

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

A regular meeting of the Buckhannon City Council was held on Thursday, March 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	Absent
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	Present

Guests: Dylan Major; Tammy Reger, Chamber; Jody Light, Janet McCovlchill, BBQ Bash; Amanda Hayes, Downtown Decorating Committee; Brandon Tenney, UCDA; Albin Thomas, Corharts; Catherine Norko, Charles W. Gibson Library; Ethan Smith; Kourtney Jones; Jansen Kimble; Caleb Elmore; Members of the BFD; Eric Bennett

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

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: Regular 02/20/25, 03/04/25, Special 03/03/25, Budget Working Sessions 02/24/25, 02/28/25, 03/18/25
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
 - a. Downtown Seasonal Decoration Committee, Amanda Hayes: Design & Funding Request
 - b. Upshur County Development Authority, Executive Director Brandon Tenney
 - c. Corhart Refractories
7. Building Code Enforcement Officer, Vincent Smith
 - a. ISO-Building Code Effectiveness Grading Schedule Results/Classification
 - b. Proposal Zoning Boundary/Provision Change Parcel 3-10-90 Putnam Street
8. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval of Bill Payments
 - b. Approval COB General Fund and Coal Tax Budget FY 2025/2026
 - c. Recommendations from the General Fund Revenue Review Committee- Outside Entity Funding Requests:
 - WV Strawberry Festival Association
 - Almost Heaven BBQ Bash
 - Create Buckhannon
 - Upshur Buckhannon Health Department
 - Country Roads Transit
 - Upshur County Development Authority
9. Public Works Report – Directors of Public Works, Ethan Crosten
10. City Police Department Report – Chief Matthew Gregory

- a. Approval Advertisement with Hometown Publishing, Inc. for the BPD Calendars
- b. Official Oath Reinstatement of Patrolman Dylan Major
- c. Erica Bennett, Peer Liaison: First Choice Peers Program Annual Report

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

12. Old Business Discussions - None

13. New Business Discussions:

- a. Approval Building and Wiring Permits
- b. Approve Enterprise Zone Opportunity for 5-Year Tax Incentives pursuant to Ordinance No. 393
- c. Approval City's Appointment Upshur Buckhannon Board of Health- Dr. Theresa Black

14. Report of Events, Correspondence, and Information

- a. Notice of Cemetery Annual Spring Clean-up March 24 through March 28, 2025
- b. Request For Proposal Vehicle Third Party Towing & Storage Services
- c. The Colonial Arts Center & The CAC Gallery Present The 2025 Upshur County Youth Arts Exhibition
- d. City Hall will close at 12:30 p.m. on Monday, March 24, 2025, for a City Employee Appreciation Afternoon

15. Upcoming Events at The Event Center at Brushy Fork

- a. March 20, 2025, Central WV Aging Services Homemakers Training
- 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

16. Council Members' Remarks and Announcements

17. Mayor's Remarks and Announcements

18. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, March 17, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/443910693>, or called (571) 317-3112, access code: 443-910-693.*

1. Call to Order: At 7:01 p.m., Mayor Robbie Skinner called the March 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. Approval of Previous Meeting Minutes: Regular 02/20/25, 03/04/25, Special 03/03/25, Budget Working Sessions 02/24/25, 02/28/25, 03/18/25—Mayor Skinner noted that the minutes for the Regular Meetings of 02/20/25, 03/04/25, the Special Meeting of 03/03/25, and the Budget Working Sessions of 02/24/25, 02/28/25, and 03/18/25 were available, and he asked for any corrections, additions, or motion to approve.

Reger/Randall motioned to approve the minutes for the Regular Meetings of 02/20/25, 03/04/25, the Special Meeting of 03/03/25, and the Budget Working Sessions of 02/24/25, 02/28/25, and 03/18/25. The motion carried.

Without objection, **10. b. Official Oath Reinstatement of Patrolman Dylan Major** was moved to the table. Mayor Skinner welcomed Dylan Major to City Hall, and administered the following Oath:

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

CITY OF BUCKHANNON

OFFICIAL OATH

State of West Virginia,
County of Upshur,
City of Buckhannon,

I, **Dylan Ray Major**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of West Virginia, the Charter and Ordinances of the City of Buckhannon, West Virginia, and faithfully discharge my duties as a **Police Officer** of the said City to the best of my ability, so help me God.

Signed 

Subscribed and sworn to before me this 20th day of March, 2025.

Mayor 



5. Public Comment—Motion to Open & Close Requested: Without objection, Mayor Skinner opened the Public Comment period, and the following were recognized:

Jody Light was recognized for providing several updates on the upcoming Almost Heaven BBQ Bash, June 12 – 14, 2025



June 12 - 14, 2025

PO Box 2054
Buckhannon, WV 26201
Toll-free: 866 / 710-7600
E-mail: almostheavenbbqbash@gmail.com
Website: www.almostheavenbbqbash.com



TO: City Council Members
FROM: Jody Light Cell: 304 / 439-3033
DATE: March 20, 2025
SUBJECT: 2025 BBQ Bash Updates

Below are some tidbits for this year's 10th Anniversary event, with more to be announced in the next couple weeks. Highlighted items are NEW activities for 2025 with most FREE to the public.

- ~ Projecting 45-50 BBQ Teams (from 15-20 states) including the 2024 and 2023 KCBS World Champion BBQ Teams and winners of the 2024 & 2023 Jack Daniels International BBQ Tournament
- ~ Variety of Artists & Crafters (*all handcrafted products / no third party vendors*)
- ~ LIVE bands Thursday, Friday & Saturday (*gospel & bluegrass, country, & classic rock*)
- ~ Laurel Fork Falconry (*featuring WV Birds of prey on display & demos*)
- ~ Kids activities (Dime Toss, FREE Sand Art, Cake & Cupcake Walks, giant balloon sculptures by Gilbert's World of Wonder, etc.)

NEW FOR 2025:

- ~ **Inflatable Bumper Cars** for kids & adults
- ~ **FREE: WV DEP Mobile Aquarium** – 2,000 gallon tank filled with WV native fish
- ~ **FREE: Dino-Roar Show** - 3 shows Friday & Saturday
- ~ **Kids Cake Decorating Contest** (elementary, middle, and high school / Pro-Start students) **CASH & prizes, cakes and decorating supplies provided, limit of 10 per age group. Applications with rules posted in a couple days / deadline to enter is May 1 (Sponsored by: Baxa Inn)**
- ~ **FREE: Hourly door prizes** (one for kids / one for adults)
- *** **ALL attendees receive 1 Free ticket** (additional tickets available for \$1.00 ea.) for gift certificates, get aways, etc. **Color coded tickets for children / adults per day (must be present to claim prizes to encourage additional attendance)**

*** **FISH FRY – Friday, May 2 – 4-7 PM / BiCentennial Inn**

\$20 All You Can Eat (advance tickets) - \$25 at the door,
Kids (12 & under) \$10 advance or at the door
Take-Out available (a generous portion, but NOT all you can eat)
~ *Whiting Fish, Hushpuppies, Fries, ColeSlaw, Baked Beans, Dessert, & Water*

*** Tickets at: *Mama Roma's, BU Chamber, BiCentennial Inn, or order at www.almostheavenbbqbash.com*

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

6. Recognition of Guests

a. Downtown Seasonal Decoration Committee, Amanda Hayes: Design & Funding Request -

Representing the Downtown Decorating Committee, Amanda Hayes presented a PowerPoint presentation showing recommended additions and changes for the Christmas Decorating. She also proposed purchasing the new designs for \$15,000. Discussion took place. The next meeting of the Downtown Decorating Committee is April 16, 2025, and it was suggested that Council participate in the discussion more actively. No action was taken at this time.

b. Upshur County Development Authority, Executive Director Brandon Tenney – To be recognized later in the meeting.

c. Corhart Refractories – To be recognized later in the meeting.

7. Building Code Enforcement Officer, Vincent Smith

a. ISO Building Code Effectiveness Grading Schedule Results/Classification – Mr. Smith provided an overview of our current ISO Building Code Effectiveness Grading Schedule result, which was a 5 for both Commercial and Residential. Discussion took place. No action was necessary.



1000 Bishops Gate Blvd., Suite 300
Mt. Laurel, NJ 08054

tel. 1 800 444-4554

March 13, 2025

Mr. Jay Hollen, City Engineer
Buckhannon
70 East Main Street
Buckhannon, WV 26201

RE: Building Code Effectiveness Grading Schedule Results
Buckhannon, Upshur County, WV

Dear Mr. Hollen:

We wish to thank you for the cooperation given to our representative, Joseph Bindas, during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 05 for 1 and 2 family residential property and 05 for commercial and industrial property.

