

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

A regular meeting of the Buckhannon City Council was held on Thursday, April 17, 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
Council Member	Jack Reger	Present
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
Buckhannon Police Department	Chief Matt Gregory	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Absent

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Guests: Lynn M. Linder, Ryan Thorne, Jen Randall Reyes, West Virginia Wesleyan College; Catherine Norko, Charles W. Gibson Library; Dean Everette, Rotary of Buckhannon Upshur; Lynn LeBlanc-MacNeil; Dr. Timothy Reese, GTM; David Howell, CPA, and Terry Henderson.

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM Thursday, April 17, 2025
Council Chambers | 70 East Main Street*

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1. Call to Order
 2. Moment of Silent Reflection
 3. Pledge of Allegiance
 4. Approval of Previous Meeting Minutes: Regular Meeting: 04/03/25, Lay the Levy 04/15/25
 5. Recognition of Guests
 - a. David L. Howell, Certified Public Accountants
 - i. Audit Exit Conference FY Period Ending 06/30/24
 - b. Rotary of Buckhannon-Upshur
 - i. AED Devices for Use in the BPD Patrol Vehicles
 - c. Jen Randall & Ryan Thorne-WVWC Addiction Counseling
 - i. Opioid Funds
 - d. Catherine Norko -Charles W. Gibson Library Director
Michael Mills, AIA, NCARB-Mills Group, LLC
 - i. Charles Gibson Library Improvement Project
 6. Public Comment – Motion to Open & Close Requested
 7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval of Bill Payments
 8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning & Code Enforcement – Approve Building and Wiring Permits
 9. City Police Department Report – Chief Matthew Gregory
 - a. To Direct City Attorney to Review the On Street Parking Regulations in Residential Areas

- b. Governor's Highway Safety Program Contract Agreement for Grant Funding for Overtime Patrols & Equipment
- c. Agreement with Central Towing & Salvage re; Vehicle Third Party Towing & Storage Services

10. City Attorney's Report – Thomas J. O'Neill

11. Council Members' Remarks and Announcements

12. City Recorder's Report, Remarks, and Announcements

a. Report of Events, Correspondence, and Information

i. Mayor's Statement on Recent Localized Flooding

ii. Planning Commission 04/21/25 at 7:00 p.m.

o Proposal to rezone section of S. Kanawha St. from Putnam to Leonard

iii. Letter from Congressman Riley M. Moore re: Community Project Funding

iv. March 2025 Report of Cat & Dog Activity from the Upshur County

Commission

v. City to Assist with WVWC Graduation Ceremony-Certain Street Closures on 05/10/25

vi. Cancellation of the City Council Meeting 05/15/25 to avoid overlap w/ WVSF

vii. Water Department Announcement -Hydrant Flushing to begin 04/14/25

viii. Free Residential Paper Shredding Event 04/26/25 9-12noon at the Public

Works

Facility 395 Mud Lick Road

ix. Transfer Station Closed on Easter Saturday, 04/19/25

b. Upcoming Events at The Event Center at Brushy Fork

i. April 19, 2025 – Upshur County Shrine Club Elimination Dinner

ii. April 26, 2025 – Buckhannon-Upshur High School Prom

13. Mayor's Remarks and Announcements

14. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, April 14, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/804282709>, or by calling: (872) 240-3212, access code: 804-282-709.*

1. Call to Order: At 7:03 p.m., Mayor Robbie Skinner called the April 17, 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. Pledge of Allegiance: Mayor Skinner invited those in attendance to recite the Pledge of Allegiance.

5. Recognition of Guests

a. David L. Howell, Certified Public Accountants

i. Audit Exit Conference FY Period Ending 06/30/24

Mayor Skinner recognized David Howell, CPA, and Terry Henderson of David L. Howell, Certified Public Accountants, who provided the *i. Audit Exit Conference FY Period Ending 06/30/24*. The Council accepted the report with no questions.

The Audited Financial Statements Year Ended June 30, 2024 David L. Howell CPA is available on file at City Hall.

Management Representation Letter:

March 24, 2025

David L.
Howell, CPA
PO Box 458
Belle, WV 25015

This representation letter is provided in connection with your audit(s) of the financial statements of City of Buckhannon (the "City"), which comprise the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2024 and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 14, 2025, the following representations made to you during your audit.

- **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 6, 2025, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

- **Information Provided**

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial

statements and the schedule of expenditures of federal awards.

- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the City and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the names of the City's related parties and all the related party relationships and transactions, including any side agreements.

● **Government-specific**

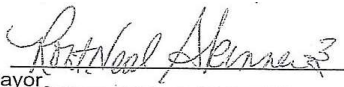
- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 23) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 27) We have appropriately identified, recorded, and disclosed all leases in accordance with [GASBS No. 87](#).
- 28) We have appropriately disclosed or recognized conduit debt obligations and/or certain arrangements associated with conduit debt obligations in accordance with [GASBS No. 91](#).
- 29) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 30) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 31) As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards.
- 32) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 33) The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 34) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.


- 35) The financial statements include all fiduciary activities required by [GASBS No. 84](#) , as amended.
- 36) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#) , as amended.
- 37) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 38) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 39) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 40) Provisions for uncollectible receivables have been properly identified and recorded.
- 41) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 42) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 43) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 44) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
- 45) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 46) We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 47) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 48) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 49) With respect to the Schedule of Rate Covenant Compliance, the Schedule of State Grant Receipts and Expenditures, the Schedule of Expenditures of Federal Awards, and Notes to the Schedule of Expenditures of Federal Awards:
 - a) We acknowledge our responsibility for presenting the Schedule of Rate Covenant Compliance - Water Fund, Combining Balance Sheet - Nonmajor Governmental Funds, Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds, Combining Statement of Fiduciary Net Position - Custodial Funds, Combining Statement of Changes in Fiduciary Net Position - Custodial Funds, Schedule of State Grant Receipts and Expenditures, the Schedule of Expenditures of Federal Awards, and Notes to the Schedule of Expenditures of Federal Awards in accordance with accounting principles generally accepted in the United States of America, and we believe the Supplementary Information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the Supplementary Information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the Supplementary Information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 50) With respect to federal award programs:
 - a) We are responsible for understanding and complying with and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.

- c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA **and** the auditor's report thereon.
- d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f) We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have charged costs to federal awards in accordance with applicable cost principles.
- u) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding

agencies and pass- through entities, including all management decisions.

- v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- aa) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Signature: 
Title: Mayor

Signature: 
Title: Finance Director

Signature: 
Title: Recorder

Reger/Zuliani motioned to accept the Audit Exit Conference FY Period ending 06/30/24 as presented. The motion carried.

4. Approval of Previous Meeting Minutes: 04/03/25, Lay the Levy 04/15/25—Mayor Skinner noted that the minutes for the Regular Meetings of 04/03/25, Lay the Levy 04/15/25 were available, and he asked for any corrections, additions, or a motion to approve.

Randall/Zuliani motioned to approve the minutes for the Regular Meeting of 04/03/25 and the Lay the Levy Meeting of 04/15/25. The motion carried.

5. Recognition of Guests Continued

b. Rotary of Buckhannon-Upshur

i. AED Devices for Use in the BPD Patrol Vehicles—Mayor Skinner returned to the Recognition of Guests by recognizing Dean Everett, who represented the Rotary of Buckhannon-Upshur. Mr. Everett presented an overview of the Rotary of Buckhannon-Upshur's efforts to help with community projects and the importance of having readily available AED units for our first responders.

Mayor Skinner, Council Members, Chief Gregory ... I am Dean Everett and thank you for allowing me to come before you as a Buckhannon-Upshur Rotarian.

Rotary is one of the largest service organizations worldwide and a Rotary Club has been a part of Upshur County for over 100 years. We channel our commitment to service at home and abroad through five Avenues of Service, the foundation of club activity. One of these Avenues of Service is finding ways to improve the quality of life for people in their communities and to serve the public interest.

Every Club year local Rotarians sit down to discuss our communities' needs and how The Rotary Club of Buckhannon-Upshur can best assist. This year our aim was to provide support to emergency response in Upshur County. What area of emergency health response could we immediately impact with maximum effect? After conversations with first responders, an area of need became clear, portable Artificial External Defibrillators or AEDs for both Buckhannon City Police and Upshur County Sheriff's vehicles.

In today's fast-paced world emergencies can happen anytime, anyplace. Sudden Cardiac Arrest is one such life-threatening event that can strike without warning. In fact, 15% of out of hospital cardiac arrest occur in public places per the American Heart Association. However, with the correct tools and knowledge communities can become empowered to respond swiftly and effectively when such emergencies arise. An AED is a portable electronic device designed to deliver an electric shock to the heart. The devices are user friendly and when used properly, along with CPR, significantly increases the chances of survival. The survival rate for a sudden cardiac arrest in a non-hospital setting is under 10%. A CPR trained by-stander can increase survival to 30%. CPR and the use of an AED increases survival to just over 50%.

For AEDs to make a meaningful impact in saving lives, they must be accessible. Upshur County encompasses 355 square miles with 23816 residents (2020 data). Buckhannon serves as County seat with unincorporated communities touching all geographic areas of the County. Our County EMS currently has two squads serving the entire 355 square miles, which makes it obvious why both Upshur County Deputies and/or Buckhannon City Police are often the first on scene of an emergency ... including health emergencies.

