

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

A regular meeting of the Buckhannon City Council was held on Thursday, February 20, 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	Absent
Record Delta	Noah Jeffries	Present

Guests: Members of the BPD VIPS – Steve Wykoff, David Rowan, Andi Cartier, Vito Syski, Robyn Riggs Simons, Ashley Sipe, Randall Tenney, UCDA Executive Director, Brandon Tenney.

*Council of the City of Buckhannon  
Public Meeting Agenda  
7:00 PM Thursday, February 20, 2025  
Council Chambers / 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. The Pledge of Allegiance
4. V.I.P.S. Members Annual Recognition & Awards
5. Approval of Previous Meeting Minutes: 02/06/2025
6. Report of Events, Correspondence, and Information
  - a. See Full Listing in Council Packet
7. Public Comment – Motion to Open & Close Requested
8. Financial Report – Director of Finance Amberle Jenkins
  - a. Approval of Bill Payments
9. Public Works Report – Directors of Public Works, Ethan Crosten
  - a. Approval of the 2025 Spring Street Paving Projects Priority List
10. City Police Department Report – Chief Matthew Gregory
  - a. Authorization for the BPD Peer Liaison to Utilize the COB Vehicle for Official Duties
  - b. Police Civil Service Commission Recommendation of Top 3 Candidates to Council for Consideration of Hiring & To Set Date of Interviews for the Position of Probationary Police Officers(s)
  - c. BPD 2024 Annual Report
11. City Attorney’s Report – Thomas J. O’Neill
12. Old Business Discussions:
  - a.
13. New Business Discussions:
  - a. Approval Building and Wiring Permits
  - b. Next Stage of Hiring for the Position of Information Technology

c. Next Stage of Hiring for the Position of Human Resources Management

14. Council Members' Remarks and Announcements

15. Mayor's Remarks and Announcements

16. Declaration of Adjournment

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

**1. Call to Order:** At 7:00 p.m., Mayor Robbie Skinner called the February 20, 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.

**4. V.I.P.S. Members Annual Recognition & Awards:** Chief Gregory provided an overview of the importance of the V.I.P.S. program and then recognized V.I.P.S. Director Steve Wykoff, who presented the Recognition & Awards program. Some highlights include ending 2024 with 12 active members whose training covered ethics, basic medical, basic search and rescue, essential fire suppression, traffic and crowd management, basic and advanced disaster / multi casualty incident (MCI) management, and other topics and skills. In 2023, the group began aligning its training schedule with the police officers to achieve CALEA standards better. Besides the firearms training and the state police academy, VIPS members and BPD officers will receive almost identical training.

**Ten Year Anniversary of VIPS (2014-2024):** In 2014, Chief Matt Gregory envisioned a volunteer group within the city police department that could assist officers with public relations. Chief Gregory held several discussions with Steve Wykoff, the Community Emergency Response Team (CERT) coordinator at the time. Shortly after those brainstorming sessions, the VIPS program was born. A grant was applied for and received, and initial uniforms and equipment were acquired. The inaugural meeting was held on October 22, 2014, with the five original members. Two of those five founding members are still active with VIPS today (David Rowan and Steve Wykoff).

Over the past ten years, VIPS's role has changed and increased well beyond the initial vision. VIPS continues to assist with public relations and outreach and now helps the officers with traffic and crowd management, education and presentations, emergency response, and general security. We currently have 12 active members and have had over 50 community members wear the VIPS uniform during the past decade. Those members have donated almost 18,000 volunteer hours during the same time period.

The VIPS program is still running strong, and we look forward to many more years of service to the City of Buckhannon and the residents and visitors of our community.

**Ten-year statistics:**

- First meeting: Oct 22, 2014
- Total meetings: over 140
- Events Attended: over 1,000
- Emergency responses: 4
- Total members: 58
- Average age: 53.75

Total hours: over 18,000 Total value: over \$511,000.00

**PVSAs Awarded**

- Gold (over 500): 3
- Silver (250-499): 16
- Bronze (100-249): 30

In 2024, V.I.P.S. members were requested for and participated in 115 public and private events by providing traffic control and foot patrols and enhancing public relations between law enforcement and our community. There was one public health-related event and no emergency responses.

V.I.P.S. volunteered over 2,108 hours during 2024, allowing officers to tend to other enforcement-related situations during those hours and potentially saving the city over \$59,000.00 in labor. (Savings are calculated based on the current value of a volunteer hour for the state of West Virginia, which is \$28.17 according to [www.independentsector.org](http://www.independentsector.org). For comparison, the overall national value of a volunteer hour is \$33.49.)

Presidential Volunteer Service Award program - We participate in the Presidential Volunteer Service Award program to recognize each member's service and dedication. Here are this year's honorees:

- **Gold PVSA recipient (over 500 volunteer service hours for 2024)**
  - Steve Wykoff (513.75 hours)
- **Silver PVSA recipient (250 - 500 volunteer service hours for 2024)**
  - Vito Syski (289.75 hours)
- **Bronze PVSA recipients (100 - 249 volunteer service hours for 2024)**
  - Randall Tenney (234.25 hours)
  - David Rowan (129.50 hours)
  - Andi Cartier (183.00 hours)
  - Allen Nash (134.75 hours)
  - Robyn Simons (156.00 hours)
  - Gerald Thompson (121.00 hours)

Ashley Sipes, the newest member, has volunteered nearly 30 hours since joining.

Mayor Skinner provided praise for the organization and its leader, Steve Wykoff.

**5. Approval of Previous Meeting Minutes: 02/06/2025:** Mayor Skinner recognized that the 02/06/2025 meetings were available for consideration and asked for corrections, additions, or approval as presented.