ISO's primary mission is providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Buckhannon that has been issued a Certificate of Occupancy in the year of publication and forward.

BCEGS classifications range from 1-10 with a Class 1 representing exemplary commitment to building-code enforcement. A classification of 99 indicates that a particular aspect of a community's building code enforcement program does not meet the minimum requirements of the BCEGS Schedule to receive a classification of 1-10. The BCEGS Schedule requires that a jurisdiction adopts building codes, conducts plan review, conducts inspections, and provides for staff training.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement, please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

BCEGS Notification Team
Insurance Services Office
Phone: +1.800.444.4554
Email: BCEGSNotifications@iso.com
Website: www.isomitigation.com

cc: Honorable Robbie Skinner, Mayor
Buckhannon
70 East Main Street
Buckhannon, WV 26201

Distribution of State BCEGS Classifications

The table below illustrates the distribution of BCEGS classifications across the state by percentage of graded communities in each class for both commercial and residential construction.

Note: Average State classifications and scores are calculated using the latest available BCEGS results from graded communities in each state. Verisk evaluates communities on a 4-to-5 year recurring cycle, data used in the averages may not be from the same period in time. Averages are not weighted and no community data is counted more than once in the calculation of a state's average.

Current BCEGS Survey Results

Buckhannon, WV		
	Score	Class
Commercial	60.18	5
Residential	57.22	5

b. Proposal Zoning Boundary/Provision Change Parcel 3-10-90 Putnam Street—Mr. Smith provided an overview of a proposed Zoning Boundary/Provision Change Parcel 3-10-90 Putnam Street. It was noted that a discussion among all property owners had taken place, and all opinions were positive. After a discussion, the proposed change would be referred to the Planning Commission for consideration and a public hearing.

Sanders/Reger motioned to refer to the Planning Commission a proposal for a zoning boundary/provision change of parcel 3-10-90 on Putnam Street. The motion carried.

To: Whom it may concern

3-13-25

City of Buckhannon

701 East Main St

Buckhannon, WV 26201

RE: Zoning Variance

We are requesting our property on Putnam St.

be rezoned to C2. This would be

an extension of 215 feet which would

line up with the end of Church of

Luther Day Sanits parking lot. This would

also leave a buffer between C2 and

residential property behind our property.

If questions please contact us.

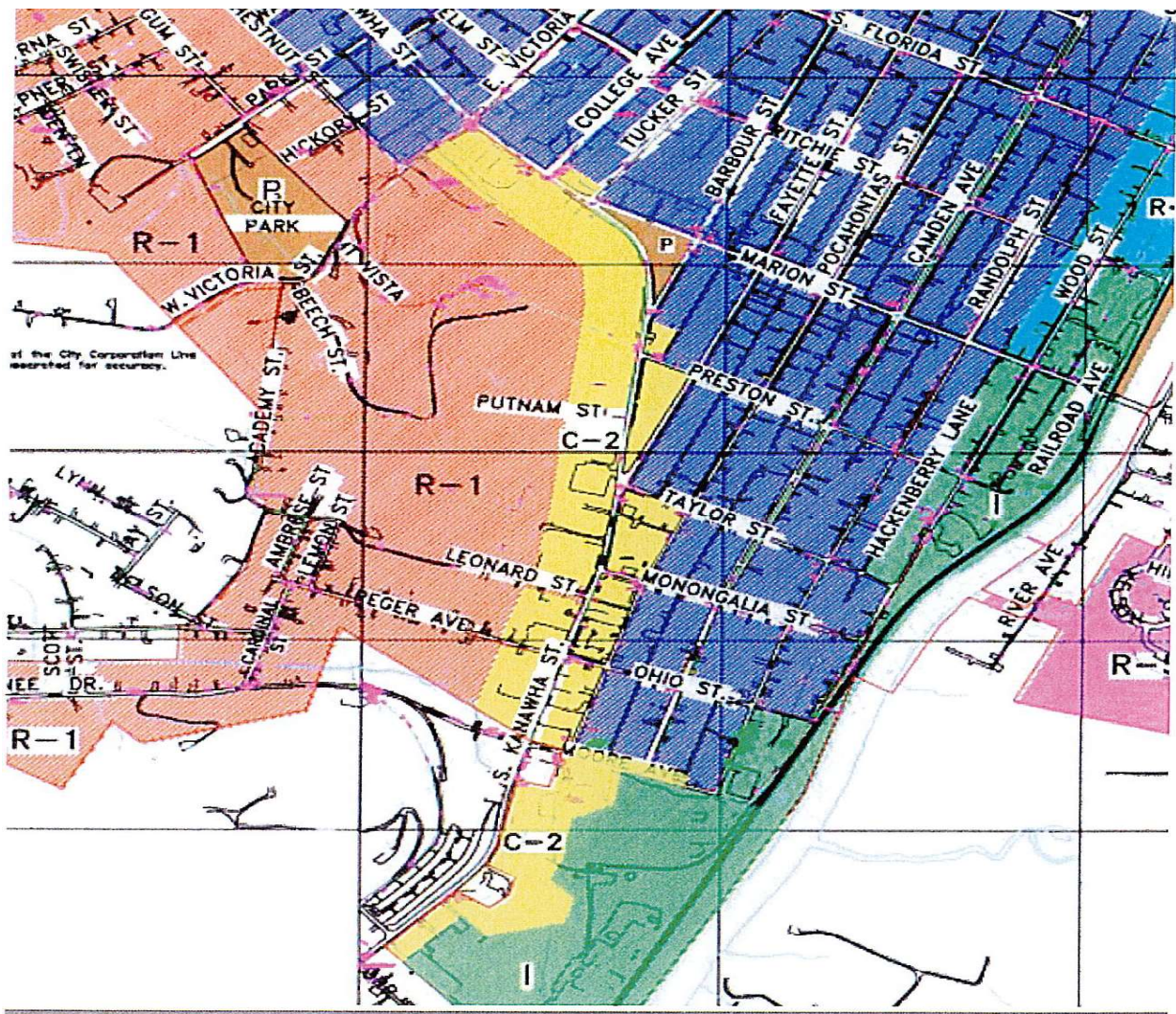
at 304 472-9154.

