTERCEPTOR	803.87
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT JAN 25	2,802.39
	STERICYCLE INC	700-341-00	POLICE DEPT. MAT & S	HAZ MAT PICK UP	85.30
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,996.92
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	467.02
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	GF DEC 2024 HSA FEES	26.00
	WILLIAM COURTNEY	700-343-00	POLICE DEPT. AUTO SU	REIMB FOR UNIFORM PANTS/BO	172.50
	TARGET SOLUTIONS LEARNING, L	700-341-00	POLICE DEPT. MAT & S	GUARDIAN TRK-ANNUAL	1,140.02
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	TOILET TISSUE	302.32
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POLICE DEC 24 FUEL BILL	2,144.01

01-15-2025 01:54 PM		DISBURSEMENTS 01-01-25 TO 01-15-25			PAGE: 3
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	31,559.95
				TOTAL:	58,825.05
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	DEC 2024 COURT FEES	120.00
				TOTAL:	120.00
FIRE	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	VFIS 1ST QTR 2025 INSTALLM	7,835.68
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF JAN 2025 HEALTH INS	5,709.82
		706-105-00	FIRE DEPT. GROUP INS	GF RETIREE'S JAN 2025 INS	306.00
	LOWES BUSINESS ACCOUNTS/SYMC	706-341-00	FIRE DEPT. MATERIAL	PADLOCK, DOOR HANDLE	173.83
		706-341-00	FIRE DEPT. MATERIAL	ROCK SALT TARP STRAPS	96.66
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE PEST CONTROL DEC 2024	44.00
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	716.58
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK JAN 25	4,790.11
	HERITAGE FIRE EQUIPMENT LLC	706-343-00	FIRE DEPT. AUTO SUPP	SEAT BELT RETRACTOR	119.21
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,573.80
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	368.06
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF DEC 2024 HSA FEES	29.25
	IN & OUT TIRE	706-343-00	FIRE DEPT. AUTO SUPP	STATE INSPECTION STICKER	19.00
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE DEC 24 FUEL BILL	782.86
	CINTAS	706-216-00	FIRE DEPT. MAINTENAN	HANDSURFACE CLEANING	7.16
	WEST VIRGINIA UNIFORMS LLC	706-345-00	FIRE DEPT. UNIFORMS	COATS, PANTS EMBROIDERY	62.96
		706-345-00	FIRE DEPT. UNIFORMS	COATS, PANTS EMBROIDERY	438.00
		706-345-00	FIRE DEPT. UNIFORMS	COATS, PANTS EMBROIDERY	157.00
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	25,397.43
				TOTAL:	48,627.41
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET WASTE CHGS JAN 25	15.00
	MON POWER	750-213-00	STREET DEPT. UTILITI	110 084 762 464 20 FACTORY	0.00
		750-213-00	STREET DEPT. UTILITI	110 084 762 126 24 FACTORY	0.00
		750-213-00	STREET DEPT. UTILITI	110 084 761 755 17 1/2 FAC	0.00
		750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	18.84
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	0.00
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	0.00
		750-213-00	STREET DEPT. UTILITI	110 148 096 107 15 MADISON	0.00
	LEAF	750-341-00	STREET DEPT. MAT & S	COPIER LEASE	54.89
	AIRGAS USA, LLC	750-341-00	STREET DEPT. MAT & S	ANNU CYLINDER LEASE	208.00
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF JAN 2025 HEALTH INS	6,165.82
		750-105-00	STREET DEPT. GROUP I	GF RETIREE'S JAN 2025 INS	306.00
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	UNITRAC FLUID FOR TRACTOR	133.99
		750-343-00	STREET DEPT. AUTO SU	EXHA ELBOW FOR GRADE	54.43
	HART OFFICE SOLUTIONS INC	750-341-00	STREET DEPT. MAT & S	228 COLORED COPIES	13.57
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500	426.56
		750-459-00	STREET DEPT. CAPITAL	27V9FV 2024 RAM 2500	583.19
		750-459-00	STREET DEPT. CAPITAL	27V9G6 2024 RAM 2500	582.85