**Reger/Randall motioned to approve the minutes of the meetings of 02/06/2025 as presented. The motion carried.**

- 6. Report of Events, Correspondence, and Information**
- a. Rescheduled City Council Meeting 03/06/25 to Tuesday, March 4, 2025, due to Chamber of Commerce Annual Dinner
  - b. Charles Gibson Library Director's Report- December 2024

December 2024 Director's Report

Gibson Circulation & Renewals by Month (2024-2025)

ITYPE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ANNUAL	
Adult Fiction & Paperback	161	170	152	121	117	169	132						1022	15.2%
Adult Nonfiction	23	21	19	39	22	18	22						164	2.4%
Books on CD	3	2	3	5	3	1	1						18	0.3%
Easy Books	122	105	77	154	120	97	76						751	11.2%
Juvenile Fiction	101	45	26	41	34	29	24						300	4.5%
Juvenile Nonfiction	31	7	13	28	11	29	51						170	2.5%
Large Print	237	173	176	184	172	159	151						1252	18.6%
New Books	189	171	172	147	144	133	145						1101	16.4%
New Media	0	1	0	0	0	0	0						1	0.0%
Reference	0	0	0	0	0	0	0						0	0.0%
West Virginia Material	35	0	1	4	0	0	1						41	0.6%
Young Adult Fiction	32	33	11	39	12	18	12						157	2.3%
Young Adult Nonfiction	2	1	0	1	1	1	0						6	0.1%
eBooks (WVReads)	142	148	160	119	119	105	153						955	14.2%
eAudio (WVReads)	79	86	84	64	58	107	126						604	9.0%
eMagazines (WVReads)	18	33	24	30	19	24	39						187	2.8%
TOTAL	1175	996	918	976	832	890	933	0	0	0	0	0	6729	100.0%
2024 TOTALS	1137	1235	1019	1151	982	943	733	254	483	769	670	1163	10755	

Building Statistics by Month (2024-2025)

Door Count:	599	501	407	488	429	391	303							3118
Average # Per Day	23	19	17	19	20	17	13							
Computer Use:	57	29	61	80	30	41	22							320
Reference Questions:	3	3	0	0	2	2	0							10
Curbside Service:	0	0	0	0	0	0	0							0
Microfilm:	1	0	0	0	0	0	0							1
Notary	6	8	6	6	8	6	0							40
Wi-Fi Log-In:	74	79	80	96	83	56	60							528
Virt. Conf. Kit:	0	0	0	0	0	0	0							0
Website Users:	161	126	125	172	130	123	127							964

Money Drawer Report

	November	December	January
Donations:	\$41.05	\$56.95	\$30.89
Memorials/Restricted:	\$0.00	\$0.00	\$0.00
Copies:	\$59.11	\$69.00	\$60.15
Faxes:	\$33.50	\$21.50	\$17.50
Book Sale:	\$524.50	\$22.00	\$0.00
Billed / Lost Mats:	\$11.78	\$0.00	\$0.00
Lamination:	\$0.00	\$1.00	\$0.00
Supplies Donation	\$0.00	\$60.00	\$0.00
Total:	\$669.94	\$230.45	\$108.54

Total for November Booksale - \$546.50

c. Action Needed-Help Us -Help St. Joseph’s Hospital- Certificate of Need

We need your help!  
Please use the following email directions and phone number to help us make a difference- help us help St Joes!  
Please share this email with your distribution list- we need EVERYONE to email and call!

- Open a new email
- In the *To: box*, put your own email address
- In the *BCC: box*, copy and paste the email address blocks provided. You can do it all at once or you can send one to the Senate and a separate email to the House. (The email lists are below the email message. By doing this, it will appear to each legislator that you are emailing them directly, rather than part of a larger group.)
- In the Subject line, put: Certificate of Need: A Must-Have for West Virginia

Copy this message into your email.

I write to you today urging you to continue supporting current “Certificate of Need” legislation here in West Virginia. Out-of-state special interest groups, such as “Americans for Prosperity” and the “Cardinal Institute” are sharing misinformation and making impossible promises claiming that by repealing the “C.O.N.” process, our state will benefit economically from new providers all-of-the-sudden wanting to enter West Virginia to do business. This is simply not true. In fact, the opposite will likely take place. We will see hospitals close in rural areas – specifically hospitals operating under the federal “Critical Access” designation.

The executive leadership teams of WVUMedicine, MonHealth, Vandalia, and Marshall Health, as well as the West Virginia Hospital Association, which represents every hospital in West Virginia, are all supportive of continuing the Certificate of Need legislation here in West Virginia. Out-of-state lobbying organizations are making their arguments by comparing West Virginia to North Carolina, Tennessee, Florida, and Pennsylvania – all states with much larger populations just in their urban areas than we have in our entire state. The payer mixes in those states are also much different. Approximately 60-70% of the hospital bills are paid by private/corporate-paid health benefits in those states. Meanwhile, 75% of the payer mix in West Virginia hospitals is subsidized by the government. Healthcare is not a private market here.

If the Certificate of Need legislation is repealed, Buckhannon’s more than 100-year-old hospital, WVU Medicine St. Joseph’s Hospital, will likely be forced to close. The “C.O.N.” legislation is keeping it open. Why? Our hospital operates under the “Critical Access” designation. Because of this, the reimbursements for Medicaid are almost dollar-for-dollar of the cost of the service. To keep this designation, one of the key components is: St. Joseph’s Hospital cannot have another hospital located within a 15-mile radius of its campus. Stonewall Jackson Hospital in Weston, owned by MonHealth, has plans to relocate their existing hospital to the Eastern side of I-79 at Exit 99, which would place that facility within 15 miles of St. Joseph’s Hospital, thus causing our hospital to lose its “Critical Access” status. If our hospital loses this status, it will result in a reduction of \$14 million in revenue; a financial hit we cannot withstand – as a facility and as a community. Not only is St. Joseph’s Hospital is the largest employer in Upshur County, but it provides life-saving medical services to our community and region.

I understand the importance of prioritizing economic development in our state, but repealing “Certificate of Need” is not the way to make that happen. A thriving hospital closing its doors, causing hundreds of skilled professionals to lose their jobs does not benefit the economy – either locally in Buckhannon or within West Virginia. Please listen to the medical provider professionals HERE in West Virginia who are ALL supportive of continuing the current legislation. The out-of-state lobbying groups do not care how this affects West Virginians. They’re simply trying to push an agenda.

The slogan at St. Joseph’s Hospital is: “The right care is right here, close to home.” Please help ensure that this promise remains true for our community and region by voting to keep “Certificate of Need” alive.