The AHA stats show nine out of ten cardiac arrest victims will survive if shocked within the first minute. Buckhannon City Police officers are certified in both AED use and CPR, and currently have two AEDs available, however, Rotary felt it was imperative to supply officers with additional units to respond quickly and effectively to a cardiac incident whether in the field or parks and facilities adjacent to Policy Headquarters ... areas that attract large numbers of people for concerts, festivals and sporting events. With the assistance of a District 7545 Rotary Grant, in addition to Club funds raised via our annual Blood Screenings, the Rotary Club of Buckhannon-Upshur is happy to present these two AEDs to Chief Matt Greogry and his Department. We are proud to put action to Rotary's motto of Service Above Self!

Thank you for the opportunity to share our commitment to Buckhannon.

He then provided two AED units to BPD Chief Matthew Gregory.



c. Jen Randall & Ryan Thorne-WVWC Addiction Counseling

i. Opioid Funds - Mayor Skinner recognized City Attorney Tom O'Neill, who provided an overview of the request being presented by Dr. Jen Randall Reyes & Ryan Thorne of the WVWC Addiction Counseling Department. Mr. O'Neill noted that the City of Buckhannon had received approximately \$113,000 from the Opioid Settlement and that we (the city) could only use the funds for certain things. He feels that the WVWC Addiction Counseling Department is presenting a program for which the funds could be used. He then recognized Dr. Jen Randall Reyes. Dr. Reyes provided an overview of the proposal, requesting that the City of Buckhannon consider directing \$110,000 of the Opioid Abatement Funds. A discussion with the City Council took place.

Thomas/Bucklew motioned to direct City Attorney Tom O'Neill to facilitate an agreement with WVWC to provide funding for the administration, coordination, and delivery of the Buckhannon Workforce Resiliency Initiative, and naming the City of Buckhannon as a partner with WVWC in the program. The motion carried with Randall abstaining.



BUCKHANNON WORKFORCE RESILIENCY INITIATIVE

The proposed initiative would necessitate the City of Buckhannon awarding \$110,000 their opioid abatement funds previously received from the state to West Virginia Wesleyan College for the administration, coordination, and delivery of this initiative.

➤ **Bolstering Local Qualified Substance Use Disorder Professionals**

- The initiative will allow at least 16 qualified individuals to complete the graduate-level Certificate in Addiction Counseling program through West Virginia Wesleyan College. The cost of the 12-credit hour four course program is approximately \$7,500.
- In partnership with Community Care of West Virginia - at least 8 of the 16 slots will be reserved for employees of the organization.
- The additional 8 slots will be available to qualified employees of other local organizations such as the Upshur County Board of Education, Mountain CAP Child Advocacy Center, and related entities. Upshur County Board of Education employees may receive a discount on their tuition costs.
- The program cost for 16 individuals is approximately \$105,000.

➤ **Community Workshops to Educate Stakeholders**

- The initiative will allow for up to 12 community workshops (six per year over two years) to educate employers, first-responders, and other local stakeholders on the various facets of addiction, treatment, and recovery.
- These workshops will be facilitated by faculty from WVWC, existing substance use disorder professionals, and other experts in the field of substance use disorder and recovery.
- Approximately \$5,000 will be used for the execution of the community workshops as there will be costs associated with delivering content, printed materials, refreshments, and promotion.

For questions please contact Jen Randall Reyes at randall.j@wvwc.edu or Ryan Thorn at thorn.r@wvwc.edu.



BUCKHANNON WORKFORCE RESILIENCY INITIATIVE

The proposed initiative between WV Wesleyan College, the City of Buckhannon, Community Care of West Virginia, and other stakeholders will help address substance use disorder impacting employers and the workforce within Buckhannon and the local area. The City would utilize its opioid abatement funds from the state to help expand the number of treatment and recovery professionals that serve the local workforce, improve accessibility to those services, and support educational workshops in the community.

- Substance use disorder continues to **negatively impact workforce effectiveness and participation** across all socio-economic demographics and industry sectors in West Virginia and locally.
- Substance use disorder not only impacts an individual's health, safety, and overall wellness, but also has significant **impacts on employers and the economy** - it is responsible for hundreds of millions of dollars in efficiency and productivity loss per year and is a substantial barrier to a skilled, reliable, and resilient workforce.
- There are **substantial gaps in treatment** both statewide and locally. The Substance Abuse and Mental Health Services Administration ideally recommends one addiction treatment and recovery counselor for every ten patients - in West Virginia that ratio currently stands at one for every 796.
- To help address substance use disorder's impacts - WVWC recently launched a graduate-level **Certificate in Addiction Counseling**. This 12-credit hour program, the first and only program of its kind currently offered in the state, enhances the knowledge and skills of those currently working or seeking to work in treating substance use disorders. These professionals work in a variety of settings, including treatment centers, hospitals, clinics, community-based mental health organizations, child advocacy centers, and more.
- The proposed initiative would result in at least 16 individuals from partnering organizations completing the Certificate in Addiction Counseling program over the next two academic years, **bolstering the number of qualified professionals** working in substance use disorder treatment in Buckhannon and Upshur County. Additionally, initiative partners will host bi-monthly workshops to educate employers, first responders, and other stakeholders on the different facets of substance use disorder, treatment, recovery, and workforce resilience.

d. Catherine Norko -Charles W. Gibson Library Director and Michael Mills, AIA, NCARB- Mills Group, LLC

i. Charles Gibson Library Improvement Project – Mayor Skinner noted that this item was not ready and would be tabled for a later meeting. No action was necessary.

6. Public Comment—Motion to Open & Close Requested: Mayor Skinner opened the Public Comment period, and the following were recognized: Lynn LeBlanc-MacNeil, who presented a series of questions on the difference between the City of Buckhannon and Upshur County and the responsibilities of each. She specifically asked about funding for the Upshur County Senior Center. Councilmember Reger, the city representative to the senior center board of directors, joined the conversation.

Without objection, Mayor Skinner closed the Public Comment period of the meeting.

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

Amby report 4-17-25

Balances in the Enterprise Funds March, 2025

Waste Collection Board	mm/cking	\$1,827,621	cd/sav \$322,342
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,089,975	work/capital & savings -\$912,817
Sanitary Board	mm/cking	\$952,680	work capital/cds \$476,747
Storm water Fund	mm/cking	\$220,117	

A financial audit of the FEMA Generator grant was conducted yesterday. It went well.

The Colonial Arts Center has been busy.

The Local Music Night has picked up interest. The first show March 1st (Blightyear and BJ Hoffman performing) had a total of 46 people in the building.
The second show on April 5th (AMD Band and Dominik English performing) had 122 in attendance.
Buckhannon Community Theatre held weekly rehearsals in March and April for the upcoming performance of Alice in Wonderland May 9th thru the 11th.
WV Wesleyan held a Jazz Fest on April 12th.
BU High School is holding a Jazz Band performance tonight.
The Buckhannon Upshur Middle School Theatre Club will be using the building from April 23 to 26th, with public performances on the 25th and 26th

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

April 1-15, 2025 GENERAL FUND PAYMENT OF BILLS

- \$2,628.04**– POTESTA & ASSOCIATES –SURVEY FOR PROPERTY SWAP WITH WVWC
- \$2,685.00** – WVU FIRE SERVICE EXTENSION – ANNUAL DRIVER OPERATOR AERIAL CLASS
- \$2,290.49**– VALLEY STEEL SERVICEE –MATERIALS FOR BUILDING A FLAT BED FOR S10 (STREET DEPT)
- \$2,117.50** – RDR ENERGY – 10YDS CONCRETE SOUTH KANAWHA ST SIDEWALK
- \$2,500.00** – HARDMAN TRUCKING – MOTOR FOR KENWORTH S10
- \$1,077.74** – UPSHUR COUNTY BOARD OF EDUCATION – SYCC BASKETBALL USE OF HIGH SCHOOL GYM