		750-459-00	STREET DEPT. CAPITAL	22WGHV 5500 CHASSIS DUMP T	78.11
	BENNYS BOOT HILL	750-345-00	STREET DEPT. UNIFORM	BIBS JACKET AND COAT W/ST	431.89
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,087.19
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	254.27
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I	GF DEC 2024 HSA FEES	29.25
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	JAN 25 PUBLIC WRKS BLDG PY	9,774.80
	FREEDOM AG & ENGERY COOPERAT	750-341-00	STREET DEPT. MAT & S	PROPANE FOR HEATER	31.10
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STREET DEC 24 FUEL BILL	2,625.23
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	229.38
01-15-2025 01:54 PM					
		DISBURSEMENTS 01-01-25 TO 01-15-25			PAGE: 4
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		750-345-00	STREET DEPT. UNIFORM	WAS T/S ST UNIFORMS 1-3-25	80.71
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	240.24
		750-341-00	STREET DEPT. MAT & S	FIRSTAID KIT REFILLS	9.26
	ACE MATERIALS	750-458-05	STREET DEPT PROJECTS	10YDS CONCRETE RITCHIE ST	1,970.00
		750-458-05	STREET DEPT PROJECTS	10YDS CONCRETE RITCHIE ST	2,050.00
	**PAYROLL EXPENSES			1/01/2025 - 1/15/2025	17,521.13
				TOTAL:	44,975.70
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,747.27
		751-213-00	STREET LIGHTS	110 088 782 484 E MAIN ST	0.00
		751-213-00	STREET LIGHTS	110 100 156 733 107 E MAIN	0.00
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	326.83
		751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CA	0.00
		751-213-00	STREET LIGHTS	110 160 309 701 31 S KANAW	0.00
		751-213-00	STREET LIGHTS	110 170 666 488 27 LINCOLN	16.17
				TOTAL:	7,090.27
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	86.74
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	72.01
		752-213-00	TRAFFIC SIGNALS POWE	110 081 718 022 SPRING & M	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110 087 174 485 S KANAWHA	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110 088 235 830 REGER ST	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	61.28
		752-213-00	TRAFFIC SIGNALS POWE	110 088 059 925 E MAIN ST	0.00
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	31.71
				TOTAL:	251.74
SNOW REMOVAL	VALLEY STEEL SERVICE	753-341-00	SNOW REMOVAL	3/4" CR FOR SPREADER BOX	33.31
	NAPA-AMTOWER AUTO SUPPLY	753-341-00	SNOW REMOVAL	WIPPER BLADES FOR S-11	17.62
		753-341-00	SNOW REMOVAL	BATTERIES FOR S-11 PLOW T	268.08
		753-341-00	SNOW REMOVAL	PIL BLK BEARING SPRE	29.10
		753-341-00	SNOW REMOVAL	BATTERIES FOR TRACTO	122.13
	SYLVESTER W. LOWTHER	753-341-00	SNOW REMOVAL	HYD HOSE FOR S-14 PLOW TR	250.54
		753-341-00	SNOW REMOVAL	HYD HOSE FOR SNOW BL	113.08
		753-341-00	SNOW REMOVAL	HYD HOSE FOR SNOW BL	128.38
				TOTAL:	962.24
PUBLIC TRANSIT	COUNTRY ROADS TRANSIT	759-568-00	PUBLIC TRANSIT	2ND HALF FY 2024-25 BUDGET	7,500.00
				TOTAL:	7,500.00
HEALTH DEPT	UPSHUR BUCKHANNON HEALTH DEP	803-568-00	BUCKHANNON-UPSHUR HE	2ND HALF FY 2024-25 BUDGET	2,500.00
				TOTAL:	2,500.00
STORM WATER	SANITARY BOARD STORM WATER	805-348-00	STORM WATER TO SANIT	2ND HALF FY 2024-25 BUDGET	50,000.00
				TOTAL:	50,000.00
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	215.62
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL DEC 2	100.00
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING JAN 25 PYMT	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	3.76
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	0.87
	FRONTIER	906-213-00	CAC UTILITIES	CAC PHONE JAN 25	131.47
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS 12-30-	24.72