Respectfully

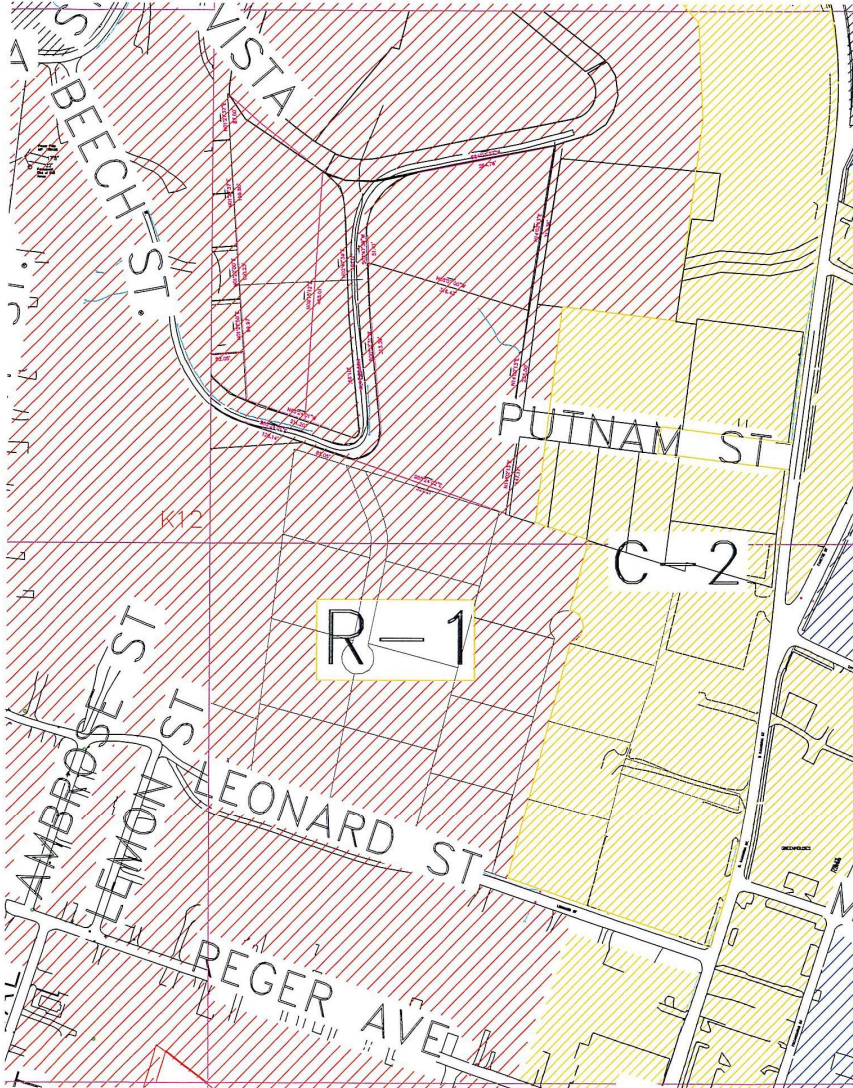
John Sanders

Mary Sanders

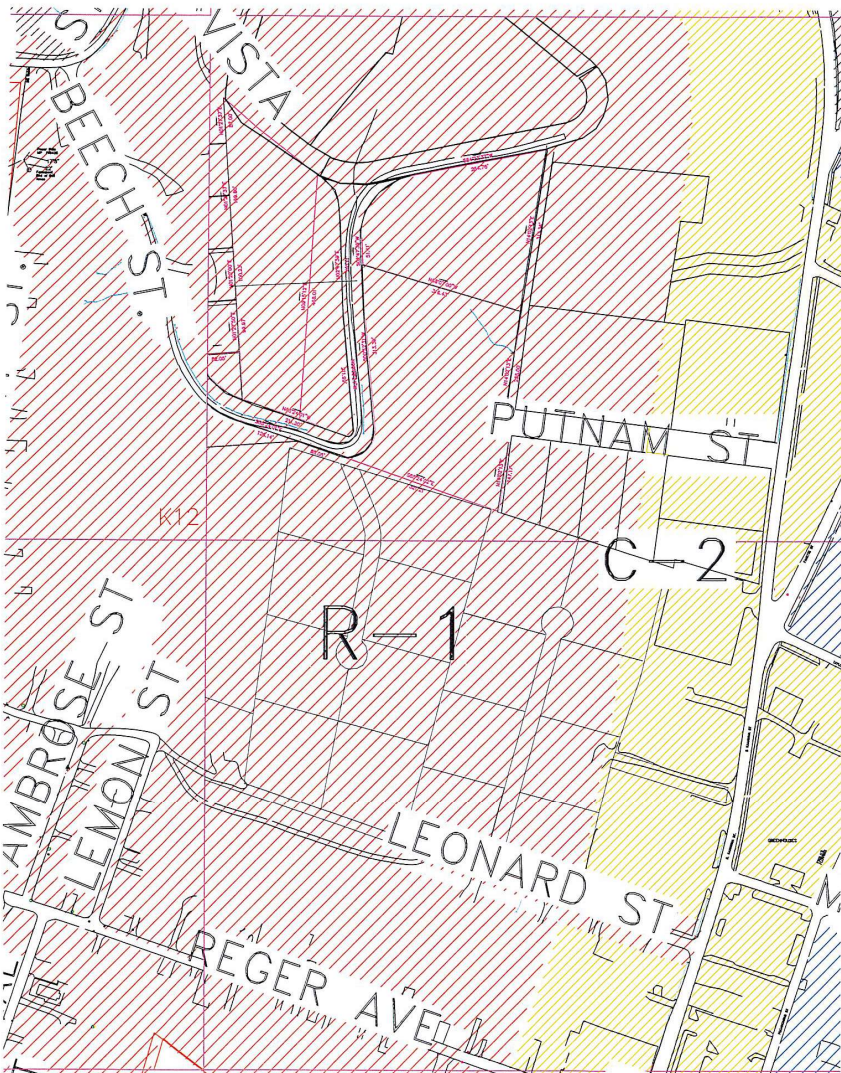
John & Mary Sanders



PROPOSED



EXISTING



Mr. Smith asked that we consider a review of the City Ordinance that addresses our building fees and allow us to recommend an increase. Mayor Skinner recommended sending the request to the Review and Revenue Committee. No action was taken.

Mayor Skinner recognized Shane Jenkins, who has assumed the position of President of the West Virginia Strawberry Festival for 2025, and thanked Mr. Jenkins for his service. Mr. Jenkins thanked the City Council for their continued support.

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 February 28, 2025

Waste Collection Board	mm/cking	\$1,762,138	cd/sav	\$322,342
Plus a letter of credit for \$64,000				
Water Board	mm/cking	\$1,022,734	work/capital & savings	-\$912,817
Sanitary Board	mm/cking	\$957,933	work capital/cds	\$476,747
Storm water Fund	mm/cking	\$221,826		

The field portion of the financial state audit was completed on Friday. I expect to receive the final audit document by the end of next week.

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

March 1-18, 2025 GENERAL FUND PAYMENT OF BILLS

- \$4,395.00– RDR ENERGY –CONCRETE FOR SIDEWALKS ON ISLAND AVE
- \$4,838.23 – ARGOS USA LLC – BULK CEMENT FOR VARIOUS PROJECTS
- \$15,000.00 – RUSTLER SALES & SERVICE – FENCE PANELS SPLIT BETWEEN STREET & STOCKERT
- \$3,599.98– BSN SPORTS – BLEACHERS FOR STOCKERT YOUTH CENTER