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	GIS SERV 2-1 TO 2-28-25	682.50
	JAY HOLLEN	409-341-00	MAYOR'S SUPPLIES & M	FOOD/DRINK CAMDEN AVE FLOO	43.15
	LEAF	409-341-00	MAYOR'S SUPPLIES & M	COPIER LEASE MARCH 2025	162.34
	POTESTA & ASSOCIATES INC	409-223-01	PROFESSIONAL (survey	FIELD SURVEY FEES	2,628.04
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF APRIL 2025 REITREE'S IN	68.00
		409-105-00	MAYOR'S INSURANCE	GF APRIL 2025 HEALTH INS	1,783.96
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	1,000.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	MARCH 25 AA FEES	211.20
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	MARCH 25 CREDIT CARD FEES	2,578.05
	JERRY HEARD ASSC.	409-341-00	MAYOR'S SUPPLIES & M	UTILITY BILLS 4-15-25	711.18
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	56.58
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	13.23
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-COLOR COPY PAPER	25.72
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-SILVER FOIL ROLLED RE	2.62
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-STENO NOTEBOOKS	14.82
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-RUBBER BANDS FILE FOL	9.02
	IWORQ	409-341-00	MAYOR'S SUPPLIES & M	PW PKG/WORK, SIGN, PAV, WAT, S	2,386.00
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	MARCH 2025 HSA FEES	6.50
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-MARCH 2025 CELL PHN &	40.11
	JEREMY DRENNEN, CPA	409-223-00	PROFESSIONAL SERVICE	FY 23 & 24 FINANCIAL STMT	1,000.00
		409-223-00	PROFESSIONAL SERVICE	FY 23 & 24 FINANCIAL STMT	1,662.50
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	APRIL 2025 POSTAGE	1,000.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	RECDESK MARCH 2025 CC FEES	149.36
	WV NEWS	409-220-00	MAYOR'S LEGAL PUBLIC	CL II LEGAL PLAN COMM	36.57
		409-220-00	MAYOR'S LEGAL PUBLIC	BUDGET FY 26 CLASS 2	921.96
	HDL COMPANIES NC	409-341-00	MAYOR'S SUPPLIES & M	MARCH 25 BUSINESS LIC FEE	15.00
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-MARCH 2025 RECDESK CC	14.40
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	924.17
				TOTAL:	18,146.98
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF APRIL 2025 REITREE'S IN	34.00
		413-105-00	TREASURER'S GROUP IN	GF APRIL 2025 HEALTH INS	1.98
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	26.49
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.20
	WV STATE AUDITOR	413-224-00	AUDIT	2024 FINANCIAL AUDIT	700.50
	PAYFLEX - INSPIRA	413-105-00	TREASURER'S GROUP IN	MARCH 2025 HSA FEES	3.25
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	427.31
				TOTAL:	1,199.73
CITY ENGINEER	JAY HOLLEN	420-221-00	ENGINEER TRAINING	REIMB MEALS @ WV EXPO 2025	39.14
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	57.10
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	13.36
	QUALITY INN & SUITES	420-221-00	ENGINEER TRAINING	PCRD-LODGING AT WV EXPO 20	86.97

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	913.46
				TOTAL:	1,110.03
HOUSING	IWORQ	436-354-00	HOUSING ENFORCEMENT	PW PKG/WORK, SIGN, PAV, WAT, S	4,300.00
ZONING				TOTAL:	4,300.00
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF APRIL 2025 REITREE'S IN	34.00
		437-105-00	ZONING HEALTH INS	GF APRIL 2025 HEALTH INS	413.98
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE	FEB 2025 CODE ENF. MILEAGE	149.10
		437-214-00	TRAVEL EXPENSE	JAN 2025 CODE ENF. MILEAGE	130.20
		437-214-00	TRAVEL EXPENSE	MARCH 2025 CODE ENF MILEAG	163.80
	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	MARCH 2025 HSA FEES	3.25
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	1,500.00
				TOTAL:	2,509.08
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	IT SERVICES APR 2025	450.00
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	UTIL BILL AUTO PAY, IVR, S	2,356.25
		439-230-00	DATA PROCESSING	UTILITY BILL NOTIFICATION	133.78
	GARRETT K SUMMERS	439-230-00	DATA PROCESSING	WASTE JUN FUEL BILLING	48.13
CITY HALL				TOTAL:	2,988.16
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF APRIL 2025 REITREE'S IN	34.00
		440-105-00	CITY HALL JANITOR IN	GF APRIL 2025 HEALTH INS	1.98
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	GF GAS 4-10-25	155.16
	TATE COMMUNICATIONS	440-459-00	CITY HALL CAPITAL	CLEANING SUPPLIES	186.82
	LOWES BUSINESS ACCOUNTS/SYNC	440-341-00	CITY HALL SUPPLIES	CARPET CLEANER RENTAL	112.03
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	106.78
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	24.97
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	MARCH 2025 HSA FEES	3.25
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	1,737.00
				TOTAL:	2,497.95
POLICE	FALSTON PRESS INC	700-341-00	POLICE DEPT. MAT & S	BUSINESS CARDS	130.60
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF APRIL 2025 REITREE'S IN	340.00
		700-105-00	POLICE DEPT. GROUP I	GF APRIL 2025 HEALTH INS	7,313.80
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	DUTY BELT	559.95
		700-345-00	POLICE DEPT. UNIFORM	DUTY BELT, SHIRT, PANTS	79.14
	ON POINT ATHLETICS LLC	700-341-00	POLICE DEPT. MAT & S	T-SHIRTS	210.00
	BUCKHANNON POSTMASTER	700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	6.10
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	MARCH 2025 COURT FEES	350.00
	DISBURSEMENTS ACCOUNT-ALL DE	700-105-00	POLICE DEPT. GROUP I	HSA FEE COLE BENDER	1,000.00
	COMMUNITY CARE OF WV	700-341-00	POLICE DEPT. MAT & S	PRE EMLMNT PHYS COLE BENDE	75.00
		700-341-00	POLICE DEPT. MAT & S	PRE EMLMNT PHYS DYLAN MAJ	75.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	23KN29 2020 INTERCEPTOR	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KN2N 2020 INTERCEPTOR	701.54
		700-343-00	POLICE DEPT. AUTO SU	23KN2S 2020 INTERCEPTOR	2,277.00
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	25QC1J 2022 INTERCEPTOR	767.54

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	1,007.60
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	897.83
		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 APRIL 25	2,802.39
	STERICYCLE INC	700-341-00	POLICE DEPT. MAT & S	HAZ-MAT PICKUP	91.27
	ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. MAT & S	LAB TEST COLE BENDER	68.00
		700-341-00	POLICE DEPT. MAT & S	LAB TEST TIM STEWART	68.00
		700-341-00	POLICE DEPT. MAT & S	LAB TEST JONATHAN WARNER	68.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,999.30
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	467.57
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-DESK NAME PLATE DOOR	23.85
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRTS DYLAN	108.98
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM PANTS DYLAN M	194.97
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRTS DYLAN	59.97
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	MARCH 2025 HSA FEES	26.00
	CHEWY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-DOG FOOD K9 UNIT	188.97
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-MARCH 2025 CELL PHN &	1,264.56
	WV CORRECTIONAL INDUSTRIES	700-341-00	POLICE DEPT. MAT & S	CITATION BOOKS	144.26
	CLAYMAN & ASSOCIATES, PLLC	700-341-00	POLICE DEPT. MAT & S	PSYCH EVAL	550.00
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	109.21
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POLICE FUEL BILL MARCH 202	2,290.75
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	32,437.99
				TOTAL:	64,295.28
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	MARCH 2025 COURT FEES	320.00
				TOTAL:	320.00
FIRE	LEAF	706-341-01	VOLUNTEER FIREFIGHTE	POLICE COPIER MARCH 2025	169.40
		706-341-01	VOLUNTEER FIREFIGHTE	POLICE APR 25 COPIER LEASE	154.00
	WV OFFICE EMERGENCY RESPONSE	706-221-00	FIRE DEPT. TRAINING	PCRD-WV EMT RECERTIFICATIO	18.75
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF APRIL 2025 REITREE'S IN	306.00
		706-105-00	FIRE DEPT. GROUP INS	GF APRIL 2025 HEALTH INS	5,709.82
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	50/50 ANTI FRZ, DIESEL FL	122.61
	LOWES BUSINESS ACCOUNTS/SYNC	706-341-00	FIRE DEPT. MATERIAL	32 CT PURIFIED WATER	305.00
	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 APRIL 25	4,790.11
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,330.11
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	311.06
	WESTERN BRANCH DIESEL INC	706-343-00	FIRE DEPT. AUTO SUPP	PCRD-ENGINE 1 TRANSMISSION	105.13
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	MARCH 2025 HSA FEES	29.25
	OZARK MOUNTAIN LEATHER WORKS	706-341-00	FIRE DEPT. MATERIAL	PCRD-FITTED RADIO SLING	148.00
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-MARCH 2025 GEOTAB BIL	190.28
	WITMER PUBLIC SAFETY GROUP I	706-221-00	FIRE DEPT. TRAINING	BLAST MASK FOR SCOTT	412.00
	STATE OF WV DBA WEST VIRGINI	706-221-00	FIRE DEPT. TRAINING	D/O ANNUAL CLASS	2,685.00
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL MARCH 2025	902.28
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	FIRST AID KIT INSPECTION	7.16