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS & MOPS	28.84
				1/01/2025 - 1/15/2025	60.64
				TOTAL:	5,815.41
STOCKERT YOUTH CENTER	BUCKHANNON UTIL BOARDS MON POWER LEAF WV PUBLIC EMPLOYEES INSURANC NAPA-AMTOWER AUTO SUPPLY WALMART STORES INC -BUCKHANN INTERNAL REVENUE SERVICE APRIL E SMALL PAYFLEX - INSPIRA LYNX WV INC DAWN WEBB FLYERS ENERGY LLC KIMBERLY DAWN GIFFORD HELEN ASHLEY WHITE MICHAEL ERIC POULTON **PAYROLL EXPENSES	907-213-00	UTILITIES	SYCC MISC WASTE CHGS JAN 2	150.44
		907-213-00	UTILITIES	110 084 592 119 SYC	0.00
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	74.50
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	0.00
		907-341-00	MATERIALS & SUPPLIES	COPIER LEASE	176.06
		907-105-00	GROUP INSURANCE	GF JAN 2025 HEALTH INS	3,226.92
		907-105-00	GROUP INSURANCE	GF RETIREE'S JAN 2025 INS	170.00
		907-343-00	SYC AUTO SUPPLIES	OIL CHANGE FOR WHITE BUS	21.33
		907-343-00	SYC AUTO SUPPLIES	OIL CHANGE FOR WHITE BUS	62.64
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	49.60
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	391.04
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	91.48
		907-368-01	ZUMBA	KICK BOXING INSTRUCTOR	24.00
		907-105-00	GROUP INSURANCE	GF DEC 2024 HSA FEES	16.25
		907-213-00	UTILITIES	SYCC JAN 25 INTERNET	145.00
		907-363-00	KARATE CLASS INSTRUC	KARAGE INSTRUCTOR	268.00
		907-343-00	SYC AUTO SUPPLIES	SYC DEC 24 FUEL BILL	308.60
		907-368-01	ZUMBA	KANGOO INSTRUCTOR	20.00
		907-368-02	YOGA FITNESS CLASS	YOGA INSTRUCTOR	375.20
		907-459-00	CAPITAL OUTLAY	INSTAL OF GYM FLOORING	28,572.00
				1/01/2025 - 1/15/2025	6,307.15
				TOTAL:	40,450.21
CONVENTION CENTER	INTERNAL REVENUE SERVICE JAROD RAMSEY **PAYROLL EXPENSES	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	75.12
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	17.57
		910-341-00	EVENT CENTER SUPPLIE	REIMB FOR EVENT CENTER EXP	162.59
				1/01/2025 - 1/15/2025	1,211.65
				TOTAL:	1,466.93
PUBLIC SAFETY	MON POWER DODSON BROS EXTERMINATING CO CINTAS	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S FLORI	0.00
		976-216-00	SAFETY COMPLEX MAINT	POLICE PEST CONTROL DEC 20	47.00
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS 12-30-	25.75
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS & MOPS	29.87
				TOTAL:	132.49

Randall/Zuliani motioned to approve the payment of bills. The motion carried unanimously.

b. Approval Resolution 2025-01 General Fund Budget Revision #3 FY 2024/2025 – Amby Jenkins presented this to the City Council.

Reger/Thomas motioned to approve Resolution 2025-01 General Fund Budget Revision #3 FY 2024/2025. The motion carried unanimously. Recorder Sanders conducted a roll call vote on Resolution 2025-01 General Fund Budget Revision #3 FY 2024/2025. Results: Thomas – Yes, Zuliani – Yes, Bucklew – Yes, Randall – Yes, Reger – Yes, Skinner – Yes, Sanders – Yes. The motion carried unanimously.

RESOLUTION 2025-01

At a regular session of the municipal council, held JANUARY 16, 2025 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the CITY OF BUCKHANNON GENERAL FUND. . The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number General Fund #3 , a copy of which is entered as part of this record.