03-20-2025 02:42 PM		DISBURSEMENTS 03-01-25 TO 03-18-25			PAGE: 1
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 2/3/25 TO 3/2/2	3.41
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF MARCH 2025 HEALTH INS	1,783.96
		409-105-00	MAYOR'S INSURANCE	GF MARCH 2025 RETIREES INS	68.00
	HART OFFICE SOLUTIONS INC	409-341-00	MAYOR'S SUPPLIES & M	ADDED KIM K & LISA L. FOR	55.00
		409-341-00	MAYOR'S SUPPLIES & M	CH COPIER OVERAGE 2/12-3/1	11.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	FEB 2025 CC FEES	2,478.90
	GENERAL FUND	409-341-00	MAYOR'S SUPPLIES & M	DEC 24 LOC FEES	72.50
		409-341-00	MAYOR'S SUPPLIES & M	FEB 25 LOC FEES	72.50
		409-341-00	MAYOR'S SUPPLIES & M	JAN 25 LOC FEES	72.50
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	64.22
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	15.02
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-PENS CLASP ENVELOPES	56.14
		409-341-00	MAYOR'S SUPPLIES & M	PCRD- FILE FOLDERS	11.38
	USI INSURANCE SERVICES LLC	409-105-00	MAYOR'S INSURANCE	4TH OF 4 INSTM 7/1/24 - 7/	145.72
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-JAN 2025 CELL PHN & G	40.11
		409-211-00	MAYOR'S TELEPHONE	PCRD-FEB 2025 CELL PHN & G	40.11
	FP MAILING SOLUTIONS	409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGE	258.75
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	MARCH 25 POSTAGE	250.00
	WV ASSOCIATION OF GEOSPATIAL	409-341-00	MAYOR'S SUPPLIES & M	2025 AN RENEW DUES WVAGP	90.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	RECDESK FEB 2025 CC FEES	105.88
	WV NEWS	409-341-00	MAYOR'S SUPPLIES & M	RFP TOWING AD	75.55
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-FEB 2025 RECDESK CC F	13.60
	MOBIPDF ULTIMATE	409-341-00	MAYOR'S SUPPLIES & M	PCRD-MOBIPDF PDF READER	20.07
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	1,047.56
				TOTAL:	6,851.88
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 2/3/25 TO 3/2/2	3.41
				TOTAL:	3.41
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 2/3/25 TO 3/2/2	3.41
				TOTAL:	3.41
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 2/3/25 TO 3/2/2	3.41
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF MARCH 2025 HEALTH INS	1.98
		413-105-00	TREASURER'S GROUP IN	GF MARCH 2025 RETIREES 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
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	313.18
			TOTAL:	376.53	
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 2/3/25 TO 3/2/2	6.00
				TOTAL:	6.00
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 2/3/25 TO 3/2/2	24.20
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES	420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05
				3/01/2025 - 3/18/2025	823.30
				TOTAL:	911.06
HOUSING	BUCKHANNON UTIL BOARDS	436-341-99	CLEAN UP ASSISTANCE	GOOD NEIGHBOR CLEANUP FEB	716.40
				TOTAL:	716.40
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 2/3/25 TO 3/2/2	59.50
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF MARCH 2025 HEALTH INS	413.98
		437-105-00	ZONING HEALTH INS	GF MARCH 2025 RETIREES INS	34.00
	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
	USI INSURANCE SERVICES LLC	437-105-00	ZONING HEALTH INS	4TH OF 4 INSTM 7/1/24 - 7/	58.12
	WV FLOODPLAIN MANAGEMENT ASS	437-221-00	ZONING TRAINING	PCRD-2025 ANNUAL WVFMA CON	225.00
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	1,500.00
				TOTAL:	2,405.35
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	MAR 2025 IT SERVICE	450.00
	GARRETT K SUMMERS	439-230-00	DATA PROCESSING	BIT DEF ENDPY SEC MARCH 20	48.13
				TOTAL:	498.13
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 2/3/25 TO 3/2/2	73.09
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF MARCH 2025 HEALTH INS	1.98
		440-105-00	CITY HALL JANITOR IN	GF MARCH 2025 RETIREES INS	34.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	245.35
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	42.08
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	101.76
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	23.80
	AMAZON.COM	440-216-00	CITY HALL MAINTENANC	PCRD-4PK REFRIGERATOR WATE	7.24
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC 3-10-25	45.32
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	1,656.00
				TOTAL:	2,275.94
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 2/3/25 TO 3/2/2	1,161.71
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF MARCH 2025 HEALTH INS	6,824.82
		700-105-00	POLICE DEPT. GROUP I	GF MARCH 2025 RETIREES INS	272.00
	HART OFFICE SOLUTIONS INC	700-341-00	POLICE DEPT. MAT & S	HART OFFICE SOLUTIONS	23.89
	DIVISION OF JUSTICE AND COMM	700-221-00	POLICE DEPT. TRAININ	C SPOTLOE POLICE ACADEMY T	1,500.00
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES	123.75
	JENKINS FORD INC	700-343-00	POLICE DEPT. AUTO SU	INSPECTION/OIL CHANGE	112.64
		700-343-00	POLICE DEPT. AUTO SU	WINDSHIELD WIPERS	49.04
		700-343-00	POLICE DEPT. AUTO SU	DEDUCTIBLE CAR 7	1,000.00
	BUCKHANNON POSTMASTER	700-341-00	POLICE DEPT. MAT & S	PCRD-SHIPPIING EVIDENCE TO	6.10
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	FEB 2025 COURT FEES	82.00
	MOTOROLA SOLUTIONS, INC.	700-459-00	POLICE DEPT. NEW EQU	MOBILE RADIO	7,319.79
		700-459-00	POLICE DEPT. NEW EQU	MOBILE RADIO	190.50
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 INTERCEPTOR	789.86
		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
		700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT MAR 2025	2,802.39
	ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. MAT & S	LAB TEST TIM SMITH	68.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,826.74
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	427.23
	AMAZON.COM	700-233-00	POLICE DEPT. CRIMINA	PCRD-EXTERNAL HARD DRIVES	299.95
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRTS CHRIS	239.97
		700-345-00	POLICE DEPT. UNIFORM	PCRD-TACTICAL WRK BOOTS MA	56.49
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM PANTS WARNER	222.92
		700-341-00	POLICE DEPT. MAT & S	PCRD-EVIDENCE BAGS	72.00
	USI INSURANCE SERVICES LLC	700-105-00	POLICE DEPT. GROUP I	4TH OF 4 INSTM 7/1/24 - 7/	639.32
	10-42 TACTICAL LLC	700-345-00	POLICE DEPT. UNIFORM	POLICE PLACARD-VEST	69.82
	CORRIDOR H TIRE INC	700-343-00	POLICE DEPT. AUTO SU	TIRES/ ALIGNMENT	1,314.95
	DETECTACHEM	700-341-00	POLICE DEPT. MAT & S	PCRD-MULTI-DRUG TEST POUCH	190.72
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-JAN 2025 CELL PHN & G	1,265.74
		700-211-00	POLICE DEPT. TELEPHO	PCRD-FEB 2025 CELL PHN & G	1,264.56
	GEORGE A. SINCLAIR	700-341-00	POLICE DEPT. MAT & S	POLYGRAGH BENDER POLICE	450.00
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POLICE FEB 25 FUEL BILL	1,972.91
	SHERATON MYRTLE BEACH	700-221-00	POLICE DEPT. TRAININ	PCRD-LODGING K9 TRAINING C	691.36
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	29,654.94
				TOTAL:	71,613.97
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	FEB 2025 COURT FEES	80.00
				TOTAL:	80.00
FIRE	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 2/3/25 TO 3/2/2	1,002.91
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF MARCH 2025 HEALTH INS	5,709.82
		706-105-00	FIRE DEPT. GROUP INS	GF MARCH 2025 RETIREES INS	306.00
	BOUND TREE MEDICAL	706-341-00	FIRE DEPT. MATERIAL	PCRD-EXAM GLOVES ALCOHOL P	157.44
	JENKINS FORD INC	706-343-00	FIRE DEPT. AUTO SUPP	LABOR, SHOP SUPPLIES	193.35
	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 MAR 2025	4,790.11
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB TEST CHRISTOPHER SMITH	65.00
		706-341-00	FIRE DEPT. MATERIAL	LAB TEST MACY MENEFEE	68.00
		706-341-00	FIRE DEPT. MATERIAL	LAB TEST ZACKERI CONRAD	68.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,392.23
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	325.61
	AMAZON.COM	706-345-00	FIRE DEPT. UNIFORMS	PCRD-SAFETY TOE BOOT LIIN	124.95
	TAYLOR TINS	706-341-01	VOLUNTEER FIREFIGHTE	PCRD-CLASSIFICATION VOLUNT	164.00
	USI INSURANCE SERVICES LLC	706-105-00	FIRE DEPT. GROUP INS	4TH OF 4 INSTM 7/1/24 - 7/	406.84
	NATIONAL REGISTRY EMT	706-221-00	FIRE DEPT. TRAINING	PCRD-EMT RECERTIFICATION J	25.00
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-JAN 2025 GEOTAB BILL	190.28
		706-211-00	FIRE DEPT. TELEPHONE	PCRD-FEB 2025 GEOTAB BILL	190.28
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE FEB 25 FUEL BILL	687.98
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	CABINETSTOCK	7.16

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT MAR 2025	2,802.39
	ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. MAT & S	LAB TEST TIM SMITH	68.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,826.74
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	427.23
	AMAZON.COM	700-233-00	POLICE DEPT. CRIMINA	PCRD-EXTERNAL HARD DRIVES	299.95
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRTS CHRIS	239.97
		700-345-00	POLICE DEPT. UNIFORM	PCRD-TACTICAL WRK BOOTS MA	56.49
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM PANTS WARNER	222.92
		700-341-00	POLICE DEPT. MAT & S	PCRD-EVIDENCE BAGS	72.00
	USI INSURANCE SERVICES LLC	700-105-00	POLICE DEPT. GROUP I	4TH OF 4 INSTM 7/1/24 - 7/	639.32
	10-42 TACTICAL LLC	700-345-00	POLICE DEPT. UNIFORM	POLICE PLACARD-VEST	69.82
	CORRIDOR H TIRE INC	700-343-00	POLICE DEPT. AUTO SU	TIRES/ ALIGNMENT	1,314.95
	DETECTACHEM	700-341-00	POLICE DEPT. MAT & S	PCRD-MULTI-DRUG TEST POUCH	190.72
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-JAN 2025 CELL PHN & G	1,265.74
		700-211-00	POLICE DEPT. TELEPHO	PCRD-FEB 2025 CELL PHN & G	1,264.56
	GEORGE A. SINCLAIR	700-341-00	POLICE DEPT. MAT & S	POLYGRAGH BENDER POLICE	450.00
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POLICE FEB 25 FUEL BILL	1,972.91
	SHERATON MYRTLE BEACH	700-221-00	POLICE DEPT. TRAININ	PCRD-LODGING K9 TRAINING C	691.36
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	29,654.94
				TOTAL:	71,613.97
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	FEB 2025 COURT FEES	80.00
				TOTAL:	80.00
FIRE	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 2/3/25 TO 3/2/2	1,002.91
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF MARCH 2025 HEALTH INS	5,709.82
		706-105-00	FIRE DEPT. GROUP INS	GF MARCH 2025 RETIREES INS	306.00
	BOUND TREE MEDICAL	706-341-00	FIRE DEPT. MATERIAL	PCRD-EXAM GLOVES ALCOHOL P	157.44
	JENKINS FORD INC	706-343-00	FIRE DEPT. AUTO SUPP	LABOR, SHOP SUPPLIES	193.35
	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 MAR 2025	4,790.11
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB TEST CHRISTOPHER SMITH	65.00
		706-341-00	FIRE DEPT. MATERIAL	LAB TEST MACY MENEFEE	68.00
		706-341-00	FIRE DEPT. MATERIAL	LAB TEST ZACKERI CONRAD	68.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,392.23
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	325.61
	AMAZON.COM	706-345-00	FIRE DEPT. UNIFORMS	PCRD-SAFETY TOE BOOT LIIN	124.95
	TAYLOR TINS	706-341-01	VOLUNTEER FIREFIGHTE	PCRD-CLASSIFICATION VOLUNT	164.00
	USI INSURANCE SERVICES LLC	706-105-00	FIRE DEPT. GROUP INS	4TH OF 4 INSTM 7/1/24 - 7/	406.84
	NATIONAL REGISTRY EMT	706-221-00	FIRE DEPT. TRAINING	PCRD-EMT RECERTIFICATION J	25.00
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-JAN 2025 GEOTAB BILL	190.28
		706-211-00	FIRE DEPT. TELEPHONE	PCRD-FEB 2025 GEOTAB BILL	190.28
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE FEB 25 FUEL BILL	687.98
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	CABINETSTOCK	7.16