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	21,466.88
				TOTAL:	39,879.42
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STR WASTE CHGS APRIL 25	834.39
	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	15.19
	VALLEY STEEL SERVICE	750-343-00	STREET DEPT. AUTO SU	STEEL PLATE AND TUBING	2,290.49
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF APRIL 2025 REITREE'S IN	306.00
		750-105-00	STREET DEPT. GROUP I	GF APRIL 2025 HEALTH INS	6,539.86
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	BRAKE SHOE KIT AND DRUM	262.56
	HART OFFICE SOLUTIONS INC	750-341-00	STREET DEPT. MAT & S	149 COLORED COPIES	10.19
	HARBOR FREIGHT TOOLS	750-343-00	STREET DEPT. AUTO SU	PCRD-RATCHET STRAPS FOR S-	148.34
	DISBURSEMENTS ACCOUNT-ALL DE	750-105-00	STREET DEPT. GROUP I	HSA FEE JAMES HOOVER	1,000.00
	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	583.19
		750-459-00	STREET DEPT. CAPITAL	2857P9 2024 RAM 5500	1,646.81
		750-459-00	STREET DEPT. CAPITAL	STREET APR 25 VEHICLE LEAS	31.00
	WV DIV OF MOTOR VEHICLES	750-341-00	STREET DEPT. MAT & S	DUPLICATE PLATE 2005 KENWO	10.50
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STREET PEST CONTROL, APRIL	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,352.01
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	316.19
	AMAZON.COM	750-343-00	STREET DEPT. AUTO SU	PCRD-24PK STRAP PROTECTORS	33.99
		750-341-00	STREET DEPT. MAT & S	PCRD-ELECTRIC WIRE STRIPPI	339.99
		750-341-00	STREET DEPT. MAT & S	PCRD-EXCEL MOUSE PAD	19.97
	IWORQ	750-341-00	STREET DEPT. MAT & S	PW PKG/WORK, SIGN, PAV,WAT,S	1,500.00
	RDR ENERGY RESOURCES LLC	750-458-05	STREET DEPT PROJECTS	10 YDS CONCRETE S KANAWHA	2,117.50
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I	MARCH 2025 HSA FEES	26.00
		750-105-00	STREET DEPT. GROUP I	JAN 2025 HSA FEE COGAR	3.25
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MU	DL PUBLIC WRKS BLDG PYMT APR	9,774.80
	AT&T MOBILITY	750-211-00	STREET DEPT. TELEPHO	PCRD-MARCH 2025 CELL PHN &	395.04
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STREET MAR 25 FUEL BILL	2,806.05
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	258.50
	CITYNET LLC	750-213-00	STREET DEPT. UTILITI	PCRD-STREET DEPT MARCH 202	100.00
	HARDMAN TRUCKING INC	750-343-00	STREET DEPT. AUTO SU	MOTOR FOR KENWORTH S10	2,500.00
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	21,803.14
				TOTAL:	58,068.20
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,758.35
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	207.50
		751-213-00	STREET LIGHTS	110 170 666 488 26 LINCOLN	16.50
				TOTAL:	6,982.35
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	42.78
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	61.09
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	47.69
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	45.67
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	32.35
				TOTAL:	229.58
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	MARCH 25 HOTEL/MOTEL TAX	860.65
				TOTAL:	860.65
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	MARCH 25 HOTEL/MOTEL TAX	2,008.17
				TOTAL:	2,008.17

04-17-2025 11:22 AM	DISBURSEMENTS 04-01-25 TO 04-15-25	PAGE:	5		
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	133.01
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	GF GAS 4-10-25	176.56
	GO DADDY.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-WEB HOSTING AT CAC	143.76
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING PYMT APRIL 25	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	10.72
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	2.51
	SAMS CLUB	906-341-00	CAC SUPPLIES & EXPEN	PCRD-PAPER TOWELS TOILET P	113.92
	FRONTIER	906-213-00	CAC UTILITIES	CAC PHONE 4-1-25	123.41
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
	ETHAN EDMONDS	906-341-00	CAC SUPPLIES & EXPEN	SOUND FOR WVWC JAZZ APR 12	200.00
		906-341-00	CAC SUPPLIES & EXPEN	SOUND BUHS JAZZ APR 17TH	200.00
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	172.97
				TOTAL:	6,584.03

04-17-2025 11:22 AM	DISBURSEMENTS 04-01-25 TO 04-15-25	PAGE:	6			
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	KANGOO INSTRUCTOR MAR 25	60.00	
	CINTAS	907-216-00	MAINTENANCE	SYC RUGS & MOPS 3-31-25	45.84	
		907-216-00	MAINTENANCE	SYC RUGS & MOPS 4-7-25	45.84	
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	YAGA INSTRUCTOR MAR 25	873.60	
	FC LIQUIDATIONS	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	129.78	
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	6,904.21	
				TOTAL:	15,185.05	
	CONVENTION CENTER	KAREN SCHRADER	910-341-00	EVENT CENTER SUPPLIE	EVENT CTR TABLE SETUP 4-10	90.00
		INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	0.43
			910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	0.10
	AT&T MOBILITY	910-213-00	UTILITIES-ADJUTANT G	PCRD-MARCH 2025 CELL PHN B	50.76	
	BEVERAGE DISTRIBUTORS INC	910-341-00	EVENT CENTER SUPPLIE	BEER FOR EVENT CENTER	119.04	
	NORTHERN EAGLE INC	910-341-00	EVENT CENTER SUPPLIE	BEER FOR EVENT CENTER	278.22	
	**PAYROLL EXPENSES			4/01/2025 - 4/15/2025	6.83	
				TOTAL:	545.38	
	PUBLIC SAFETY	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	GF GAS 4-10-25	583.30
		LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	PSC INTERNET APR 2025	150.00
		APPALACHIAN SIGNALS & PRODUC	976-216-00	SAFETY COMPLEX MAINT	ANNUAL FIRE ALARM INSP	300.00
	CUMMINS SALES & SERVICE FAIR	976-216-00	SAFETY COMPLEX MAINT	2Q 2025 QTRLY SERV PSC GE	526.66	
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87	
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87	
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87	
				TOTAL:	1,649.57	

Sanders/Bucklew motioned to approve the payment of bills. The motion carried unanimously.

8. Public Works Report – Director of Public Works Ethan Crosten: Ethan Crosten presented the following:

Street:

- We are waiting for the railing for the Jawbone Park Stage, the final item left on the stage, to arrive.
- The South Kanawha Street sidewalk is complete, and paving is scheduled for the street and the remaining streets, which the contractor was selected to complete.
- We have been completing some pothole patching.
- We are returning to Island Avenue to complete the sidewalk project along that street.

Waste

- Evaluating options to cover the CD dock

Sewer:

- Have been working on minor improvements to the Taylor Street drainage basin.
- Continuing to make progress on the CMH development in Vicksburg.

- Continue to work through the plant evaluation with our consulting engineers.

Water

- The crews have been working on Hydrant Flushing.
- Beginning to make service swap overs on Meade Street.
- Working to submit documents to the IJDC for the water plant project in the next few weeks.

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

- ARPA – Tennerton Booster Station - Contract A’s punch list for the outstanding paving issues that must be addressed before closing the ARPA project.
- FEMA Generator Hazard Mitigation Grant No. 2—The contractor is scheduled to be on-site next week to complete the installation of additional services. All project-related construction activities are expected to be completed by the end of April 2025.
- FEMA Generator Hazard Mitigation Grant No. 1—The materials for installing the handrails and additional platform will be delivered this week. The contractor is scheduled to be on-site next week to begin installation activities. All project-related construction activities are expected to be completed by the end of April 2025.
- WVDOH Transportation Alternative Program (TAP) Morton Avenue—Work has been suspended until I have a progress meeting with WVDOH-Charleston on April 21, 2025, to discuss the property issues the City encountered at the beginning of the project.

A Q&A took place.

8a. Report of Zoning & Code Enforcement—Approve Building and Wiring Permits—Mayor Skinner asked for approval for the building and wiring permits.



Permit Fee Report #76493-#76508
04/03/2025 - 04/16/2025

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
Group: Commercial-Industrial (nonresidential)													
76507	CHASE BANK	32 E MAIN	CASTO TECHNICAL	REPLACE (3) AC UNITS ON THE ROOF	309,520.00	1,702.36		No		Yes	N/A	No	No
76508	T Mobile	47 E Main St	City Neon USA, LLC	Replace Existing Signage: Pole 31.75 sqft, Front 20.42 sqft, Side 20.42 sqft Toal 72.59 sqft	2,985.00	28.36		No	4/11/2025	Yes	N/A	No	
76506	FRANCIS CO FIGUEROA	33 S FLORIDA ST	ERNEST SMALL PAVING	BLACKTOP PARKING LOT	21,000.00	178.50		No		Yes	Zone X	Yes-Elevation Cert. Not Required	No
76498	TODD LANE	234 S KANAWHA ST	JOHNS BROTHERS INC	MOVING DIRT TO MAKE A 60'X60' 4" THICK GRAVEL LOT	4,300.00	40.85		No	4/9/2025	No	N/A	No	No
76494	LEWIS UPSHUR DAY CENTER	85 W MAIN ST	NEELS FENCE CO COMMERCIAL	6FT VINYL FENCE	8,484.28	80.60		No	4/7/2025	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76495	PAULA MCGREW	32 ARNOLD AVE	REGER COMPANIES, LLC	REROOF-REPLACING SHINGLES	10,000.00	85.00		Yes -If yes attach report		Yes	N/A	No	No

					356,289.28	2,115.67							
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Group Total: 6

Group: No Charge

76502	COB Sanitary Department, Cody Tenney	Island Ave Lift/Pump Station		Pump Station Electrical Upgrade	0.00	0.00	A Commercial Property			Yes	Zone AE	Yes-Elevation Cert. Not Required	
					0.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