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

J DAVID THOMAS:	-COUNCIL	<div><div></div><div>Yes</div><div>or No</div></div>
ROBERT ZULIANI	-COUNCIL	<div><div></div><div>Yes</div><div>or No</div></div>
PAMELA BUCKLEW	-COUNCIL	<div><div></div><div>Yes</div><div>or No</div></div>
SCOTT RANDALL	-COUNCIL	<div><div></div><div>Yes</div><div>or No</div></div>
JACK REGER	-COUNCIL	<div><div></div><div>Yes</div><div>or No</div></div>
ROBERT N SKINNER	- MAYOR	<div><div></div><div>Yes</div><div>or No</div></div>
RANDALL SANDERS	- RECORDER	<div><div></div><div>Yes</div><div>or No</div></div>

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

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: 6/30/2025
Fund: 1
Revision Number: 3
Pages: 1 of 1

Person To Contact Regarding Request:

Name: Amberle Jenkins
Phone: 304-472-1651
Fax: 304-472-0934
Email:

City of Buckhannon
GOVERNMENT ENTITY
70 E MAIN ST
STREET OR PO BOX
BUCKHANNON 26201
CITY ZIP CODE

Municipality
Government Type

REVENUES: (net each acct)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
303	Gas and Oil Severance Tax		9,000		9,000
305	Business and Occupation Tax		68,857		68,857
340	Parks & Recreation		5,000		5,000
362	Charges to Other Entities		16,000		16,000
366	State Government Grants		38,000		38,000
399	Miscellaneous Revenues		30,000		30,000

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 166,857

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	233,193	40,000		273,193
440	City Hall	1,000	1,000		2,000
699	Contingencies*	234,426		129,350	105,076
700	Police Department	1,645,522	4,347		1,649,869
706	Fire Department	1,352,552	38,000		1,390,552
750	Streets and Highways	2,185,586	222,918		2,408,504
906	Arts & Humanities	203,821	13,842		217,663
907	Youth Program	757,135		24,900	732,235
976	Public Safety	86,000	1,000		87,000
	#N/A				

NET INCREASE/(DECREASE) Expenditures 166,857

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

GENERAL FUND BUDGET REVISION #3					
1/16/2025					
				0.00	
REVENUES					
001-303-000-00	Gas and Oil Severance Tax	10000	9,000.00	19000	received more
001-305-000-01	Contractor B&O	90000	68,857.00	158857	Use toward cameras
001-340-000-00	CAC Donation	20000	5,000.00	25000	CAC grant from St Joseph \$5T Aug 2024 for shows and education
001-362-000-09	SYCC Donations	2000	15,000.00	17000	Trus Joist asked that their previous donation to SYCC Capital Campaign go toward the gym floor (funds to be moved from SYCC Cap Camp to GF SYC Donations)
001-362-000-18	SYC Yoga Classes	0	1,000.00	1000	
001-366-000-99	Fire Grant	0	38,000.00	38000	Assistance to Fire fighter grant work-out equipment; storage
001-399-000-00	GF Miscellaneous Rev	20000	30,000.00	50000	Received from Segra for ROW for fiber install
				166,857.00	
EXPENSES					
001-409-223-01	Professional (Surveys)	0	40,000.00	40,000.00	Potesta surveys several propeties WVWC property swap
001-440-341-00	City Hall Supplies	1000	1,000.00	2,000.00	
001-699-568-00	Council Contingency	234426	-129,350.00	105,076.00	
001-700-459-00	Police Capital	228947	4,347.00	233,294.00	Cameras for impound lot approved 11/7Council
001-706-461-00	Fire Grant expense	0	38,000.00	38,000.00	Assistance to Firefighter grant
001-750-215-00	Contributions to CPWB	100000	100,000.00	200,000.00	\$40T for Jawbone park stage; \$6T for two heaters for greenhouse \$34T paving city park
001-750-230-00	Signs and Signals	5000	5,000.00	10,000.00	Expenses for new sign facings
001-750-341-00	Street Supplies	123000	30,000.00	153,000.00	Mowing more than anticipated
001-750-343-00	Street Vehicles	60000	20,000.00	80,000.00	Fuel costs up and large repairs on yellow equipment
001-750-345-00	Street Uniforms	6800	8,000.00	14,800.00	New vendor, employees using the service now
001-750-458-00	Walk Trail	0	4,250.00	4,250.00	State caught that they overpaid us on this previous grant. We paid it back