Thank you for your time.  
Sincerely,

WV Senate  
Block list of email addresses

d. Report of Cat & Dog Activity –Upshur County Commission- January 2025

- Cats brought in by City Trapper 1
- Cats brought in by Animal Control Officer 0

- Cats brought in by County Residents 15
- Dogs brought by Animal Control Officer 8
- Dogs brought in by County Residents 11
- e. Accepting Registrations: BPD Citizens Police Academy & Community Emergency Response Team (CERT) Training Courses  
<https://www.wdtv.com/2025/02/19/buckhannon-citizen-police-academy-holds-first-class/>
- f. CALEA Public Comment Portal <https://cimrs2.calea.org/1006>

#### **CALEA Accreditation Public Comment**

CALEA maintains an access portal which allows for comment and feedback with regard to candidate agencies seeking initial accreditation and reaccreditation status. The overall intent of the accreditation process is to provide the participating agency with information to support continuous improvement, as well as foster the pursuit of professional excellence. Access to the comment portal is provided as an opportunity for comments, commendations, and other information regarding the agency's quality of service or other information relevant to the accreditation process.

**IMPORTANT: CALEA is not an investigatory body and subsequently the public portal should not be used to submit information for such purposes. Additionally, there will be no response other than acknowledgment of submissions; however, the information will be considered in context to its relevancy to compliance with standards and the tenets of CALEA® Accreditation.**

Access to the CALEA Accreditation Public Comment Portal can be found using this link:

<https://cimrs2.calea.org/1006>

- g. Special City Council Budget Working Sessions on February 24th at 9am & February 28th at 9am

#### **Upcoming Events at the Event Center at Brushy Fork**

- a. March 6, 2025, Buckhannon-Upshur Chamber of Commerce Annual Dinner
- b. March 22, 2025, Central WV Friends of NRA Elimination Dinner
- c. April 12, 2025, The SETH Project Gala
- d. April 19, 2025, Upshur County Shrine Club Elimination Dinner
- e. April 26, 2025, Buckhannon-Upshur High School Prom

**7. Public Comment—Motion to Open & Close Requested:** Mayor Skinner recognized Brandon Tenney, the Executive Director of the Upshur County Development Authority. Mr. Tenney reviewed several projects the City has assisted the UCDA with, including the façade program, floodplain issues with development projects, and collaboration with several City Council members. He provided information on projects the UCDA is working on, including some in the development stage and others in the execution stage. He reviewed the businesses that have benefited from the façade program. He spoke of the Housing Study that the UCDA had set to launch, but in the meantime, the State announced its statewide housing study scheduled to be completed in March. Once complete, the UCDA will ask for a regional breakdown to show where Buckhannon and Upshur County stand, which should be ready by May. Mr. Tenney provided information on the UCDA's efforts for business expansion and business retention. Susie Higgins is still working part-time as a small business coach even after her retirement. There was a review of the Tower Projects. He spoke about the Innovation Center and UCDA's success in placing 15 businesses within the building. Finally, he discussed a more aggressive approach to marketing themselves (the UCDA). A Q&A followed.

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



Balances in the Enterprise Funds January 31, 2025

Waste Collection Board	mm/cking	\$1,862,685	cd/sav \$318,996
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,033,909	work/capital & savings -\$912,817
Sanitary Board	mm/cking	\$967,929	work capital/cds \$476,747
Storm water Fund	mm/cking	\$171,671	

We are working on the General Fund draft budget for the fiscal year 2025-26. Working sessions are scheduled for Feb 4<sup>th</sup> and 28<sup>th</sup> at 9:00 am.

Barb and I will be attending the State Auditor's Workshop next week.

We are looking at some technology solutions for the meeting agendas.

The Colonial Arts Center Board approved a three-month use of space at the CAC for local musicians with original music. The admission will be free to the public and the shows are for all ages. WVU Medicine-St Joseph Hospital donated funds last year to go toward performances and educational purposes. So the CAC and WVU Medicine-St Joseph Hospital are helping to sponsor these free shows.

The goal of Local Music Night in Buckhannon is to foster a vibrant music scene in Buckhannon and give local musicians a venue to perform and grow their craft. Bryce O'Loughlin is the event organizer.

The shows will be held once a month on a Saturday.

The first show will be held March 1<sup>st</sup>, then April 5<sup>th</sup> and May 31<sup>st</sup>. They start at 7pm and end at 9pm