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	22,468.96
				TOTAL:	39,060.50
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	15.94
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	654.05
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	821.36
	RALSTON PRESS INC	750-341-00	STREET DEPT. MAT & S	BUS CARD E. CROSTEN	50.41
		750-341-00	STREET DEPT. MAT & S	BUS CARDS A. LOUDIN	50.41
	LEAF	750-341-00	STREET DEPT. MAT & S	COPIER LEASE	57.14
	RITE-WAY HEATING & PLUMBING	750-458-05	STREET DEPT PROJECTS	3/4"X48" BLK PIPE ISLAND	21.42
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 2/3/25 TO 3/2/2	1,000.01
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF MARCH 2025 HEALTH INS	5,583.86
		750-105-00	STREET DEPT. GROUP I	GF MARCH 2025 RETIREES INS	306.00
	QUALITY HYDRAULICS INC	750-343-00	STREET DEPT. AUTO SU	REBUILT HYD CYL GRADER	560.00
		750-343-00	STREET DEPT. AUTO SU	REBUILT HYD CYL GRADER	560.00
		750-343-00	STREET DEPT. AUTO SU	REBUILT HYD CYL GRADER	675.00
		750-461-00	STREET PAVING	REBUILT HYD CYL PAVER	400.00
		750-461-00	STREET PAVING	REBUILT HYD CYL PAVER	415.00
		750-461-00	STREET PAVING	REBUILT HYD CYL PAVER	410.00
		750-461-00	STREET PAVING	REBUILT HYD CYL PAVER	400.00
		750-461-00	STREET PAVING	REBUILT HYD CYL PAVER	415.00
		750-461-00	STREET PAVING	REBUILT HYD CYL PAVER	410.00
	NAPA-AMTOWER AUTO SUPPLY	750-458-05	STREET DEPT PROJECTS	PAINT AND THINNER FOR MUL	650.94
	HART OFFICE SOLUTIONS INC	750-341-00	STREET DEPT. MAT & S	472 COLORED COPIES	28.08
	CENTRAL SUPPLY CO	750-458-05	STREET DEPT PROJECTS	FIBER EXP JOINT ISLAND AV	46.30
	STATE EQUIPMENT INC.	750-343-00	STREET DEPT. AUTO SU	FRONT RIM FOR S-1	335.00
	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	2,940.73
		750-459-00	STREET DEPT. CAPITAL	22WGHV 5500 CHASSIS DUMP T	31.00
	STEVEN C RODEHEAVER	750-341-00	STREET DEPT. MAT & S	6 SHVL/2 SCRPRS PO#24-0396	224.00
	ST JOSEPH HOSPITAL OF BUCKHA	750-341-00	STREET DEPT. MAT & S	LAB TEST BRAD HAWKINS	85.00
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT. MAT & S	PCRD-PENS TOLLET PAPER PAP	211.92
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,337.84
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	312.87
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD- COMPUTER MONITOR FOR	79.97
		750-341-00	STREET DEPT. MAT & S	PCRD-3BUNN COFFEE POTS	44.43
		750-343-00	STREET DEPT. AUTO SU	PCRD-TOGGLE SWITCH BXS SIG	139.76
		750-341-00	STREET DEPT. MAT & S	PCRD-12.5 TELESCOPING LADD	290.98
		750-341-00	STREET DEPT. MAT & S	PCRD-CORDELESS IMPACT WRENC	292.32
	USI INSURANCE SERVICES LLC	750-105-00	STREET DEPT. GROUP I	4TH OF 4 INSTN 7/1/24 - 7/	464.96
	RDR ENERGY RESOURCES LLC	750-458-05	STREET DEPT PROJECTS	10 YDS CONCRETE ISLAND AV	2,197.50
		750-458-05	STREET DEPT PROJECTS	10 YDS CONCRETE ISLAND AV	2,197.50
	ARGOS USA LLC	750-458-05	STREET DEPT PROJECTS	22.93	4,838.23
	HINKLE TRUCKING, INC.	750-458-05	STREET DEPT PROJECTS	HAULING 22.93T BULK CEMEN	802.55
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUCL	MAR 2025 PUBLIC WRKS BLDG	9,774.80
	AT&T MOBILITY	750-211-00	STREET DEPT. TELEPHO	PCRD-JAN 2025 CELL PHN & G	452.21
		750-211-00	STREET DEPT. TELEPHO	PCRD-FEB 2025 CELL PHN & G	434.62
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STREET FEB 25 FUEL BILL	2,845.91
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	238.70
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	244.88
	RUSTLER SALES & SERVICE LLC	750-341-00	STREET DEPT. MAT & S	FENCE PANELS	7,500.00
	CITYNET LLC	750-213-00	STREET DEPT. UTILITI	PCRD-STREET DEPT FEB 2025	100.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	21,574.52
				TOTAL:	75,116.06
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,883.76
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	250.87
		751-213-00	STREET LIGHTS	110 170 666 488 26 LINCOLN	16.50
				TOTAL:	7,151.13
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	61.78
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	69.47
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	56.32
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	50.12
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	32.35
				TOTAL:	270.04
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	FEB 25 HOTEL-MOTEL TAX	2,096.46
				TOTAL:	2,096.46
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	FEB 25 HOTEL-MOTEL TAX	4,891.73
				TOTAL:	4,891.73
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	185.83
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 2/3/25 TO 3/2/2	3.41
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	322.60
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING MAR 2025 PYMT	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	19.54
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	4.56
	FRONTIER	906-213-00	CAC UTILITIES	CAC PHONE 3-1-25	123.31
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC 3-10-25	28.84
	BJ HOFFMAN	906-341-01	CAC BOOKINGS	CAC LMN MARCH 1ST 2025	50.00
	CALEB KARRIKER	906-341-01	CAC BOOKINGS	CAC LMN MARCH 1, 2025	250.00
	ETHAN EDMONDS	906-341-00	CAC SUPPLIES & EXPEN	CAC LMN MAR 1ST SOUND	100.00
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	315.05
				TOTAL:	6,652.63
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	58.21
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	ICE MELT	79.20
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE	176.06
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 2/3/25 TO 3/2/2	140.10
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF MARCH 2025 HEALTH INS	2,338.90
		907-105-00	GROUP INSURANCE	GF MARCH 2025 RETIREES INS	136.00
	HART OFFICE SOLUTIONS INC	907-341-00	MATERIALS & SUPPLIES	340601	110.00
	BSN SPORTS	907-458-02	SYCC BUILDING	BLEACHERS	3,599.98
	UPSHUR CO BD OF EDUCATION	907-356-00	YOUTH BASKETBALL	HODGESVILLE ELEM GYM USE	390.00
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	LAB TEST DEBRA KAPOUIKI	68.00
		907-341-00	MATERIALS & SUPPLIES	LAB TEST LYNISIE SILVA	68.00
		907-341-00	MATERIALS & SUPPLIES	LAB TEST TAYLOR BISHOP	68.00
		907-341-00	MATERIALS & SUPPLIES	LAB TEST LANDIN LAWRENCE	68.00
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	29.94
		907-356-00	YOUTH BASKETBALL	END OF SEAS BBALL PARTY	21.94
		907-341-00	MATERIALS & SUPPLIES	PAINT FOR BLDG UPKEEP	62.41
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	63.61
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS/SUP	5.98