001-750-458-05	Street projects	165000	11,462.00	176,462.00	Street garage cameras approved 11/7Council
001-750-458-04	City Park Projects	0	44,206.00	44,206.00	Camera for parks Walk Trail/Dog Park \$6296; jawbone \$14179; City Park \$23730; approved 11/7Council
001-906-223-00	CAC Professional	1000	5,000.00	6,000.00	Educational classes and shows from St Joseph donation
001-906-226-00	CAC insurance	3000	2,200.00	5200	Insurance increase bldg re-evaluated by insurance
001-906-341-01	CAC Bookings	25000	-2,200.00	22,800.00	
001-906-450-01	Theatre Building Capitol	13421	8,842.00	22,263.00	Camera for theatre approved 11/7Council
001-907-211-00	SYCC phones	3400	2,600.00	6,000.00	bill increased
					services were already paid from 907-458-02 so taking this out to reallocate to all general fund
001-907-223-00	SYC Professional Services	47500	-47,500.00	0.00	
001-907-343-00	SYCC Auto supplies	5900	4,000.00	9,900.00	bus repairs
001-907-368-00	SYC Yoga Class	0	1,000.00	1,000.00	New classes
001-907-459-00	SYCC Capital	39900	15,000.00	54,900.00	Trus Joist donation toward the gym floor
001-976-216-00	Safety Complex Maintenance	7000	1,000.00	8,000.00	
			166,857.00		
			0.00		

9. Public Works Report – Directors of Public Works Ethan Crosten – Ethan Crosten presented the following:

Buckhannon City Council
Public Works Director Report
January 16, 2024
Ethan Crosten

Street:

- Work has stalled on Ritchie Street, Island Avenue, and the Jawbone Park Stage with the winter weather over the previous weeks. Crews have primarily been working on snow and ice removal and have done a great job keeping up with the conditions.

Waste:

- We continue working on the Facility renewal in conjunction with Potesta.
- We have returned to the normal collection schedule this week after last week's hazardous conditions.

Sewer:

- Have been assisting in snow removal.
- Completed equipment facility maintenance.
- Reset the Aerator in the oxidation ditch.
- This morning, it was voted to proceed with a plant evaluation through Potesta to evaluate options for upcoming projects.

Water:

- Continuing to work on the feeders in the plant.
- Assisting in snow removal.
- Performing GIS updates and general maintenance.

Engineering: ("I" refers to the City Engineer, Jay Hollen)

- ARPA—Tennerton Booster Station—The Contractor for Contract A is expected to begin work this week and continue through early January 2025. After Contract A is completed, I'll generate its punch list for any outstanding issues that need to be addressed.
- FEMA Generator Hazard Mitigation Grant No. 2 - The perimeter security fence installation was completed at the Madison Lift Station on December 21, 2024. I am currently working on the last invoice to FEMA as well as preparing the necessary closeout documents
- FEMA Generator Hazard Mitigation Grant No. 1—The perimeter security fence installation was completed at the Public Safety Complex on December 21, 2024. The only remaining work item is the installation of the handrails around the elevated platform, which should be completed by the end of March 2025.
- Stockert Youth & Community Center Multi-Use Facility Project – Project Complete
- WVDOH Transportation Alternative Program (TAP) Morton Avenue—I am continuing to work on the project's design phase and on the surveying services contract to locate existing utilities and property corners on the properties south of Morton Avenue to ensure that the project is on WVDOH Right-of-Way.

Without objection, **13b New Business Discussions: Social Security Administration Authorization City of Buckhannon Access** was moved to the table for action. Amby Jenkins presented the item to the Council, explaining that she needed the Council to approve her to have access to complete the necessary business for the City employees.

Thomas/Sanders motioned to approve Social Security Administration Authorization City of Buckhannon Access to be assigned to Amberle Jenkins. The motion carried.

10. City Police Report – Chief Matthew Gregory – Mayor Skinner recognized Chief Gregory, who provided the following reports:



City Council Report
1/16/25

- 1. Chris Spotloe began police academy training on 1/13/25. His graduation date will be May 2 at which point he will continue his Field Training back at the Buckhannon Police Department.
- 2. The police department will test its applicants on February 8 at the Event Center giving both the Physical Agility Test and Written Test at this location.
- 3. The police department will host three interns this Spring semester. Our interns are Jayla Cowherd, Ciera Wilfong and Nathan Brennan, all students at WVWC.
- 4. Work continues on maintaining our CALEA accreditation with nine time-sensitive projects being due in the month of January. Many of these time-sensitive initiatives include analytical reports, as well as the filing of the police department’s annual CIMRS report.
- 5. The police department is also making preparations for our fourth and final web assessment during this Reaccreditation cycle. This will occur in late February. Followed up shortly after this will be the on-site assessment held during late March. This will culminate in the filing of reports with the CALEA Commission where we will meet with them in Little Rock, Arkansas this Summer for a hearing to determine if the Buckhannon Police Department will be Reaccredited for another four-year cycle.
- 6. Planning has commenced for the WV Strawberry Festival as we host regular meetings to better prepare our response to this event.