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

February 1-19, 2025 GENERAL FUND PAYMENT OF BILLS

**\$1,500.00**– DIVISION OF CRIMINAL JUSTICE – POLICE ACADEMY TRAINING CHRIS SPOTLOE

**\$3,926.72** – JENKINS FORD – TAIL LIGHTS & TIRES

**\$3,726.24** – AMAZON – LAPTOPS FOR CRUISERS

**\$3,644.08** – CASEYEARL’S – SYCC YOUTH BASKETBALL T-SHIRTS

**\$3,058.37** – ADVANTAGE TECHNOLOGY –CAMERAS FOR IMPOUND LOT

**\$3,342.59** – TARGET SOLUTIONS LEARNING LLC – PREMIER MEMBERSHIP FEE, MAINTENANCE FEE

**\$45,080.39** – ADVANTAGE TECHNOLOGY – CAMERAS FOR CITY PARK, WALK TRAIL/DOG PARK, STREET DEPT & JAWBONE PARK

**\$6,426.83** – ADVANTAGE TECHNOLOGY – CAMERAS FOR THEATRE

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN60077140 1-2 TO 2-2-25	3.41
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF FEB 2025 HEALTH INS	1,783.96
		409-105-00	MAYOR'S INSURANCE	GF FEB 2025 RETIREE'S INS	68.00
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	FIRST CLASS PRESORT FEE	87.50
		409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	1,000.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	DEC 2024 AA FEES	212.28
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	JAN 2025 CREDIT CARD FEES	2,463.03
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	50.75
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	11.87
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF JAN 2025 HSA FEES	6.50
	JEREMY DRENNEN, CPA	409-223-00	PROFESSIONAL SERVICE	FY 24 SAN WAT WAS PW PSC	125.00
	FP MAILING SOLUTIONS	409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGE FOR POSTAGE M	258.75
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	JAN 25 POSTAGE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	RECDESK JAN 2025 CC FEES	90.56
	WV NEWS	409-341-00	MAYOR'S SUPPLIES & M	CL II LEGAL-IT SPECIALIST	28.26
		409-341-00	MAYOR'S SUPPLIES & M	CL II LEGAL-HUMAN RESOURC	28.17
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-RECDESK JAN 2025 CC F	15.50
	MAIL POST SYSTEMS	409-341-00	MAYOR'S SUPPLIES & M	PCRD-2 INK CARTRIDGES 1 SO	77.82
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	830.17
				TOTAL:	7,391.53
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN60077140 1-2 TO 2-2-25	3.41
				TOTAL:	3.41
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN60077140 1-2 TO 2-2-25	3.41
				TOTAL:	3.41
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN60077140 1-2 TO 2-2-25	3.41
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF FEB 2025 HEALTH INS	1.98
		413-105-00	TREASURER'S GROUP IN	GF FEB 2025 RETIREE'S INS	34.00
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
	PAYFLEX - INSPIRA	413-105-00	TREASURER'S GROUP IN	GF JAN 2025 HSA FEES	3.25
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	313.18
				TOTAL:	379.78
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS	BON WCN60077140 1-2 TO 2-2-25	6.00
				TOTAL:	6.00
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN60077140 1-2 TO 2-2-25	24.20
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	823.30
				TOTAL:	911.06
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN60077140 1-2 TO 2-2-25	59.50
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF FEB 2025 HEALTH INS	413.98
		437-105-00	ZONING HEALTH INS	GF FEB 2025 RETIREE'S INS	34.00
	ST JOSEPH HOSPITAL OF BUCKHA	437-341-00	ZONING SUPPLIES	LAB TEST VINCENT SMITH	67.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
	PAYFLEX - INSPIRA	437-105-00	ZONING HEALTH INS	GF JAN 2025 HSA FEES	3.25
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	1,500.00
				TOTAL:	2,192.48
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	FEB 25 IT SERVICES	450.00
	GARRETT K SUMMERS	439-230-00	DATA PROCESSING	BIT DEF ENDPT SEC FEB 25	48.13
				TOTAL:	498.13
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN60077140 1-2 TO 2-2-25	73.09
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF FEB 2025 HEALTH INS	1.98
		440-105-00	CITY HALL JANITOR IN	GF FEB 2025 RETIREE'S INS	34.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	GF GAS FEB 25	577.18
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	42.05
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	83.23
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.47
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	GF JAN 2025 HSA FEES	3.25
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC MATS 2-03-2	45.32
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	1,357.13
				TOTAL:	2,282.02
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN60077140 1-2 TO 2-2-25	1,161.71
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF FEB 2025 HEALTH INS	6,824.82
		700-105-00	POLICE DEPT. GROUP I	GF FEB 2025 RETIREE'S INS	272.00
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	UNIFM SHTS SPOTLOE	159.80
		700-345-00	POLICE DEPT. UNIFORM	UNIFRM SHRTS SPOTLOE	127.01
		700-345-00	POLICE DEPT. UNIFORM	UNIFM SHRTS SPOTLOE	210.30
		700-345-00	POLICE DEPT. UNIFORM	UNIFORM PANTS	136.36
	QUICK SLICK OIL CHANGE	700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE	55.70
		700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE CAR 2	83.90
	HART OFFICE SOLUTIONS INC	700-341-00	POLICE DEPT. MAT & \$	COPY OVERAGE	3.76
	LOWES BUSINESS ACCOUNTS/SYNC	700-341-00	POLICE DEPT. MAT & \$	PCRD-ICE MELT	69.90
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES	32.50
	DIVISION OF CRIMINAL JUSTICE	700-221-00	POLICE DEPT. TRAININ	POLICE ACADEMY TRAINING	1,500.00
	JENKINS FORD INC	700-343-00	POLICE DEPT. AUTO SU	TAIL LIGHTS	645.60
		700-343-00	POLICE DEPT. AUTO SU	TIRES CAR 4	1,104.00
		700-343-00	POLICE DEPT. AUTO SU	TIRES CAR 8	1,124.00
		700-343-00	POLICE DEPT. AUTO SU	MOUNT&BAL TIRES 2020 FORD-	1,053.12
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	JAN 2025 CVC LET CCA	122.00
	INDEED.COM	700-341-00	POLICE DEPT. MAT & \$	PCRD-POLICE OFFICER AD	434.04
		700-341-00	POLICE DEPT. MAT & \$	PCRD-POLICE OFFICER AD	9.42
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	1,757.98
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59



FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	824.38
		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
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 INTERCEPTOR	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 INTERCEPTOR	701.54
		700-343-00	POLICE DEPT. AUTO SU	23KNZS 2020 INTERCEPTOR	803.87
		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
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT FEB 25	2,802.39
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,826.06
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	427.05
	AMAZON.COM	700-459-00	POLICE DEPT. NEW EQU	PCRD-LAPTOP COMPUTERS FOR	3,726.24
		700-341-00	POLICE DEPT. MAT & \$	PCRD-BLACK INK ENVELOPES	318.43
		700-341-00	POLICE DEPT. MAT & \$	PCRD-DOG TRAINING COLLAR K	249.99
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRTS	159.98
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM PANTS MARK ST	64.99
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM PANTS MARK ST	123.48
	10-42 TACTICAL LLC	700-345-00	POLICE DEPT. UNIFORM	SERVICE PATCHES	308.40
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	GF JAN 2025 HSA FEES	26.00
	LYNX WV INC	700-459-00	POLICE DEPT. NEW EQU	SURVEILLANCE CAMERAS	988.00
	NORTH AMERICAN POLICE WORK D	700-341-00	POLICE DEPT. MAT & \$	PCRD-MEMBERSHIP DUES 2025	50.00
	BLUE LINE K9 TRAINING LLC	700-221-00	POLICE DEPT. TRAININ	PCRD-K9 TRAINING CONFERENC	360.00
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & \$	SORTKWK	5.21
		700-341-00	POLICE DEPT. MAT & \$	BINDER VIEW 1 CARTON	62.17
		700-341-00	POLICE DEPT. MAT & \$	WET ERASE MARKERS	20.62
	ADVANTAGE TECHNOLOGY, LLC	700-459-00	POLICE DEPT. NEW EQU	1 CAMERAS-IMPND LOT	3,058.37
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POLICE JAN 25 FUEL BILL	2,042.55
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	29,644.01
				TOTAL:	71,784.38
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	JAN 2025 REGIONAL JAIL FEE	160.00
				TOTAL:	160.00
FIRE	LEAF	706-341-01	VOLUNTEER FIREFIGHTE	POLICE DEPT FEB 25 COPIER	154.00
	WV OFFICE EMERGENCY RESPONSE	706-221-00	FIRE DEPT. TRAINING	PCRD-RECERTIFICATION SHANE	18.75
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN60077140 1-2 TO 2-2-25	1,002.91
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF FEB 2025 HEALTH INS	5,709.82
		706-105-00	FIRE DEPT. GROUP INS	GF FEB 2025 RETIREE'S INS	306.00
	WORLDWIDE-JANE LEW	706-343-00	FIRE DEPT. AUTO SUPP	HEATER & BRACKET	106.04
	NAPA-AMTOWER AUTO SUPPLY	706-216-00	FIRE DEPT. MAINTENAN	4" STRAIGHT TUBING FOR HE	62.90
	BOUND TREE MEDICAL	706-341-00	FIRE DEPT. MATERIAL	PCRD-REPL BATTERY MULTI TR	774.21
		706-341-00	FIRE DEPT. MATERIAL	PCRD-FACE MASKS DYNAREX IN	96.45
	LOWES BUSINESS ACCOUNTS/SYNC	706-341-00	FIRE DEPT. MATERIAL	MISC CLEANING SUPPLIES	380.18
	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 FEB 25	4,790.11
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB TEST ETHAN SMITH	67.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,297.05
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	303.32
	AMAZON.COM	706-221-00	FIRE DEPT. TRAINING	PCRD-FOG FLUID	165.00
	NFPA NATIONAL FIRE PREVENTIO	706-341-00	FIRE DEPT. MATERIAL	PCRD-NFPA LINK SINGLE USER	149.99
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF JAN 2025 HSA FEES	29.25
	TARGET SOLUTIONS LEARNING, L	706-221-00	FIRE DEPT. TRAINING	PREM.MEMBSHP, MAINT FEE	3,342.59
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE JAN 25 FUEL BILL	967.34