03-20-2025 02:42 PM		DISBURSEMENTS 03-01-25 TO 03-18-25			PAGE: 6
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS/SUP	30.44
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	37.53
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	83.16
	SAM'S PIZZA	907-356-00	YOUTH BASKETBALL	CONCESSION ITEMS	234.00
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYCC PEST CONTROL FEB 25	38.50
		907-216-00	MAINTENANCE	SYCC PEST CONTROL MARCH 25	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	492.02
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	115.07
	AMAZON.COM	907-341-00	MATERIALS & SUPPLIES	PCRD-LIGHTBULBS STAPLES	49.83
		907-341-00	MATERIALS & SUPPLIES	PCRD-INK CARTRIDGE & PENS	78.88
		907-341-00	MATERIALS & SUPPLIES	PCRD-ELECTRIC STAPLER	39.85
	BROUGHTON'S SPORTS&TROPHY	907-365-00	RED RIBBON WEEK EXPE	PCRD-SYCC BASKETBALL METAL	1,426.57
	USI INSURANCE SERVICES LLC	907-105-00	GROUP INSURANCE	4TH OF 4 INSTM 7/1/24 - 7/	116.24
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-JAN 2025 GEOTAB BILL	38.85
		907-211-00	TELEPHONES	PCRD-FEB 2025 GEOTAB BILL	38.85
	DAWN WEBB	907-363-00	KARATE CLASS INSTRU	DEBORA BROCKLEMAN	468.00
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	492.26
		907-356-00	YOUTH BASKETBALL	PCRD-BASKETBALL CONCESSION	79.20
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	57.24
	FLYERS ENERGY LLC	907-343-00	SYCC AUTO SUPPLIES	SYCC FEB 25 FUEL BILL	327.71
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	KANGOO INSTRUCTOR	56.00
	CINTAS	907-216-00	MAINTENANCE	SYCC RUGS & MOPS 3-3-25	73.84
	RUSTLER SALES & SERVICE LLC	907-458-02	SYCC BUILDING	FENCE PANELS	7,500.00
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	YOGA INSTRUCTOR	303.20
	FC LIQUIDATIONS	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	38.11
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	7,935.94
				TOTAL:	27,674.12
CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 2/3/25 TO 3/2/2	3.41
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	25.23
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	5.91
		910-213-00	UTILITIES-ADJUTANT G	PCRD-JAN 2025 CELL PHN BIL	50.76
	AT&T MOBILITY	910-213-00	UTILITIES-ADJUTANT G	PCRD-FEB 2025 CELL PHN BIL	50.76
		910-213-00	UTILITIES-ADJUTANT G	PCRD-FEB 2025 CELL PHN BIL	50.76
	RANDALL SANDERS	910-341-00	EVENT CENTER SUPPLIE	REIMB FOR EVENT CNTR SUPPL	313.09
	**PAYROLL EXPENSES			3/01/2025 - 3/18/2025	407.00
			TOTAL:	856.16	
PUBLIC SAFETY	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	1,422.77
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC 3-10-25	29.87
				TOTAL:	1,482.51

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

b. Approval of the COB General Fund and Coal Tax Budget FY 2025/2026 – Mrs. Jenkins reviewed the COB General Fund and Coal Tax Budget FY 2025/2026, which has already been approved. No further action was necessary.

FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026
LEVY ESTIMATE - BUDGET DOCUMENT

STATE OF WEST VIRGINIA
MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA

In accordance with Code § 11-8-14, as amended, the Council proceeded to make an estimate of the amounts necessary to be raised by levy of taxes for the current fiscal year, and does determine and estimate the several amounts to be as follows:

The amount due and the amount that will become due and collectible from every source during the fiscal year INCLUDING THE LEVY OF TAXES, is as follows:

REVENUE SOURCE

Unassigned Fund Balance	750,000
Property Taxes - Current Expense	907,498
Prior Year Taxes	25,000
Gas & Oil Severance Tax	15,000
Excise Tax on Utilities	230,000
Business and Occupation Tax	1,490,000
Wine & Liquor Tax	75,000
Animal Control Tax	1,100
Hotel Occupancy Tax	120,000
Fines, Fees & Court Costs	11,000
Licenses	10,000
Building Permit Fees	42,000
Franchise Fees	45,000
IRP Fees (Interstate Registration Plan)	20,000
Parks & Recreation	14,500
Rents, Royalties, and Concessions	30,000
Police Protection Fees	215,000
Fire Protection Fees	315,000
Civic Center / Coliseum	11,500
Charges to Other Entities	152,500
State Government Grants	5,000
Contributions from other Funds	2,319,184
Charges to Other Funds	200
Gaming Income	10,000
Interest Earned on Investments	400
Reimbursements	4,000
Refunds	3,500
Video Lottery (LVL)	20,000
Miscellaneous Revenues (provide details on 'Explanations' tab)	20,000
TOTAL ESTIMATED REVENUE (GENERAL FUND)	\$ 6,862,382

COAL SEVERANCE TAX FUND

REVENUE SOURCE

Assigned Fund Balance (Coal Fund Only)	\$ 1,000
Coal Severance Tax	15,000
TOTAL ESTIMATED REVENUE (COAL SEVERANCE FUND)	\$ 16,000

	General Fund	Coal Severance Fund
ESTIMATED CURRENT EXPENDITURES		
Economic Development	\$ 55,000	\$ -
Mayor's Office	249,845	-
City Council	43,835	-
Recorder's Office	7,950	-
Treasurer's Office	23,870	-
Police Judge's Office	9,751	-
Engineering	28,863	-
Regional Development Authority	5,964	-
Building Inspection	35,000	-
Planning & Zoning	56,790	-
Data Processing	40,000	-
City Hall	90,200	-
Police Department	1,726,855	-
Regional Jail	1,500	-
Fire Department	1,353,365	-
Dog Warden/Humane Society	1,100	-
Streets and Highways	1,822,942	16,000
Street Lights	88,000	-
Signs and Signals	10,000	-
Snow Removal	20,000	-
Airports	20,000	-
Public Transit	15,000	-
Local Health Department	5,000	-
Storm Sewer	100,000	-
Parks & Recreation	36,000	-
Visitors Bureau	84,000	-
Arts & Humanities	157,410	-
Youth Program	574,345	-
Civic Center - Municipal Auditorium	112,527	-
Capital Projects - Public Safety	87,270	-
TOTAL ESTIMATED EXPENDITURES	\$ 6,862,382	\$ 16,000

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Regular Current Expense Levy
FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

Certificate of Valuation		Levy	Taxes
Assessed Value	Rate/\$100		Levied
for Tax Purposes			
CLASS I			
Personal Property	\$ 0	12.50	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
CLASS II			
Real Estate	\$ 82,678,270	25.00	\$ 206,696
Personal Property	291,118		728
Total Class II	\$ 82,969,388		\$ 207,424
CLASS IV			
Real Estate	\$ 87,068,430	50.00	\$ 435,342
Personal Property	45,153,595		225,768
Public Utility	18,164,323		90,822
Total Class IV	\$ 150,386,348		\$ 751,932
Total Value & Projected Revenue	\$ 233,355,736		\$ 959,356
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	23,984
Less Tax Discounts (use Total Projected Revenue to calculate)		1.00%	9,354
Less Allowance for Tax Increment Financing (if Applicable)			0
Total Projected Property Tax Collection			\$ 926,018
Less Assessor Valuation Fund		2.00%	18,520
(Subtracted from regular current expense taxes levied only)			
Net Amount to be Raised by Levy of Property Taxes			\$ 907,498

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
CHARLES GIBSON LIBRARY LEVY
FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

Certificate of Valuation		Levy	Taxes
Assessed Value	Rate/\$100		Levied
for Tax Purposes			
CLASS I			
Personal Property	\$ 0	1.43	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
CLASS II			
Real Estate	\$ 82,678,270	2.86	\$ 23,646
Personal Property	291,118		83
Total Class II	\$ 82,969,388		\$ 23,729
CLASS IV			
Real Estate	\$ 87,068,430	5.72	\$ 49,803
Personal Property	45,153,595		25,828
Public Utility	18,164,323		10,390
Total Class IV	\$ 150,386,348		\$ 86,021
Total Value & Projected Revenue	\$ 233,355,736		\$ 109,750
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	2,744
Less Tax Discounts (use Total Projected Revenue to calculate)		1.00%	1,070
Net Amount to be Raised by Levy for Budget Purposes			\$ 105,936

STATE OF WEST VIRGINIA
COUNTY OF
MUNICIPALITY OF

Upshur
BUCKHANNON

I, RANDALL H SANDERS, Recording Officer of said municipality, do hereby certify that the foregoing are true copies from the record of the orders made and entered by the council of the said municipality on the 18TH day of March, 2025.