76505	JANET CRITES	5 REGER AVE	North Central Building Solutions LLC	REROOF-REPLACE SHINGLES WITH SHINGLES	6,500.00	71.50		Yes -If yes attach report		No	N/A	No	No
76504	CLIFF TURNER	225 CAMDEN AVE	DAN NEEL FENCE CO	4' CHAINLINK FENCE (SIDE & REAR YARD)	7,000.00	77.00		No	4/9/2025	No	N/A	No	No
76499	KATHRYN PAYTON	7 ACADEMY ST	JAKELIN CONSTRUCTION	CARPORT 12'X20', FRONT PORCH 12'X16' REAR DECK 12'X50', INTERIOR REMODEL, EXTERIOR DOORS	53,000.00	371.00	B2 Single Family Residential (500 sq ft)	No	4/9/2025	No	N/A	No	No
76500	VICTOR ZARA	93 SMITHFIELD ST	CARRIER GENERAL CONTRACTING & ELECTRICAL	REROOF-REMOVE SHINGLES, PUT ON METAL	4,200.00	46.20		Yes -If yes attach report		Yes	N/A	No	No
76501	Amber Farrabee	27 Pinnell St		INTERIOR REMODEL	600.00	10.00		No		No	N/A	No	No
76497	TOM ROBINS ON	4 COOPER ST	Titan Roofing	REPLACING SHINGLES ON THE HOUSE AND THE SHED NEXT TO THE CARPORT, REMOVING THE ATTACHED SIDE CARPORT, FINISHING ALL SIDING FOR THE TOP SECTION OF THE HOUSE	25,000.00	225.00		Yes -If yes attach report		No	Zone AE	Yes-Elevation Cert. Not Required	No
76496	STEVEN NESBITT	7 PARK ST		STABILIZATION OF AN EXISTING RETAINING WALL	999.00	10.00		No		No	N/A	No	No
76493	SHANE SMALL	194 POCAHONTAS ST		194 POCAHONTAS	716.00	10.00		No	4/4/2025	No	N/A	No	No
					98,015.00	820.70							

Group Total: 8

Group: Residential Electrical Fee

76499	KATHRYN PAYTON	7 ACADEMY ST	JAKELIN CONSTRUCTION	CARPORT 12'X20', FRONT PORCH 12'X16' REAR DECK 12'X50', INTERIOR REMODEL, EXTERIOR DOORS	53,000.00	100.00	B2 Single Family Residential (500 sq ft)	No	4/9/2025	No	N/A	No	No
76503	AMY HALL	204 S FLORIDA ST	DAVID DAVIS HEATING AC & ELECTRIC INC	SERVICE UPGRADE TO 200 AMP	2,200.00	100.00	B2 Single Family Residential (500 sq ft)	No		No	Zone AE	Yes-Elevation Cert. Not Required	No
					55,200.00	200.00							

Group Total: 2

Group: Zoning Application Fee

76508	T Mobile	47 E Main St	City Neon USA, LLC	Replace Existing Signage: Pole 31.75 sqft, Front 20.42 sqft, Side 20.42 sqft Toal 72.59 sqft	2,985.00	20.00		No	4/11/2025	Yes	N/A	No	
76504	CLIFF TURNER	225 CAMDEN AVE	DAN NEEL FENCE CO	4' CHAINLINK FENCE (SIDE & REAR YARD)	7,000.00	20.00		No	4/9/2025	No	N/A	No	No
76499	KATHRYN PAYTON	7 ACADEMY ST	JAKELIN CONSTRUCTION	CARPORT 12'X20', FRONT PORCH 12'X16' REAR DECK 12'X50', INTERIOR REMODEL, EXTERIOR DOORS	53,000.00	20.00	B2 Single Family Residential (500 sq ft)	No	4/9/2025	No	N/A	No	No
76498	TODD LANE	234 S KANAWHA ST	JOHNS BROTHERS INC	MOVING DIRT TO MAKE A 60'X60' 4" THICK GRAVEL LOT	4,300.00	20.00		No	4/9/2025	No	N/A	No	No
76494	LEWIS UPSHUR DAY CENTER	85 W MAIN ST	NEELS FENCE CO COMMERCIAL	6FT VINYL FENCE	8,484.28	20.00		No	4/7/2025	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
					75,769.28	100.00							

Group Total: 5

					585,273.56	3,236.37							
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Total Records: 22

4/16/2025

Sanders/Zuliani motioned to approve the Building and Wiring Permits as presented. The Motion carried with Reger abstaining.

9. City Police Department Report – Chief Matt Gregory – Mayor Skinner recognized Police Chief Matt Gregory, who provided the following report:



Buckhannon Police Department
24 S Florida St * Buckhannon, WV 26201
Phone 304-472-5723 * Fax 304-473-7911



City Council Report

4/17/25

1. Chris Spotloe is set to graduate from the WV State Police Academy on May 2. Upon graduation, Officer Spotloe will begin a period of Field Training.
2. Work continues on the safety plan for the WV Strawberry Festival. We continue to meet with a variety of partners as we solidify the plans for this event.
3. The CALEA on-site assessment concluded on April 2 with positive feedback from our assessor. We await the report from him.

POLICE ACTIVITIES

MONTH: March

YEAR: 2025

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

4

By Officers:

1

TOTAL ISSUED:

5

Citations Issued:

47

Misdemeanor Arrests:

20

Felony Arrests:

3

Calls Answered:

404

Complaint Reports:

38

Accidents Investigated:

12

Community Policing Hours:

43

Patrol Mileage:

10,485

March 2025 Accidents

Report #	Date Of Crash	Time Of Day	Day Of Week	Street	Intersecting Street	Other Location	Manner Of Collision	Officer Name	
1	3/1/2025 0:00	1910	Saturday	SOUTH KANAWHA STREET	BOGGESS STREET		Rear End	PTLM. W. LOUDIN	
2	3/4/2025 0:00	* 0832	Tuesday	RT. 33		EAST OF THE WBUC ROAD	Single Vehicle Crash	LT. DOUGLAS N. LOUDIN	
3	3/4/2025 0:00	1500	Tuesday			WALMART PARKING LOT	Single Vehicle Crash	THOMAS POSEY	
4	3/7/2025 0:00	1142	Friday	NORTH LOCUST ST	BUCKHANNON CROSS	SHEETZ	Angle (Front to Side) Opposite Di	SGT. T.M. STEWART	
5	3/13/2025 0:00	1343	Thursday	MAIN STREET	LOCUST STREET		Sideswipe, Same Direction	SGT.T.M. STEWART	
6	3/13/2025 0:00	* 1809	Thursday	CHESTNUT STREET	WALNUT STREET		Single Vehicle Crash	SGT. T.M. STEWART	
7	3/15/2025 0:00	1740	Saturday	MARION STREET	SOUTH KANAWHA		Rear End	PTLM. W. LOUDIN	
8	3/18/2025 0:00	1654	Tuesday	SOUTH LOCUST	N/A		Right Angle	SGT DK HISSAM	
9	3/21/2025 0:00	1610	Friday	N. LOCUST			Angle (Front to Side) Opposite Di	SGT. W.J. COURTNEY	
10	3/26/2025 0:00	1714	Wednesday	MARION ST	VICKSBURG RD		Rear End	SGT HISSAM	
11	3/30/2025 0:00	823	Sunday	RT. 33			Single Vehicle Crash	SGT DK HISSAM	
12	3/31/2025 0:00	* 1558	Monday	E MAIN ST	N SPRING ST		Right Angle	THOMAS POSEY	
		* = Injury							
		# = Alcohol / Drug Related							
		~ = Fatality							

a. To Direct the City Attorney to Review the On-Street Parking Regulations in Residential Areas—Chief Gregory expressed concern about the on-street parking regulations in residential areas and asked that the Council take appropriate action to address the problems. The City Attorney followed up with some remarks and advised the Council that he could prepare the changes and present them to the Council shortly.

Sanders/Zuliani motioned to direct the City Attorney to work with Chief Gregory, prepare the necessary changes to the on-street parking regulations in residential areas, and present them to the Council. The motion carried.

b. Governor’s Highway Safety Program Contract Agreement for Grant Funding for Overtime Patrols & Equipment– Chief Gregory requested to return to a partnership with the State under the WV Governor’s Highway Safety Program contract agreement for grant funding for overtime patrols & equipment.

Bucklew/Randall motioned to authorize Chief Gregory to reinstate the Governor’s Highway Safety Program contract agreement for grant funding for overtime patrols & equipment. The motion carried.

Highway Safety Sub-Grantee Contract FY 2025

Name of Agency Buckhannon PD

The **City of Clarksburg** is a Sub-Grantee of the West Virginia Governor’s Highway Safety Program (WVGHSP) and provides funding for highway safety enforcement. By receiving highway safety funds from the **City of Clarksburg**, your agency is considered a Sub-Grantee of the **City of Clarksburg**. The purpose of this document is to implement a set of operating standards and expectations regarding enforcement activities and funding from the **City of Clarksburg** and the WVGHSP.

The WVGHSP may provide funding for a variety of highway safety enforcement activities within a variety of program areas. The WVGHSP will reimburse officers up to one-and-a-half (1.5) times their regular rate of pay. Departments may only use the funds provided for the enforcement activity specified. If you wish to use funds for enforcement activities other than those specified, you **MUST** contact **Pat McCarty, Region 5 Coordinator WVGHSP** who will contact the assigned WVGHSP Program Manager for approval. Any funds that remain unspent from a specific funding period **DO NOT** roll over to the next funding period.

CONDITIONS & ASSURANCES

1. **RELATIONSHIP.** The relationship of the Sub-Grantee to the **City of Clarksburg** and the WVGHSP shall be that of an independent contractor, not that of a joint enterprise. The Sub-Grantee shall have no authority to bind the **City of Clarksburg** or the WVGHSP for any obligation or expense without the express prior written approval of the WVGHSP.