POLICE ACTIVITIES

MONTH: December

YEAR: 2024

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:	2
By Officers:	1
TOTAL ISSUED:	3
Citations Issued:	4
Misdemeanor Arrests:	27
Felony Arrests:	1
Calls Answered:	348
Complaint Reports:	36
Accidents Investigated:	17
Community Policing Hours:	25
Patrol Mileage:	7,869

Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name
1	12/1/2024 0:00	900	Sunday	RT 33 EXIT RAMP	WEST MAIN STREE		Rear End	SGT DK HISSAM
2	12/8/2024 0:00	2300	Sunday	NORTHBRIDGE ROAD	NONE		Rear End	PTLM. W. LOUDIN
3	12/10/2024 0:00	1618	Tuesday	LEGGITT EDITION RD	NORTH RIDGE DRIVE		Right Angle	THOMAS POSEY
4	12/11/2024 0:00	* 1245	Wednesday	MARION ST	POCAHONTAS ST		Right Angle	SGT DK HISSAM
5	12/11/2024 0:00	1144	Wednesday	CLEVELANE AVE	NORTH FLORIDA STREET		Angle (Front to Side) Opposite Di	SGT.T.M. STEWART
6	12/12/2024 0:00	1505	Thursday	SMITHFIELD STREET	EAST VICTORIA STREET AT THE SCHOOL BOARD IN		Sideswipe, Same Direction	LT. DOUGLAS N. LOUDIN
7	12/13/2024 0:00	726	Friday	WEST MAIN STREET	AMALIA DRIVE	IN FRONT OF CVS	Angle (Front to Side) Opposite Di	LT. DOUGLAS N. LOUDIN
8	12/14/2024 0:00	2054	Saturday	AMILIA DRIVE	W MAIN ST		Single Vehicle Crash	W LOUDIN
9	12/14/2024 0:00	* 2201	Saturday	N LOCUST	CROSS ROADS		Right Angle	SGT TA POSEY
10	12/17/2024 0:00	1320	Tuesday	SOUTH KANAWHA	N/A		Rear End	SGT HISSAM
11	12/18/2024 0:00	1617	Wednesday			WALMART PARKING LOT	Single Vehicle Crash	SGT TA POSEY
12	12/19/2024 0:00	1425	Thursday	SHAWNEE DRIVE	CARDINAL STREET		Single Vehicle Crash	SGT.T.M. STEWART
13	12/20/2024 0:00	1750	Friday	NORTH LOCUST	BUCKHANNOON CROSS ROADS		Sideswipe, Same Direction	PTLM. W. LOUDIN
14	12/23/2024 0:00	* 0843	Monday	RT. 33	BRUSHY FORK	IN FRONT OF THE DOH EQ	Right Angle	LT. DOUGLAS N. LOUDIN
15	12/26/2024 0:00	1527	Thursday	SOUTH KANAWHA ST			Rear End	SGT. COURTNEY
16	12/27/2024 0:00	2145	Friday	THURMAN AVENUE	NONE		Rear-to-Side	PTLM. W. LOUDIN
17	12/31/2024 0:00	1613	Tuesday	N LOCUST	MORTON AVE		Right Angle	THOMAS POSEY
			*	= Injury				
			#	= Alcohol / Drug Related				
			~	= Fatality				

11. City Attorney's Report – Thomas J. O'Neill – Mr. O'Neill reported that he has received the Platt from Potesta concerning Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. He recommended that the Council take up the first reading of the ordinance. (Note: A First Reading occurred on August 1, 2024 and due to the time-lapse, the City Council felt comfortable with the City Attorney's recommendation to take up the first reading of the ordinance this evening).

a. Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. – Mayor Skinner read the ordinance by caption. Mr. O’Neill provided an overview of the swap.