(Signature)

Recorder
(Official Title of Recording Officer)

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Recap and Certification
FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

Account Number		REVENUE RECAP	General Fund Budgeted Revenues 2025 - 2026	Coal Severance Tax Budgeted Revenues 2025 - 2026
280	299	Beginning Balance, July 1st	750,000	1,000
301	319	Taxes	2,863,598	15,000
320	324	Fines and Forfeitures	11,000	
325	334	Licenses and Permits	117,000	
335	364	Charges for Services	738,500	
365	377	Intergovernmental	2,334,384	
378	399	Miscellaneous	47,900	0
Grand Totals - Revenues			6,862,382	16,000

Account Number		EXPENDITURE RECAP	General Fund Budgeted Expenditures 2025 - 2026	Coal Severance Tax Budgeted Expenditures 2025 - 2026
401	699	General Government Expenditures	647,068	0
700	749	Public Safety Expenditures	3,082,820	0
750	799	Street & Transportation Expenditures	1,975,942	16,000
800	899	Health & Sanitation Expenditures	105,000	0
900	949	Culture & Recreation Expenditures	964,282	0
950	974	Social Services Expenditures	0	0
975	999	Capital Projects Expenditures	87,270	0
Grand Totals - Expenditures			6,862,382	16,000

Please select the basis of accounting for BUCKHANNON Modified Accrual

I, Randall Sanders, RECORDING OFFICER OF SAID MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOREGOING ELECTRONIC FILES ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COUNCIL ON THE 18 DAY OF MARCH 2025.


(Signature)

Recorder
Official Title of Recording Officer

MUNICIPALITY OF BUCKHANNON, WEST VIRGINIA
Recap and Certification
FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

Account Number		REVENUE RECAP	General Fund Budgeted Revenues 2025 - 2026	Coal Severance Tax Budgeted Revenues 2025 - 2026
280	299	Beginning Balance, July 1st	750,000	1,000
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325	334	Licenses and Permits	117,000	
335	364	Charges for Services	738,500	
365	377	Intergovernmental	2,334,384	
378	399	Miscellaneous	47,900	0
Grand Totals - Revenues			6,862,382	16,000

Account Number		EXPENDITURE RECAP	General Fund Budgeted Expenditures 2025 - 2026	Coal Severance Tax Budgeted Expenditures 2025 - 2026
401	699	General Government Expenditures	647,068	0
700	749	Public Safety Expenditures	3,082,820	0
750	799	Street & Transportation Expenditures	1,975,942	16,000
800	899	Health & Sanitation Expenditures	105,000	0
900	949	Culture & Recreation Expenditures	964,282	0
950	974	Social Services Expenditures	0	0
975	999	Capital Projects Expenditures	87,270	0
Grand Totals - Expenditures			6,862,382	16,000

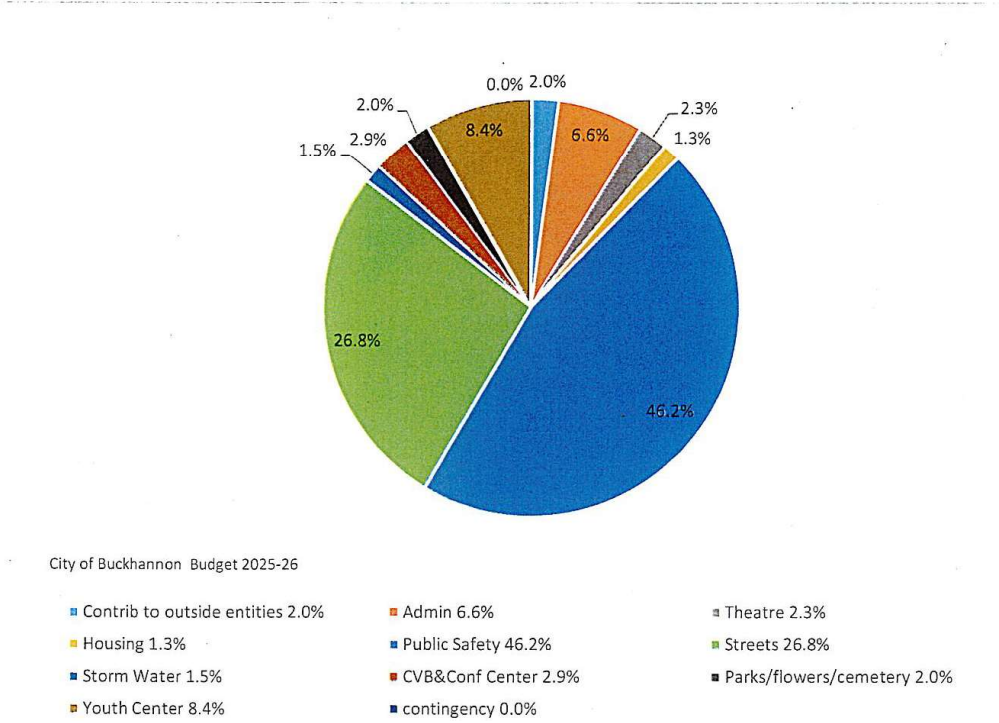
Please select the basis of accounting for BUCKHANNON Modified Accrual

I, Randall Sanders, RECORDING OFFICER OF SAID MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOREGOING ELECTRONIC FILES ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COUNCIL ON THE 18 DAY OF MARCH 2025.


(Signature)

Recorder
Official Title of Recording Officer

Contrib to outside entities	2.0%	\$	140,000.00	
Admin	6.6%	\$	455,278.00	
Theatre	2.3%	\$	157,410.00	
Housing	1.3%	\$	91,790.00	
Public Safety	46.2%	\$	3,170,090.00	police, fire, PSC
Streets	26.8%	\$	1,840,942.00	
Storm Water	1.5%	\$	100,000.00	
CVB&Conf Center	2.9%	\$	196,527.00	
Parks/flowers/cemetery	2.0%	\$	136,000.00	
Youth Center	8.4%	\$	574,345.00	
contingency	0.0%	\$	-	
		\$	6,862,382.00	



c. Recommendations from the General Fund Revenue Review Committee- Outside Entity Funding Requests approved as part of the General Fund: Mayor Skinner reviewed the following information with the City Council.

- **WV Strawberry Festival Association - \$25,000**
- **Almost Heaven BBQ Bash - \$10,000**
- **Create Buckhannon - \$10,000**
- **Upshur Buckhannon Health Department - \$5,000**
- **Country Roads Transit - \$15,000**
- **Upshur County Development Authority - \$55,000**

The Revenue Review Committee met on March 5, 2025 at 10:00 a.m. in City Hall Council Chambers.

Committee Members present were: Mayor Skinner, Scott Randall, Amberle Jenkins, Mark Waldo, Barbara Hinkle, Jack Reger. Guest attending to observe was Randy Sanders.

- **Almost Heaven BBQ Bash:**

Discussions took place regarding the request of funding amount of \$20,000.00 for FY 2024-25 and \$15,000.00 for FY 2025-26 from Almost Heaven BBQ Bash.

The City contributes in-kind services such as:

- *Street department assisting with setup and cleanup*
- *Electric services and previously upgraded electric service to facilitate rigs that participate*
- *The use of Jawbone Park*
- *Water, Sewer and Waste services*
- *Use of Public Safety Complex training room*

After further discussions, the Revenue Review Committee’s Recommendation to City Council to fund Almost Heaven BBQ Bash \$10,000.00 for the 2024/2025 FY and \$10,000.00 for the 2025/2026 FY.

- **West Virginia Strawberry Festival Association**

Discussions took place regarding the request of funding amount of \$50,000.00 for FY 2024-25 from West Virginia Strawberry Festival Association.

The City contributes in-kind services such as:

- Street department assisting with setup and cleanup
- Street closures and barricades
- The use of Jawbone Park and parking lot in front of pavilions
- Electricity
- Water, Sewer and Waste services
- Additional Police and Fire hours

After further discussions, the Revenue Review Committee's Recommendation to City Council to fund West Virginia Strawberry Festival Association \$25,000.00 which payment has been issued.

- **Create Buckhannon**

Discussions took place regarding the request of funding amount of \$10,000.00 from Create Buckhannon for FY 2025-26.

After further discussions, the Revenue Review Committee's Recommendation to City Council to fund Create Buckhannon \$10,000.00 for FY 2025-26.

- **Country Roads Transit**

Discussions took place regarding the request of funding amount of \$15,000.00 for FY 2025-26 from Country Roads Transit.

After further discussions, the Revenue Review Committee's Recommendation to City Council to fund Country Roads Transit \$15,000.00 for FY 2025-26.

- **Upshur-Buckhannon Health Department**

Discussions took place regarding the request of funding amount of \$8,000.00 for FY 2025-26 from Upshur-Buckhannon Health Department.

After further discussions, the Revenue Review Committee's Recommendation to City Council to fund Upshur-Buckhannon Health Department \$5,000.00 for FY 2025-26.