2. **LAWS OF WEST VIRGINIA.** The contract/grant shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the WVGHSP, as well as any applicable procedures and practices of the **City of Clarksburg** and the WVGHSP.

3. **ACCESS TO RECORDS.** The WVGHSP, through any authorized representative, will have access to and the right to examine all records, books or documents related to the contract/grant, and to relevant books and records of contractors. The items to be audited will be timecards, activity reports, DMV-314s, citations or other related paperwork from activities related to the programs conducted.

4. **USE OF FUNDS.** Funds awarded by the **City of Clarksburg** and the WVGHSP may be expended only for the purpose and activities specifically covered by the Sub-Grantee’s approved funding request in an award document. A basic list of standards and expectations are listed in the Enforcement Guidelines.

5. **FEDERAL GRANTS REQUIREMENTS AND CONTRACTS.** The Agency shall comply with the following statutes and implementing regulations as applicable: **a)** 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program; **b)** 5 U.S.C. § 1501-1508 and 5 CFR Part 151 “Political Activity of State and Local Offices, or Employees: (HATCH ACT); **c)** 23 U.S.C §313 Buy America; and **d)** NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 (<https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>) and additions or amendments thereto. **e)** 23 USC Chapter 4-Highway Safety Act of 1966, as amended; 23 CFR part 1300-Uniform Procedures for State Highway Safety Grant Programs; 2 CFR part 1201-Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

6. **PROHIBITION OF USING GRANT FUNDS TO CHECK FOR HELMET USAGE.** The State and each Sub-Grantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Highway Safety Sub-Grantee Contract FY 2025

Name of Agency Buckhannon PD

7. **PROJECT, PROGRAMS - REQUIRED DOCUMENTS.** The Sub-Grantee shall submit, by due date established in each award document, all required documentation of overtime. They are due by Close of Business (C.O.B.) on the date designated in each award document. Documentation for each enforcement event shall include: Request for Reimbursement (with appropriate signatures), Enforcement Activity Data Forms for each activity (signed by Officer and Supervisor), a Checkpoint Data Report if the activity was a checkpoint (along with one Enforcement Activity Data Report Form to summarize the checkpoint information), and an Underage Drinking Prevention Form for Underage Compliance Checks. Copies of all citations/warnings/arrests resulting from grant-funded enforcement events, a copy of the DMV-314 form if a DUI arrest occurred, a copy of the timecard/pay stub/payroll printout showing the grant-funded enforcement activities worked and paid, list of agency's regular and OT rates, copies of officers' regular schedules, etc., will be requested periodically by the WVGHSP office and/or your granting agency/regional program staff as part of the federal funding monitoring process. If not submitted, this may result in temporary suspension of grant funding. To reinstate funding, all outstanding paperwork must be submitted and approved by the **City of Clarksburg** and the WVGHSP. More than two suspensions in any twelve (12) month fiscal funding period will automatically terminate the project for the remainder of the fiscal year.

8. **DMV-314 DOCUMENTS.** Each agency is responsible for ensuring that ALL DMV-314s for Impaired Driving arrests are submitted to the WV DMV in a manner determined by WV State Code. Any Agency with more than five missing DMV-314s is ineligible to receive highway safety funds until the issue is resolved.

9. **SANCTIONS FOR NONCOMPLIANCE.** In the event the Sub-Grantee's noncompliance with the terms, conditions, covenants, rules or regulations of this grant, the **City of Clarksburg** and the WVGHSP shall impose such contract sanctions as it may deem appropriate, including but not limited to:

- a. Withholding of payments to the Sub-grantee until the Sub-Grantee complies, or
- b. Cancellation, termination or suspension of the contract in whole or in part, or
- c. Refrain from extending any further assistance to the Sub-Grantee until satisfactory assurance of future compliance has been received from the Sub-Grantee.

10. **WRITTEN APPROVAL OF CHANGES.** The Sub-Grantee must obtain prior written approval from the WVGHSP for all major changes relating to the scope of the activity to be conducted (i.e. DUI Patrols, Sobriety Checkpoints, Click It or Ticket, Target Red, etc.)

11. **DISCRIMINATION PROHIBITED.** No person shall, on the grounds of race, color, sex, religion, disability, age or national origin, be excluded from participation in, be refused the benefits of, or to be otherwise subjected to discrimination under grants awarded by the **City of Clarksburg** and the WVGHSP.

12. **FEDERAL LOBBYING.** The Agency agrees that no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an Officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

13. **STATE LOBBYING.** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative

Highway Safety Sub-Grantee Contract FY 2025

Name of Agency Buckhannon PD

proposal pending before any State or local legislative body. Such activities include both direct and indirect ("grassroots") lobbying activities.

14. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS.** **A)** The prospective lower tier participant (the Agency) certifies, by submission of this contract proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Federal Agency. **b)** Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.

15. **INTRA-AGENCY AUDIT.** It is the responsibility of the Sub-Grantee to provide for the performance of an independent audit as detailed in the Highway Safety Administrative Manual. This means your department is subject to audits by the State of West Virginia. If a finding is made related to the **City of Clarksburg** and the WVGHSP grant funding, then the **City of Clarksburg** and the WVGHSP must be notified by the Sub-Grantee of such findings in written form immediately upon first notice.

16. **PROPERTY ACCOUNTABILITY.** The Sub-Grantee shall establish and administer a system to control, protect, reserve, use, maintain, and dispose of any property or equipment furnished by the **City of Clarksburg** and the WVGHSP. The obligation continues as long as the property is retained by the Sub-Grantee notwithstanding the expiration of this agreement. Prior to the sale, trade-in, or disposal of property, disposition instructions will be obtained from the WVGHSP. The Sub-Grantee assures that all property shall be made available to the **City of Clarksburg** and the WVGHSP for inspection/inventory use at the request by the governing bodies.

17. **OBLIGATION OF PROJECT FUNDS.** Funds may not, without the prior written approval from the **City of Clarksburg** and the WVGHSP, be obligated prior to the effective date or subsequent to the termination date of the project period. Funding not used or set to be used during the time frame of the project will be liquidated back to the **City of Clarksburg** and the WVGHSP for dispersion to other Sub-Grantees for other events scheduled later in the same fiscal year.

18. **CRIMINAL PENALTIES.** Whomever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of this grant, or whomever knowingly and willingly falsifies, conceals or covers up by trick, scheme, or device any material fact in any application contract for assistance submitted to the WVGHSP shall be subject to prosecution. Programs are suspended until all litigation is completed.

19. **MEETINGS.** Sub-Grantee assures that the Law Enforcement Liaison, or designee, will attend any meeting, conference, workshop, or other similar function as deemed necessary by the WVGHSP as necessary for administration of this project/funding acceptance. Additionally, the Sub-Grantee assures that the Law Enforcement Liaison or designee will cooperate and fully participate with staff of the **City of Clarksburg** and the WVGHSP during statewide initiatives and campaigns (i.e. Click It or Ticket, Target Red, Drive Sober or Get Pulled Over, etc.)

20. **TRAVEL/TRAINING.** All travel-related expenses (i.e., per diem, registration, lodging, and transportation) to any destination outside of West Virginia must have WRITTEN APPROVAL from the WVGHSP PRIOR TO an event to be eligible for reimbursement

Highway Safety Sub-Grantee Contract FY 2025

Name of Agency Buckhannon PD

21. **SEAT BELT POLICY.** Any law enforcement agency receiving highway safety funds must have a written seat belt policy, which must include sanctions for non-compliance with the policy, and must be submitted to the WVGHSP each new grant year. Failure to do so will cause your agency to be ineligible to receive highway safety funds.

22. **LAW ENFORCEMENT LIAISON.** Each Agency will designate a Law Enforcement Liaison (LEL) who will serve as the link from **City of Clarksburg** and the WVGHSP to the individual department. The responsibility of this position is to process grant-funded enforcement paperwork in a timely manner and ensure all paperwork and records are correct and display appropriate signatures. The LEL will assist the **City of Clarksburg** and the WVGHSP with issues or problems and keep informed the progress of the project/funding. It is the responsibility of the LEL to inform the **City of Clarksburg** and the WVGHSP as soon as possible should an Agency not be able to use approved funds.

ENFORCEMENT GUIDELINES

I. Officers working highway safety-funded enforcement must be a fully certified law enforcement officer in the State of West Virginia and a full-time employee of his or her agency. Part-time officers are not permitted to work highway safety overtime.

II. Salaried officers (i.e., Chief, Sheriff) may work highway safety overtime enforcement at straight time. If requesting time and a half, the agency must designate the hourly rate based on the officer's salary divided by 2080 hours. This may not exceed \$50.00 per hour. The officer's supervisor must provide a signed statement in writing on official agency letterhead, a copy of which must be sent to the WVGHSP with requests for reimbursement. The supervisor must also sign the request for reimbursement page for the time worked. The salaried officer must be a WV-certified law enforcement officer and have completed intoximeter training.

III. All highway safety enforcement activities must be completed by the date specified on the award forms. If working DUI overtime for multiple months, the Request for Reimbursement and supporting documentation must be submitted by the 10th of the month following the activity. (Ex: If there are 20 patrols completed during the month of June, then all patrols are due with the correct request for reimbursement page by July 10th.)