ORDINANCE NO. 469 OF THE CITY OF BUCKHANNON, AN ORDINANCE VACATING THREE (3) CERTAIN ALLEYS SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BUCKHANNON

WHEREAS, by Ordinance No. 463, the City of Buckhannon authorized the exchange of certain properties between the City and West Virginia Wesleyan College, Inc., a West Virginia non-profit corporation; and,

WHEREAS, in addition to the exchange of properties as contemplated in said Ordinance, which has been fully enacted and has taken effect as of June 15, 2023, the City agreed to vacate three certain alleys which abut property owned by West Virginia Wesleyan College; and,

WHEREAS, it is now ripe for the Council of the City of Buckhannon to consider vacating said alleys;

and,

WHEREAS, pursuant to the statutory provisions of Chapter 8, Article 12, Section 5(1) of the West Virginia Code, as amended, the City is specifically authorized and empowered to vacate, discontinue and close streets, avenues, roads, alleys, ways, and sidewalks; and,

WHEREAS, when a public street, way, or alley is closed, discontinued, or vacated, title thereto is
vested in the adjoining property owners in equal portions divided by the center line thereof; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia and particularly with the immediately hereinbefore referenced state statutes insofar as the closing of alleys is concerned.

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

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

(1) The Council has previously adopted Ordinance No. 463, which provides – in part – for the vacating of all or part of three alleys within the corporate limits of the City of Buckhannon, which abut properties currently owned by West Virginia Wesleyan College;

(2) The subject alleys are described in Ordinance No. 463 as follows:

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

b) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.

c) Stewart Lane

ARTICLE II – DISCONTINUANCE, CLOSING, AND VACATION OF ALLEYS:

The Council of the City of Buckhannon, pursuant to its authority under West Virginia Code Chapter 8, Article 12, Section 5(1), does hereby vacate, discontinue, and close the following roads, alleys, and ways situate and located within the corporate limits of the City of Buckhannon:

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

b) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.

c) Stewart Lane

ARTICLE III - 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., March 8, 2025

FIRST READING: January 16, 2025

SECOND READING, PASSAGE AND ADOPTION: February 6, 2025

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 469 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on February 6, 2025.

Randall H. Sanders, City Recorder

Sanders/Zuliani motioned to approve First Reading of Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. The motion carried.

13. New Business Discussions:
a. Approve Building and Wiring Permits – Mayor Skinner asked for approval for the building and wiring permits.



Permit Fee Report #76399 -#76405
1/1/2025 - 1/15/2025

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

76401	RYAN TOMEY	159 FAYETTE ST	JAMES STREETS	ELECTRICAL UPGRADE, NEW METER TO BE SET DUE TO FIRE DAMAGE	0.00	100.00	Commercial Property	No		No	N/A	No	No
76400	HOLY ROSARY CATHOLIC CHURCH	35 FRANKLIN	LET THERE BE LIGHT, LLC	ELECTRICAL INSTALL 100 AMP FOR THE GARAGE	700.00	100.00	Commercial Property	No		No	N/A	No	No
					700.00	200.00							

Group Total: 2

Group: Demolition

76404	HOLY ROSARY CHURCH	35 FRANKLIN ST	RECLAIM COMPANY LLC	RAZING THE HOUSE	17,000.00	20.00		Yes -If yes attach report		No	N/A	No	No
					17,000.00	20.00							

Group Total: 1

Group: Residential (non-commercial)

76405	ROBERT HILL	15 PINNELL ST	DAN NEEL FENCE CO	6FT VINYL FENCE PER V. SMITH NOT BEYOND FRONT OF THE HOUSE	6,400.00	70.40		No	1/15/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No
76402	IDA NORRIS	20 REGER AVE	RONALD HURST CONSTRUCTION	BATHROOM REMODEL	3,500.00	38.50		No		No	N/A	No	No
76403	EDWARD KRAYNOK	26 LINCOLN WAY	Sunny Side Construction	LAUNDRY ROOM REMODEL-FINISH DRYWALL IN EXISTING GARAGE	10,000.00	110.00		No		No	N/A	No	No
76399	BRETT MILLER	98 ELM ST	ALFORD FOUNDATION & CRAWLSPACE	FOUNDATION STABILIZATION	38,500.00	346.50		No		Yes	N/A	No	No
					58,400.00	565.40							