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	HAND SURFACE DISINFECT	7.16
	PENN RADIANT	706-216-00	FIRE DEPT. MAINTENAN	PCRD-INDUCER MOTOR	300.00
	NRS	706-341-01	VOLUNTEER FIREFIGHTE	WEIGHT PANTS & SHIRTS	907.68
	DOMAIN LISTING LLC	706-341-01	VOLUNTEER FIREFIGHTE	ANNUAL DOMAIN RECRUITMT	288.00
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	20,933.43
				TOTAL:	42,875.76
STREET	BUCKHAMMON UTIL BOARDS	750-341-00	STREET DEPT. MAT & \$	STREET WASTE CHGS FEB 25	13.32
	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	14.87
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	1,426.99
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	1,612.49
	FISHER AUTO PARTS INC	750-343-00	STREET DEPT. AUTO SU	WIPER BLADES FOR S-2	53.46
	LEAF	750-341-00	STREET DEPT. MAT & \$	MONTHLY LEASE FOR COPIER	54.89
	RITE-WAY HEATING & PLUMBING	750-343-00	STREET DEPT. AUTO SU	WATERLINE FITTINGS S-6	6.93
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN60077140 1-2 TO 2-2-25	996.01
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF FEB 2025 HEALTH INS	5,995.86
		750-105-00	STREET DEPT. GROUP I	GF FEB 2025 RETIREE'S INS	340.00
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	25QB2J 2022 RAM 1500	367.45
		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	POLICE FEB 25 VEHICLE LEAS	34.29
	TRACTOR SUPPLY CREDIT PLAN	750-343-00	STREET DEPT. AUTO SU	PCRD-AXLE TIRES WHLS FOR T	909.93
		750-343-00	STREET DEPT. AUTO SU	PCRD-AXLE U BOLTS FOR TILT	39.98
	WV DIV OF MOTOR VEHICLES	750-341-00	STREET DEPT. MAT & \$	RONALD SWINDLER CDL'S	32.50
		750-341-00	STREET DEPT. MAT & \$	CALEB LIGGETT CDL'S	32.50
	CRITES ELECTRICAL SUPPLY INC	750-341-00	STREET DEPT. MAT & \$	WEATHERPROOF BOX COVER	1.73
	ST JOSEPH HOSPITAL OF BUCKHA	750-341-00	STREET DEPT. MAT & \$	LAB TEST JAMES HOOVER	67.00
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,185.08
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	277.17
	EBAY	750-341-00	STREET DEPT. MAT & \$	PCRD-4 BALLAST FOR STREET	196.00
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I	GF JAN 2025 HSA FEES	26.00
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	FEB 25 PUBLIC WORKS BLDG P	9,774.80
	FREEDOM AG & ENGERY COOPERAT	750-345-00	STREET DEPT. UNIFORM	BOOTS FOR BRAD HAWKINS	166.99
		750-345-00	STREET DEPT. UNIFORM	BOOTS FOR DANNY BAILEY	191.69
	WV NEWS	750-341-00	STREET DEPT. MAT & \$	CL II LEGAL MOWING BIDS	57.91
	ADVANTAGE TECHNOLOGY, LLC	750-458-04	CITY PARK PROJECTS	3 CAMERAS-CITY PARK	20,400.62
		750-458-04	CITY PARK PROJECTS	2CAMERAS-WALK TR/DOG	4,631.70
		750-458-05	STREET DEPT PROJECTS	3 CAMERAS-STREET	3,867.56
		750-458-04	CITY PARK PROJECTS	6 CAMERAS-JAWBONE PK	16,180.51
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STREET JAN 25 FUEL BILL	3,672.66
	GENHI CLOUD	750-341-00	STREET DEPT. MAT & \$	PCRD-STORAGE STREET SECURI	97.92
	CINTAS	750-345-00	STREET DEPT. UNIFORM	WAS T/S ST UNIFORMS 1-30-2	246.85
		750-345-00	STREET DEPT. UNIFORM	WAS T/S ST UNIFORMS 2-6-25	244.88
	CITYNET LLC	750-213-00	STREET DEPT. UTILITI	PCRD-STREET FIBER 1-2 TO 2	100.00
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	19,110.62
				TOTAL:	93,595.54
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,747.33
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	225.40
		751-213-00	STREET LIGHTS	110 170 666 488 26 LINCOLN	16.17
				TOTAL:	6,988.90
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	136.43
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	62.16