IV. Documentation for each enforcement event shall include: Request for Reimbursement (with appropriate signatures), Enforcement Activity Data Forms for each activity (signed by Officer and Supervisor), a Checkpoint Data Report if the activity was a checkpoint (along with one Enforcement Activity Data Report Form to summarize the checkpoint information), and an Underage Drinking Prevention Form for Underage Compliance Checks. Copies of all citations/warnings/arrests resulting from grant-funded enforcement events, a copy of the DMV-314 form if a DUI arrest occurred, a copy of the timecard/pay stub/payroll printout showing the overtime worked and paid, list of agency's regular and OT rates, copies of officers' regular schedules, etc., will be requested periodically by the WVGHSP office and/or your granting agency/regional program staff as part of the federal funding monitoring process.

V. Failure to submit overtime within TWO months of the completion of the activity may lead to non-reimbursement of funds by the **City of Clarksburg** and the WVGHSP.

Highway Safety Sub-Grantee Contract FY 2025

Name of Agency Buckhannon PD

VI. Each officer that works a patrol enforcement detail shall legibly complete the Enforcement Activity Data Report. All signatures listed are required on each Enforcement Data Activity Report including the officer and authorized signatory. Failure to do this will result in the return of the paperwork for necessary changes.

VII. The Request for Reimbursement (RFR) Form acts as the invoice for enforcement event(s). Note that you may list several officers along with the date they worked the patrol in the same week or month on the Request for Reimbursement Form, but you may not include different enforcement programs on the same RFR, such as Click It or Ticket and DUI. This form must be signed by the Chief, Sheriff, or their designated LEL provided the LEL did not work grant-funded enforcement on the document.

VIII. If an LEL is receiving grant funding for enforcement during the enforcement period, the forms must be signed by a Supervisor of higher rank. Should overtime be conducted by the Chief of Police, then the authorized signature must be either the Mayor or Chief Financial Officer.

IX. Officers working **City of Clarksburg** and WVGHSP grant-funded enforcement must be dedicated to highway safety enforcement. Officers must attend all court hearings, DMV hearings, other related meetings/hearings generated by highway safety details worked.

X. Officers working highway safety programs that leave the highway safety enforcement activity to assist their department or another department for shift-initiated calls, may not include that time on the Request for Reimbursement.

XI. In addition to impaired driving enforcement, officers should enforce all WV traffic laws while engaged in highway safety patrols, especially occupant protection and distracted driving violations. There is **zero tolerance** for not wearing seat belts and impaired driving. There is also zero tolerance while working specific enforcement programs (Ex. If working distracted driving enforcement, cell phone usage is zero tolerance.)

XII. DUI checkpoints (both regular and low-manpower events) must follow the department's written DUI checkpoint policy. All other checkpoints, including traffic safety and seat belt checkpoints are to be performed in the same legal manner.

XIII. Grant-funded seat belt checkpoints must be conducted as nighttime enforcement, which runs from 6 PM to 6 AM. The entirety of the checkpoint does not have to fall within the nighttime enforcement time frame, but most of it should. (Ex: A seat belt checkpoint from 4PM-8PM would be considered nighttime enforcement.)

XIV. All highway safety patrols are authorized patrols of no less than two (2) hours and no more than eight (8) scheduled hours at no more than one-and-one-half times the regular pay rate. Any funds paid to officers exceeding the actual one and one-half overtime rate (benefits, social security, etc.) are not reimbursable by the **City of Clarksburg** and the WVGHSP per Federal and State regulations. Holiday double time or higher rates are NOT allowable for reimbursement with **City of Clarksburg** and the WVGHSP funds, only up to time-and-a-half.

XV. All DUI enforcement funding should be conducted between the hours of **8 PM and 4 AM** unless otherwise authorized by the WVGHSP Senior Program Manager. DUI enforcement outside of this timeframe must be based on data justification.

Highway Safety Sub-Grantee Contract FY 2025
Name of Agency Buckhannon PD

XVI. All highway safety enforcement must be worked in addition to regular manpower staffing; it cannot be used during normal scheduled agency shift work. Highway safety enforcement should bring additional officers out to enforce traffic laws, in addition to officers on regularly scheduled shifts. Overtime must be a scheduled event for the agency and cannot be conducted last-minute. It must be scheduled in advance of the overtime shift worked. ONE EXCEPTION: If a DRE is working a regular shift and is called out to assist another officer at another department, then the DRE can claim the hours called away to assist the other department, as overtime. Then, the DRE will return to his or her agency and make up the hours missed and complete the shift for the DRE's own department.

XVII. Impaired driving arrests at or near the end of a regular shift cannot cross over onto highway safety overtime. These must be completed on the regular duty shift or overtime provided by the department.

XVIII. All agencies receiving highway safety funding must be enrolled with the Data Tracking & Agency Support Program (DTASP) and actively submitting all agency citation data (not just highway safety citation data) monthly to DTASP.

XIX. Departments with DREs must submit the proper paperwork (Request for Reimbursement, Face Sheet, DRE Overtime Summary Page) with proper signatures to **City of Clarksburg** and WVGHSP, and it should be separate from the impaired driving overtime conducted by the department's overtime program. DREs may also be reimbursed for their time of expert testimony if subpoenaed to appear in court for a DUI arrest they assisted with, for another agency. If it was their own arrest for their own agency, it is simply their overtime from their department for their work for their department.

In accordance with the Conditions and Assurances and the Enforcement Guide, we certify this application is an accurate and complete description of the project to be considered for receiving Highway safety funds. We further agree this application shall be binding upon the applicant, assignees, transferees, lessees and successors in interest. These assurances shall also be binding through every modification or amendment to the project.

Agreed upon by the following signatures:

_____ Printed Name LEL, Chief, Sheriff, Other Designee of Sub-Grantee	_____ Signature	_____ Date
_____ Printed Name Regional Coordinator or WVGHSP Program Manager	_____ Signature	_____ Date

c. Agreement with Central Towing & Salvage re: Vehicle Third Party Towing & Storage Services—Chief Gregory provided an overview of this agreement and the procedural details of the activity. No action was necessary. (Indexed as City A388)

Hillbilly Grill

I am reaching out with a proposal to tow vehicles for the city of Buckhannon for special events. We are a new company less then a year in business. We are very dedicated to our business. We are working under the 911 call center and we have taken several calls over this winter that other trucks refused because of the weather. We would be very happy to work with the city of Buckhannon. We can remove cars in the city and store at our lot. We would charge the customer a very reasonable rate. We do work through the public service commission of wv. I do hope to hear back from you.

Larry Alderman
Owner Central Towing & Salvage
1235 Stonecoal lake rd
Buckhannon, WV 26201
404-516-4703

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Towing Services



City A 398

Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

Central Towing and Salvage
Larry Alderman, Owner
1235 Stonecoal Lake Road
Buckhannon, West Virginia 26201

RE: Agreement for Third-party Towing Services
City of Buckhannon Special Events

April 17, 2025

Mr. Alderman,

Thank you for responding to the Request for Proposal published by the City of Buckhannon regarding dedicated third-party towing services. This letter agreement will cover the responsibilities of the City and Central Towing and Salvage ("Central") during the term of this Agreement, which shall begin on May 1, 2025 and conclude at 11:59 p.m. on April 30, 2026.

On those instances wherein the City of Buckhannon shall close certain of its streets to vehicular traffic for a designated period – such as during the West Virginia Strawberry Festival, the annual Veterans' Day Parade, WVWC and B-UHS Homecoming Parades, the annual Christmas Parade. This list is not exhaustive, and the City Council, acting either itself or through its Consolidated Public Works Board, may declare other special events and street closures accordingly. The City will notify Central at least seven (7) days prior to a special event which will include street closures.

When the City shall decide to close streets to vehicular traffic, and enforce those closures pursuant to City Ordinance No. 454, Central Towing and Salvage agreed to be on-call during a period beginning at least one hour prior to the posted event start time, which is the time during which the applicable street closures will begin. Central Towing and Salvage agrees to tow any vehicles parked on closed city streets during the posted street closure time, and store said vehicles at its impound lot pending satisfaction of any towing fees charged to the vehicle owner. Central agrees to provide these services during each special city event which will include closed city streets. Central agrees that all of its services provided under this Agreement will be provided at no cost or charge to the City of Buckhannon, its employees, agents, or constituent agencies.

Central Towing and Salvage agrees that its activities and rates will be governed under rules promulgated by the Public Service Commission of West Virginia, and that it will share with the City of Buckhannon appropriate vehicle descriptions of any vehicles so

towed, including the approximate location of the vehicle immediately prior to the tow. Central will maintain sufficient insurance during its activities under this Agreement and will name the City of Buckhannon as an additional insured for any third-party tows undertaken by Central.

Entered into this 17 day of April, 2025 by the parties.