Group Total: 4

Group: Zoning Application Fee

76405	ROBERT HILL	15 PINNELL ST	DAN NEEL FENCE CO	6FT VINYL FENCE PER V. SMITH NOT BEYOND FRONT OF THE HOUSE	6,400.00	20.00		No	1/15/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No
					6,400.00	20.00							
Group Total: 1													
					82,500.00	805.40							

Reger/Randall motioned to approve the Building and Wiring Permits as presented. The motion carried.

b. Social Security Administration Authorization City of Buckhannon Access – Action was taken earlier in the meeting.

c. Implementation of Proposed Public Works Employee Classifications —Mayor Skinner, Ethan Crosten, and Jerry Arnold presented the proposal to the City Council, and a discussion took place.

Reger/Randall motioned to approve the implementation of the proposed Public Works Employee Classifications as presented for the Street Department with a recommendation that the City of Buckhannon Enterprise Board adopts the same, noting that new wage levels would take effect on March 01, 2025. The motion carried with Thomas abstaining.

d. To Make Formal Offer for the Director of Public Works Director – Discussion took place.

Sanders/Reger motioned to make a formal offer to Ethan Crosten to become the Director of Public Works Director. The motion carried.

14. Council Members’ Remarks and Announcements

Pamela Bucklew: Mrs. Bucklew is pleased with the new basketball floor at SYCC. She stated that people ask her why NBC was taken off of Optimum. Tom O’Neill explained the reasons and noted that along with serving as the Buckhannon City Attorney, he works for Optimum, handling state and local community affairs in the Mid-Atlantic States. Mrs. Bucklew announced that her next Downtown Décor meeting had been set for January 27, 2025, at 6:00 pm, in Council Chambers at City Hall.

Scott Randall: Mr. Randall wished everyone a Happy New Year.

Jack Reger: Mr. Reger congratulated Jerry Arnold for his remarkable career with the City of Buckhannon and Ethan Crosten for his great work. He also spoke about the bad winter weather we have experienced and the forecast of more bad weather, congratulating the Street Department for their work this winter season.

Dave Thomas: Mr. Thomas apologized for not researching the proposed Public Works employee classifications, congratulated Jerry Arnold and Ethan Crosten, and asked everyone to stay safe.

Robert Zuliani: Mr. Zuliani wished Jerry Arnold all the best in his upcoming retirement and complimented him on his leadership and all he has done for the City. He welcomed Ethan Crosten into his new role and wished him the best. He concluded by reminding all to keep their sidewalks clean of snow and plan appropriately for the forecasted bad weather.

Randall Sanders: Mr. Sanders complimented Ethan Crosten and all the department heads for their work in the terrible weather. As the city's Information Coordinator, he has experienced excellent communication with all the key employees to provide the public with updated information. He was also proud of the decisions made this evening regarding the city employees.

15. Mayor’s Remarks and Announcements

Mayor Robbie Skinner: Mayor Skinner echoed what the others had said, adding his comments about our decisions tonight, noting that they would help our city grow. He also spoke of the winter weather and its effects on the small businesses in our city and encouraged all to support them, particularly this time of year. He wished everyone safe days ahead.

16. Executive Session -Personnel Matters per WV Code § 6-9A-4

At 10:01 p.m., Thomas/Randall motioned to leave the Executive Session. The motion carried.

Mayor Skinner announced that at 10:01 p.m., the Council had left the Executive Session, during which agenda item d. To Make Formal Offer for the Director of Public Works Position was discussed in detail.

Thomas/Randall motioned to formally offer Ethan Crosten the full-time position and title of Public Works Director for the City of Buckhannon, effective February 1, 2025. City Council will sit down with Ethan one (1) year from now to evaluate his performance over the previous year. At that point, the City Council may offer a pay increase of its choosing, effective July 1, 2026, coinciding with the City’s annual budget calendar. The motion carried unanimously.

16. Declaration of Adjournment

At 10:02 p.m., Thomas made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____