02-20-2025 02:31 PM		DISBURSEMENTS 02-01-25 TO 02-19-25			PAGE: 5
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	51.73
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	44.68
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	31.72
				TOTAL:	326.72
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	JAN 25 HOTEL-MOTEL TAX	2,361.83
				TOTAL:	2,361.83
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	JAN 25 HOTEL-MOTEL TAX	5,510.95
				TOTAL:	5,510.95
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	167.79
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN60077140 1-2 TO 2-2-25	3.41
	GO DADDY.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-CAC WEBSITE RENEWAL	99.99
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING PYMT FEB 25	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	7.96
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	1.87
	FRONTIER	906-213-00	CAC UTILITIES	CAC PHONE FEB 25	131.47
	ADVANTAGE TECHNOLOGY, LLC	906-450-01	THEATRE BLDG	3 CAMERAS-THEATRE	6,426.83
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC MATS 2-03-2	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	128.27
				TOTAL:	12,245.92
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	52.97
	LEAF	907-341-00	MATERIALS & SUPPLIES	SYC COPIER LEASE JAN 25	193.67
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN60077140 1-2 TO 2-2-25	140.10
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF FEB 2025 HEALTH INS	3,228.90
		907-105-00	GROUP INSURANCE	GF FEB 2025 RETIREE'S INS	170.00
	WALMART STORES INC -BUCKHAMN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	8.28
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	34.27
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	45.06
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	528.18
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	123.50
	APRIL E SMALL	907-368-01	ZUMBA	KICK BOXING INSTRUCTOR	136.00
	AMAZON.COM	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-PICKLEBALL NET & PADD	159.64
		907-356-00	YOUTH BASKETBALL	PCRD-SPORTS WHISTLES	14.99
		907-356-00	YOUTH BASKETBALL	PCRD-BASKETBALL SCOREBOOK	116.92
		907-356-00	YOUTH BASKETBALL	PCRD- BASKETBALLS DESK CA	222.03
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF JAN 2025 HSA FEES	16.25
	LYNX WV INC	907-213-00	UTILITIES	SYCC FEB 25 INTERNET	145.00
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	200.00
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS C	163.96
		907-356-00	YOUTH BASKETBALL	PCRD-BASKETBALL CONCESSION	41.30
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-ISOPROPYL ALCOHOL TRA	73.82
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-PEANUT BUTTER APPLESA	53.92
		907-356-00	YOUTH BASKETBALL	PCRD-BASKETBALL CONCESSION	208.04
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC JAN 25 FUEL BILL	141.80
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	RANGOO INSTRUCTOR	112.00
	CINTAS	907-216-00	MAINTENANCE	SYC RUGS & MOPS 2-3-25	73.84
		907-216-00	MAINTENANCE	SYC MOPS & RUGS 2-10-25	45.84
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	YOGA INSTRUCTOR	220.00
	RACHAEL MERCARDO	907-341-00	MATERIALS & SUPPLIES	REFND BDAY PTY RENTAL 12-2	30.00
	CORDELL NICOLA	907-356-00	YOUTH BASKETBALL	BBALLREF 15GM 1/18 1/25 2/	300.00

02-20-2025 02:31 PM		DISBURSEMENTS 02-01-25 TO 02-19-25			PAGE: 6
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CONVENTION CENTER	FC LIQUIDATIONS	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-COOKIES GRANOLA BARS	173.04
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	8,519.08
				TOTAL:	15,692.40
	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN60077140 1-2 TO 2-2-25	3.41
	ST JOSEPH HOSPITAL OF BUCKHA	910-341-00	EVENT CENTER SUPPLIE	LAB TEST AUDREY RAMSEY	67.00
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	6.21
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	1.45
	RANDALL SANDERS	910-341-00	EVENT CENTER SUPPLIE	COFFEE, WINE, HDMI, BATTER	138.75
		910-341-00	EVENT CENTER SUPPLIE	REIMB FOR ALCOHOL EVENT CE	893.88
	BEVERAGE DISTRIBUTORS INC	910-341-00	EVENT CENTER SUPPLIE	BEER FOR EVENT CENTER	89.28
PUBLIC SAFETY	STATE DISTRIBUTING	910-341-00	EVENT CENTER SUPPLIE	BEER FOR EVENT CENTER	182.40
	NORTHERN EAGLE INC	910-341-00	EVENT CENTER SUPPLIE	BEER FOR EVENT CENTER	856.96
	**PAYROLL EXPENSES			2/01/2025 - 2/19/2025	100.28
				TOTAL:	2,339.62
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	PD COM WIRELESS FEBER FEB	150.00
PUBLIC SAFETY	CINTAS	976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC MATS 2-03-2	29.87
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87
				TOTAL:	209.74

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

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

**Street:**

- Work continues on the Jawbone Park Stage, with walls ready to be poured in the next few weeks, leaving the floor remaining.
- As soon as the weather breaks, we have approximately 200 feet of sidewalk ready to pour on the Island Avenue Sidewalk project.
- We have been working to clean up debris and trees in the cemetery from the high winds.
- We have begun installing the Verkada Security Cameras purchased.

**Waste:**

- Have begun the benchmark sampling for the new NPDES permit.
- Completed evaluations within the department.
- Dakota Arnold has nearly completed the long-term plan for the waste department, which Jerry had been working on.

**Sewer:**

- We plan to install the clarifier's rebuilt drive gear in the next couple of weeks. It has been out of service since August.
- The Department has been completing the repairs to Elias Street Pump Station.
- Submitted the 2024 Inflow and Infiltration Report and the 2024 Biosolids Report.
- Continuing to make repairs to the pista grit process.

**Water:**

- Water has been working with a contractor to continue to evaluate repair options for the Dam valve.
- Continuing to work on maintenance of the crew equipment and distribution system.
- Continuing to expand the GIS network.

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

- ARPA—Tennerton Booster Station - The Contractor for Contract A has been unable to begin work this week due to inclement weather. The contractor hopes to begin construction activities next week and continue through February 2025. After Contract A is completed, I'll generate Contract A's punch list for any outstanding issues that must be addressed.
- FEMA Generator Hazard Mitigation Grant No. 2 - The perimeter security fence installation was completed at the Madison Lift Station on December 21, 2024. The last reimbursement invoice to FEMA has been submitted, and I've prepared all necessary closeout documents for the Mayor's signature.
- FEMA Generator Hazard Mitigation Grant No. 1 - The perimeter security fence installation was completed at the Public Safety Complex on December 21, 2024. The only remaining work item is the installation of the handrails around the elevated platform, which should be completed by the end of March 2025.
- WVDOT Transportation Alternative Program (TAP) Morton Avenue—I am continuing to work on the project's design phase. On February 26, 2025, I will conduct project surveying services interviews with 3 WVDOT pre-approved engineering/surveying firms. The surveying is needed to locate existing utilities and property corners on the properties south of Morton Avenue to ensure that the project is located on WVDOT Right-of-Way.

a. **Approval of the 2025 Spring Street Paving Projects Priority List**—Mayor Skinner reviewed the proposal with the Board, and Mr. Crosten provided additional context. A Q&A followed.