THE CITY OF BUCKHANNON, a West Virginia
municipal corporation

By: *Thomas J. O'Neill*

Its: *City Attorney*

CENTRAL TOWING AND SALVAGE

By: *Larry Alderman*

Its: *Owner*

Prepared by:

Thomas J. O'Neill
City Attorney
City of Buckhannon, West Virginia
70 East Main Street
Buckhannon, WV 26201

REQUEST FOR PROPOSAL

City of Buckhannon
70 East Main Street, Buckhannon, West Virginia 26201
REQUEST FOR PROPOSAL VEHICLE THIRD-PARTY TOWING AND STORAGE SERVICES
(May 1, 2025 – April 30, 2026)

INTRODUCTION

1. *The City of Buckhannon, (the City) is issuing this Request for Proposal (RFP) for the purpose of soliciting proposals to be an authorized third-party tow service for City of Buckhannon Special Events for a period of one year beginning May 1, 2025 and ending April 30, 2026. The City, during certain public events such as parades, requires the closure and clearing of some downtown streets and must arrange for the removal of vehicles from closed streets and the safe storage of these vehicles until they are claimed by their owners, who will be responsible for the payment of all fees or costs associated with the towing and storage services for their vehicle. Authorized tow services will provide on-call towing during designated periods, on designated streets, and storage of impounded private vehicles. The City intends to authorize one provider for these services for a period of one year beginning May 1, 2025 and seeks the most efficient and cost-effective solution based on the criteria contained in this RFP.*

The City does not guarantee or imply that any specific number of tows will occur or is expected to occur for any contractor. Any request for towing or storage services by a person or entity other than the City is outside the scope of this proposal and any resulting agreement.

2. *The specifications herein have been established to provide the City with prompt, efficient and courteous towing and storage services at reasonable and uniform cost.*

3. *The company engaged to provide towing and storage services will agree to respond to calls for service from designated City officials during a one-hour window beginning at the time the City designates the particular streets will be closed and the commencement of the parade or other activity requiring the closure. The towing company would be expected to have towing equipment staged near the event venue to provide the fullest opportunity to clear streets following their closure during that one-hour period.*

4. *Proposals to be an authorized contractor for the City will be valid for not less than sixty (60) days after the date received. The City will select the proposal that, in its opinion, is in the best interest of the City. The City also reserves the right, at the sole discretion of the City, to reject any and all proposals.*

5. *Events for which a proposal for towing services is requested include: parades and other events associated with the West Virginia Strawberry Festival, the Buckhannon-Upshur High School Homecoming Parade, the City's Veterans' Day Parade, the City's Christmas Parade, and such other public events as may be designated by the City.*

6. *The successful contractor must execute an Agreement in form and substance similar to the form agreement appended hereto, and upon satisfactory performance during the initial period, will receive a first option to renew any agreement signed under this RFP for successive years.*

7. *The successful contractor must be approved to provide third-party or non-consent towing services through the Public Service Commission of West Virginia.*

Proposals should be postmarked or hand-delivered no later than 4:30 p.m. on April 1, 2025 to the City of Buckhannon, 70 East Main Street, Buckhannon, West Virginia 26201. The envelope should be marked "ATTN: Special Event Towing Services"

10. City Attorney's Report – Thomas J. O'Neill – Mr. O'Neill had nothing further.

11. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall thanked Mr. Everett and the Rotary of Buckhannon-Upshur for donating the AED units. He also spoke of his support of the pending agreement with WVWC to fund the proposed Buckhannon Workforce Resiliency Initiative program.

Pamela Bucklew: Mrs. Bucklew agreed with Mr. Randall and thanked Lynn LeBlanc-MacNeil for her attendance and comments. She concluded by wishing everyone a Happy Easter.

Jack Reger: Mr. Reger commended Amby Jenkins and Barbara Hinkle for a positive financial audit report. He agreed with the others' statements and mentioned the passing of BPD Sergeant Darin Hissam's mother, asking that we keep him and his family in our thoughts.

Dave Thomas: Mr. Thomas also agreed with what the others had said and spoke about his daily routine of listening to the news. He recommends that all others listen to different newscasts and

stay up-to-date with our country's happenings. He is very concerned with where we are in the country.

Robert Zuliani: Mr. Zuliani wished everyone a Happy Easter and mentioned that he was happy to see spring had arrived, and that hearing the mowers in the neighborhood doing the first grass cuttings was a true pleasure.

Randall Sanders: Mr. Sanders is thankful that spring weather has arrived and, as evidenced by tonight's meeting, a positive attitude within the city. He is happy that the City Council is looking at expanding our efforts to work with businesses progressively. He is proud of the City's Budget, which concentrated on employee wages, public safety, and infrastructure improvements.

12. City Recorder's Report, Remarks, and Announcements – Recorder Sanders provided the following report:

a. Report of Events, Correspondence, and Information

ii. Mayor's Statement on Recent Localized Flooding

"The City of Buckhannon was made aware of a backyard flooding issue on Wednesday afternoon."

"A Camden Avenue resident followed the proper communication channels, and reported the problem directly to City Hall, where it was logged into our iWorks management system."

"It's crucial that residents report public works issues directly to City Hall, so the appropriate departments can assess and respond to the problems in a timely and professional manner."

"Even with our Public Works Director on vacation this week, he, our City Engineer, Sanitation Director, Water Department Director, Street Department Superintendent, Fire Chief, and Mayor were in all contact throughout the day on Thursday to devise a plan, and determine the proper course of action."

"We knew the situation would have to be handled very carefully. The last thing we would want to do is create additional or unintended consequences for nearby property owners. Because of the lay-of-the-land in the area, one mistake could cause flooding on City streets or in additional basements between Camden Avenue and Wood Street."

"On Thursday afternoon, our Engineering, Fire, Sanitation, Water, and Street Departments retrieved the pipe and tools necessary, and all began the process of removing the water from the flooded properties."

"It's going to be a prolonged process. This is more complex than just pumping water out of backyards because we're dealing with a larger storm water system that drains a significant footprint of South Buckhannon."

"I hate this situation for the residents dealing with the mess and inconvenience. The City is and has been doing everything we can at this time, but with more rain in the forecast over the weekend, that could add additional time and effort to finding a long-term solution to this problem."

ii. Planning Commission 04/21/25 at 7:00 p.m.

Proposal to rezone a section of S. Kanawha St. from Putnam to Leonard

iii. Letter from Congressman Riley M. Moore re: Community Project Funding (CPF)



4/3/25

Good afternoon,

Yesterday, Congressman Moore received [formal guidance](#) from Tom Cole, Chairman of the House Committee on Appropriations, governing the process for Community Project Funding (CPF) in Federal Fiscal Year 2026.

Attached, you will find the CPF application for the Office of Congressman Moore. Completed applications must be **submitted via email to Emily.podolskiy1@mail.house.gov** on or before the deadlines provided below.

The Congressman will be limited to 15 projects across the following appropriations bills which are eligible for CPF. If you do not see a bill that you're interested in listed below, the House subcommittee is not accepting CFPs this year. Forthcoming subcommittee guidance may introduce additional limits on the Congressman's requests in specific appropriations bills (e.g. stricter limits on number of projects, a limit on the dollar figure of projects, a limit on total funds requested, etc.) The hyperlinks below may be helpful for determining the appropriations bill most suitable for your project.

iv. March 2025 Report of Cat & Dog Activity from the Upshur County Commission

➤ Cats brought in by City Trapper	0
➤ Cats brought in by Animal Control Officer	0
➤ Cats brought in by County Residents	12
➤ Dogs brought by Animal Control Officer	14
➤ Dogs brought in by County Residents	12

v. City to Assist with WVWC Graduation Ceremony- Certain Street Closures on 05/10/25

v. Cancellation of the City Council Meeting 05/15/25 to avoid overlap w/ WVSF

vii. Water Department Announcement -Hydrant Flushing to begin 04/14/25

BUCKHANNON, WV: The City of Buckhannon Water Department will begin flushing hydrants and conducting flow tests on Monday, April 14, 2025. This process will occur every workday from 8:00 AM to 4:30 PM throughout the city's water system until it is complete. Please note that this does not include the public service districts.

During this process, we advise residents to check the water before doing light-colored laundry, as it may be discolored during flushing. For more information, please contact City Hall at 304-472-1430.

viii. Free Residential Paper Shredding Event 04/26/25 9- 12 noon at the Public Works Facility 395 Mud Lick Road

ix. Transfer Station Closed on Easter Saturday, 04/19/25

b. Upcoming Events at The Event Center at Brushy Fork

i. April 19, 2025 – Upshur County Shrine Club Elimination Dinner

ii. April 26, 2025 – Buckhannon-Upshur High School Prom

Mr. Sanders noted that while we are working on additional events for the Event Center, it will be closed from August 18, 2025, through September 2025 so that the contractors can redo the parking area, including the paving of the gravel parking lots and the entry road. He concluded with his thanks to Tom O'Neill for bringing the WVWC program to us. He commended the city crews for doing a great job with the Jawbone Park stage, and he is pleased with the paving projects taking place and extends thanks to those crews.

13. Mayor's Remarks and Announcements -Mayor Skinner thanked Pam Bucklew for her work as chair of the Downtown Decorating Committee, and he is pleased with the progress that the committee is making. He also thanked Lynn LeBlanc-MacNeil for her attendance and comments, and spoke on the confusion many long-term residents have with the various government entities. He feels confident that we will be announcing plans to correct some backyard flooding issues in the Camden Avenue area, and he commended the crews for their work on the issue. He felt we had a great meeting and thanked the City Council for initiating the potential partnership with WVWC concerning the proposed Buckhannon Workforce Resiliency Initiative program.

14. Declaration of Adjournment

At 8:51 p.m., Thomas made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____