Suggested Projects from List				
Suggested Projects	Length	Width	Cost	Entity Completing Work
Reger Street	1,200	20	30400	City
East Lincoln Street	845	20	19000	City
Maple Street	922	22	22800	City
Southern Randolph Street	1,300	20	32300	City
Railroad Avenue	1,400	23	38000	City
South Kanawha Street	800	25	34800	Contractor
Ritchie Street	1460	25	60900	Contractor
Upper Drive	3,000	18	85800	Contractor
Lower Drive	1,500	16	39000	Contractor
Rustic Drive	900	12	18200	Contractor

Completed By Contractor	\$ 142,500.00
Completed By City	\$ 238,700.00
Total	\$ 381,200.00
Estimated Total	\$ 457,440.00
Miles	2.52

**Sanders/Thomas motioned to approve the 2025 Spring Street Paving Projects Priority List as presented. The motion carried.**

**10. City Police Report - Chief Matt Gregory** – Along with the presentation of his regular reports, the Chief provided the following information:

1. The CALEA Year 4 Web Assessment begins this Friday, February 21, and lasts until Saturday, March 1. All files have been prepared for this final web assessment, and we will be working closely with the compliance services member over the next week as we move through this process.

2. The police department began its Citizens Police Academy on Tuesday, February 18. These classes will continue every Tuesday from 6 - 9 p.m. until March 25th. The classes are utilized to train our new VIPs volunteers, but are also open to the public. Even though the class is underway, we maintain open enrollment so interested persons can stop in any Tuesday between now and March 25th.

**Actionable items for the BPD follows:**

**a. Authorization for the BPD Peer Liaison to Utilize the COB Vehicle for Official Duties—** Chief Gregory provided an overview of the request and discussed the necessary coverage verification by our insurance provider and appropriate record-keeping of the Peer Liaison's vehicle use. The costs could be absorbed into the current BPD budget, and if needed, some funds could be used from our opioid settlement. Also discussed was if 1<sup>st</sup> Choice would provide reimbursement for the use of the vehicle. Chief Gregory has checked, and they will not.

**Thomas/Zuliani motioned to approve the authorization request for the BPD Peer Liaison to utilize a COB Vehicle for Official Duties. The motion carried.**

**b. Police Civil Service Commission Recommendation of Top 3 Candidates to Council for Consideration of Hiring & To Set Date of Interviews for the Position of Probationary Police Officer(s)** – Mayor Skinner reviewed the candidates as Cole William Bender, Jason Alan Kelley, and Ethan Thomas Dowling and recommend that if the City Council accepts the Police Civil Service Commission recommendation, and set the interview for March 3, 2025, beginning at 1:00 p.m.

February 20, 2025

Mayor and City Council Members,

Re: Approval of candidates per the Police Civil Service Commission to interview for probationary police officer:

A Police Civil Service Commission meeting was held on February 8, 2025 to update and certify the current list of eligibles for submittal of three (3) candidates to City Council for hiring consideration. City Council has authorized identification of the top three candidates to arrange for the interviews and make a hiring decision. Upon completion of the Buckhannon Police Civil Service Commission requirements, we are pleased to advance and certify the following candidates for your consideration as probationary Buckhannon Police Officers;

- |                         |        |
|-------------------------|--------|
| 1. Cole William Bender  | 87.38% |
| 2. Jason Alan Kelley    | 82.15% |
| 3. Ethan Thomas Dowling | 80.88% |

In the event that one of these candidates declines or is unwilling to be available, then the next top scoring candidate(s) will be moved to the certified list.

- |                              |        |
|------------------------------|--------|
| 4. Michael Allen Haymond     | 80.11% |
| 5. Jeffrey Michael Jellerson | 78.97% |
| 6. Andrew Dewayne Hathaway   | 72.41% |

Commissioner	Karl Kolenich
Commissioner	Geraldine Henderson
Commissioner	Mark Spencer
City Recorder	Randall Sanders

**Bucklew/Thomas motioned to accept the Police Civil Service Commission’s recommendation of the top 3 candidates to Council for Consideration of Hiring & to Set Date of Interviews for the Position of Probationary Police Officer(s) as March 3, 2025, beginning at 1:00 p.m. The motion carried.**

**c. BPD 2024 Annual Report** - Chief Gregory reviewed the highlights of the BPD 2024 Annual Report, available at <https://www.buckhannonpolice.com/statistics.html>.

*The report itself contains many elements, which reflects the scope of the operations of the police department. This is particularly the case with the department having gained full accreditation*



through CALEA in 2021 and having logged more than three full years of accreditation since our initial award.

The first part of the report contains the annual activity of the police department. This activity is comprised of data from officers' monthly reports, the police department's records management system, as well as a report from Upshur County Emergency Communications Center annual 911 data for the City of Buckhannon. As a companion to this data, this report also contains annual statistics from the Mountain Region Drug Task Force, which the Buckhannon Police Department is a member of, as well as an annual report on the activity of K-9 Erros.

Beyond this, the annual report is also reflective of the efforts of the police department to maintain its accreditation status through CALEA. The last half of the report includes an annual analysis of the following department operations: 1) Use of Force, 2) Bias-Based Profiling review and 3) Post Pursuits. Each of these analyses are time sensitive standards that are required to be submitted to CALEA to coincide with the department's annual activity.


The annual report concludes with the annual activity of VIPS, which continues to be a major asset for not only the police department, but also the whole community.

11. City Attorney’s Report – Thomas J. O’Neill – Mr. O’Neill had no official report.

12. Old Business Discussions:  
a. None

13. New Business Discussions:  
a. Approval Building and Wiring Permits – Mayor Skinner asked if there was a motion to approve the Building and Wiring Permits.

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



Permit Fee Report #76418-#76425

02/06/2025 - 02/19/2025

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 Electrical Fee													
76423	UPSHUR CO SENIOR CITIZENS CTR	26 N KANAWHA ST	Crites Electric, Inc.	GENERATOR INSTALL ON EXISTING CONCRETE PAD	3,067.00	100.00	A Commercial Property	No	2/14/2025	Yes	N/A	No	No
					3,067.00	100.00							
Group Total: 1													
Group: Commercial-Industrial (nonresidential)													
76425	JODY LIGHT	132 WOOD ST		ROOF OVERLAY - SHINGLES OVER SHINGLES & REPAIRS TO SOFFIT & FASCIA, GUTTERS	3,000.00	28.50		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76423	UPSHUR CO SENIOR	26 N KANAWHA ST	Crites Electric, Inc.	GENERATOR INSTALL	3,067.00	29.14	A Commer	No	2/14/2025	Yes	N/A	No	No

	CITIZENS CTR			ON EXISTING CONCRETE PAD			cial Property						
76420	WEST CARE FOUNDATION	22 N LOCUST ST	THE SIGN GUY	2 FLAT PANEL SIGNS: 5'X5' AND 40"X40"	773.00	15.00		No	2/10/2025	No	N/A	No	No
					6,840.00	72.64							

Group Total: 3

Group: Residential (non-commercial)

76424	JACK CARPENTER	9 LINCOLN WAY	D&E CONSTRUCTION LLC	REPLACE REAR PORCH ROOF 15'X10'	6,695.21	73.65		No		No	N/A	No	No
76421	MINXIA ZHU	11 PINNELL ST	TRADEWORK	4FT HIGH CHAIN LINK METAL FENCE	2,600.00	28.60		No	9/25/2024	No	Zone AE	Yes-Elevation Cert. Not Required	No
76422	STEVEN M STALNAKER	47 SMITHFIELD ST		BLACKTOP PARKING SPACE	500.00	10.00		No	1/17/2025	Yes	N/A	No	No
76419	Frona Bennett	5 1/2 Cooper St	ELI CAMPBELL	Fire Damage Renovations- Interior & Exterior and Electrical Upgrade 200amp service	13,000.00	143.00	B2 Single Family Residential (500 sq ft)	No		No	Zone AE	Yes-Elevation Cert. Not Required	
76418	Linda Ball	116 Camden Ave	REGER COMPANIES , LLC	Re-Roof House - Shingles	9,000.00	99.00		Yes -If yes attach report		No	Zone AE	Yes-Elevation Cert. Not Required	
					31,795.21	354.25							

Group Total: 5

Group: Residential Electrical Fee

76419	Frona Bennett	5 1/2 Cooper St	ELI CAMPBELL	Fire Damage Renovations- Interior & Exterior and Electrical Upgrade 200amp service	13,000.00	100.00	B2 Single Family Residential (500 sq ft)	No		No	Zone AE	Yes-Elevation Cert. Not Required	
					13,000.00	100.00							

Group Total: 1

Group: Zoning Application Fee

76423	UPSHUR CO SENIOR CITIZENS CTR	26 N KANAWHA ST	Crites Electric, Inc.	GENERATOR INSTALL ON EXISTING CONCRETE PAD	3,067.00	20.00	A Commercial Property	No	2/14/2025	Yes	N/A	No	No
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76420	WEST CARE FOUNDATION	22 N LOCUST ST	THE SIGN GUY	2 FLAT PANEL SIGNS: 5'X5' AND 40"X40"	773.00	20.00		No	2/10/2025	No	N/A	No	No
76422	STEVEN M STALNAKER	47 SMITHFIELD ST		BLACKTOP PARKING SPACE	500.00	20.00		No	1/17/2025	Yes	N/A	No	No
					4,340.00	60.00							
Group Total: 3													
					59,042.21	686.89							

**b. Next Stage of Hiring for the Position of Information Technology** – Amby Jenkins reported receiving approximately eight firms and twenty individual applications for the position of Information Technology Management.

**c. Next Stage of Hiring for the Position of Human Resources Management** – Amby Jenkins reported receiving approximately three firms and thirty individual applications for the position of Human Resources Management.

Mayor Skinner recommended that a committee consisting of Mr. Zuliani, Mr. Reger, and himself review the applicants for both positions and report back to City Council on the top choices.

**Thomas/Bucklew motioned to approve a committee consisting of Mayor Skinner, Rob Zuliani, and Jack Reger to review the applicants for both the position of Information Technology and the Position of Human Resources Management and report to City Council on the top choices. The motion carried.**

**14. Council Members’ Remarks and Announcements**

**Scott Randall:** Mr. Randall thanked and congratulated the members of the BPD V.I.P.S program and asked that we check on the health and safety of our neighbors during this extremely cold weather.

**Pamela Bucklew:** Mrs. Bucklew also thanked and congratulated the members of the BPD V.I.P.S program and Chief Gregory for his report. She appreciated Brandon Tenney's report from the UCDA and suggested that he visit us a few times a year.

**Jack Reger:** Mr. Reger also thanked and congratulated the members of the BPD V.I.P.S program. He wished Chief Gregory well on his preparations for the CALEA audit and thanked Ethan Crosten for the list of paving projects.

**Dave Thomas:** Mr. Thomas also thanked and congratulated the members of the BPD V.I.P.S program. He wants to discuss the First Due situation again soon. He mentioned Jim Smith and Wilda Godwin, who both passed away recently.

**Robert Zuliani:** Mr. Zuliani asked about the Special Olympics Polar Plunge, and others reported its success. He was pleased we had the interviews set for the probationary police officers and congratulated Chief Gregory on his success and the success of the BPD V.I.P.S program.

**Randall Sanders:** Mr. Sanders also thanked and congratulated the members of the BPD V.I.P.S program, noting that he had worked with them both as a city representative and as an event producer and was thankful for their work. He spoke of a potential technology upgrade for our meeting packets and the sound system upgrades in the chambers. He thanked the Upshur County Youth Livestock Association for holding their recent elimination dinner at The Event Center at Brushy Fork.

**15. Mayor’s Remarks and Announcements** – Mayor Skinner spoke about various bills being introduced in the WV State Legislature, including one that would take away the oversight a municipality would have over its fire department, giving the oversight authority to the County Commission. There is one that could eliminate the B&O Tax for municipalities that have a sales tax. The final concern is the bill that would eliminate the Certificate of Need for hospitals, which would be detrimental to the success of the WVU Medicine St. Joseph’s Hospital. He is having a template sent out by email for others to use to inform our state representative that we are against the bill. Please use this to keep the communications flowing to the State Capital. He thanked everyone for



the work that they had done so far. He concluded by thanking Rodney Irvin and Channel 3 for broadcasting our meeting.

**16. Declaration of Adjournment**

**At 9:00 p.m., Thomas made a motion to adjourn.**

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

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