- **Upshur County Development Authority**

Discussions took place regarding the request of funding amount of \$60,000.00 for FY 2025-26 from Upshur County Development Authority.

After further discussions, the Revenue Review Committee's Recommendation to City Council to fund Upshur County Development Authority \$55,000.00, with \$15,000.00 of that going to the Façade Program for FY 2025-26.

- **Buckhannon-Upshur Airport Authority**

Discussions took place regarding the request of funding amount of \$40,000.00 for FY 2025-26 from Buckhannon-Upshur Airport Authority.

After further discussions, the Revenue Review Committee tabled the request until further information can be clarified pertaining to items on the application.

Committee Comments:

The Committee Members will work on getting together to develop a cost list of in-kind services that the City provides to events held within the city limits. Man hours; equipment; water; sewer; garbage; electric; infrastructure; security.

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

Street:

- We have the final concrete pour for the Jawbone Park Stage scheduled for tomorrow morning. After this pour, railing and steps will complete the project.
- We have completed approximately ½ of the Island Avenue sidewalk project, but we have had to pull away from it while other projects have taken priority.
- The City Park is getting closer to completion. The solid berm is being placed around the perimeter of the pickle and basketball courts. A small retaining wall was added on the northwest corner of the basketball court. The power was moved from overhead, conduits for the Verkada cameras were installed, and dirt work/ seeding/ mulching was completed.

- The sidewalk on South Kanawha Street has been demolished; we will install the new sidewalk once the sewer has replaced its line.

Waste

- We are continuing to monitor issues with the new waste collection trucks.
- The WVDEP once again extended our SWF permit until July 21st of this year.

Sewer:

- The bull gear for our clarifier has been reinstalled, and the clarifier has been brought back into service.
- We completed a small stormwater project on Upper Drive in preparation for paving this spring.
- Work has begun on the South Kanawha Street sewer line upgrade as part of that project.
- The CMH development has progressed well this week, with the second manhole being set.

Water

- Crews are working on a small 6-inch line extension near the car wash in Tennerton.
- Tom Davis passed is Class 4 operator license exam.

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

- ARPA—Tennerton Booster Station—All construction activities except for the punch list items have been completed. We are continuing to prepare Contract A's punch list for any outstanding issues that need to be addressed.
- FEMA Generator Hazard Mitigation Grant No. 2 – Awaiting receipt of the final project closeout documents from FEMA and WVEMD.
- FEMA Generator Hazard Mitigation Grant No. 1—The materials for installing the handrails and additional platform are scheduled to 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.
- Charles W. Gibson Library Remediation Project—The Mills Group met on March 12, 2025, to discuss the library's options (Renovations of the existing building, Construction of a new addition, or both?). More information will be provided at the next library board meeting.
- WVDOH Transportation Alternative Program (TAP) Morton Avenue – I have paused work on the project's design phase. A property matter needs to be addressed with one of the property owners on the south side of Morton Avenue. A resolution regarding the property issues must be reached before I resume design activities. Potesta has submitted their surveying fee proposal to survey the project so that the detailed design phase can begin. A survey is needed to locate existing utilities and property corners on the properties south of Morton Avenue to ensure the project is located on the WVDOH Right-of-Way. However, until the property issue is resolved, the surveying services are also on hold.

A Q&A took place.

10. 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

3/20/25

1. With Dylan Major's return to the Buckhannon Police Department, he is set to be on the schedule beginning March 25 where he will resume his duties as Patrol Officer.
2. Work progresses with preparing to onboard Cole Bender, with his swear-in date set for Monday, March 31 at 8:00 a.m.
3. I continue to meet with our CALEA Assessor, Jason Cassalia, who is set to begin the On-Site Assessment on March 31. The CALEA Assessor will be at the Buckhannon Police Department until Wednesday, April 2. The Assessment will consist of an on-site review as well as numerous interviews with staff and other community partners, which focuses on outcomes relative to the police department's operations and other initiatives.

POLICE ACTIVITIES

MONTH: February

YEAR: 2025

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

10

By Officers:

3

TOTAL ISSUED:

13

Citations Issued:

4

Misdemeanor Arrests:

22

Felony Arrests:

6

Calls Answered:

325

Complaint Reports:

28

Accidents Investigated:

9


Community Policing Hours:

25

Patrol Mileage:

7,255

a. **Approval Advertisement with Hometown Publishing, Inc. for the BPD Calendars** – Chief Gregory presented the proposal for an agreement with Hometown Publishing, Inc. for the BPD Calendars and asked for approval of the advertising program. A discussion took place.



Hometown Publishing, Inc.
185 Old Depot Road
Monroe, LA 71203

Phone: 318-509-9113
hometownpublishinginc.com

NEW PROJECT AGREEMENT FOR:

(Agency Name)

Mailing Address

City

State

Zip Code

Physical Address (if different from mailing)

City

State

Zip Code

Phone Number

Fax Number

Head of Agency Title/Name

Cell Number

Email Address

Contact Name

Cell Number

E-mail Address

☐ Prefer to receive rebate as credit toward promotional items

Make Rebate Check Payable to (if applicable)

Hometown Publishing, Inc. agrees:

1. To provide a representative to contact local businesses and give them an opportunity to advertise on the calendar.

2. To handle all billings and collections and send the Agency's rebate on total collected sales. Please call us to discuss the exact % and guarantee.

3. To design calendar using photos and/or instructions provided by the agency.

4. To print and ship 250 full color 19"x27" poster calendars* to the agency. Calendar delivery is guaranteed December 31 if all artwork and approval deadlines are met.

5. To furnish a list of sponsoring businesses so that the agency can deliver a calendar to each one.

6. To provide full disclosure of every dollar collected.

Organization agrees:

1. To provide Hometown Publishing with photos and information for designing the calendar by the agreed-upon deadline. (If no date is set, the deadline will be 60 days from the close of ad sales.)

2. To provide agency personnel to assist HTP representative with sales or provide a letter of authorization, desk, and phone for representative to use for contacting local businesses.

3. To deliver a calendar to each advertising sponsor.

4. To distribute calendars to organizations and citizens within the community.

*Sales must exceed \$2,000 in order to receive rebate. If ad sales are under \$3,000, a 14"x24" calendar will be printed.

Notes / Special Requests:

\$1500 plus \$500 / 25% \$1500 upfront

and other \$500 at end of project, 100 Challenge Coins


Framed Header for department

IMPORTANT: If header photos and instructions are not received by the deadline, Hometown Publishing is authorized to use one of our pre-designed headers to insure timely delivery.

Agency Representative

Print Name

Today's Date


Hometown Publishing Representative
Donald Harris
Print Name
Project Start Date

Randall/Zuliani motioned to approve the Advertisement Agreement with Hometown Publishing, Inc. for the BPD Calendars. The motion carried.

b. Official Oath Reinstatement of Patrolman Dylan Major – Action taken earlier in the meeting.

c. Erica Bennett, Peer Liaison: First Choice Peers Program Annual Report—Chief Gregory recognized Erica Bennett, Peer Liaison with the First Choice Peers Program, who presented the Annual Report on her work with the BPD. This included a Q&A with the City Council members.

Peer Liaison Report

SEPTEMBER 2024 (597 mi)	OCTOBER 2024 (830 mi)	NOVEMBER 2024 (660 mi)
	102 mi-ACT Unit, Fairmont	
192 mi-Harmony Ridge, Walker		
	63 mi-PEER Retreat (TO)	
34 mi-LC VFD meeting		
	63 mi-PEER Retreat (FROM)	
		14 mi-DHHR/food banks
		32 mi-Meet Ann for supplies
160 mi-Healing Appalachia (TO)		
8 mi-HA Travel		35 mi-Recovery Center
8 mi-HA Travel	307 mi-HR, Barboursville	227 mi-Clean & Clear
160 mi-Healing Appalachia (FROM)	144 mi-Morgantown Shelter	240 mi-Main Office, Charleston
	105 mi-Fairmont Shelter	
	46 mi-Task Force Meeting-Elkins	
		112 mi-Fairmont Shelter
35 mi-Save A Life Day-RC		
1 person to tx	4 people to shelter/tx	2 people to shelter/tx

Peer Liaison Report

DECEMBER 2024 (653 mi)	JANUARY 2025 (758 mi)	FEBRUARY 2025 (1466 mi)
	21 mi-4 CCWV client appts	
32 mi-LC VFD-CIT		
105 mi-Fairmont Shelter		286 mi-Putnam Co-CIT
130 mi-Lauren's Wish, Morgantown		
		128 mi-Lauren's Wish, Morgantown
	106 mi-2 clients to Sutton	179 mi-NCRJ, Fairmont Shelter
		135 mi-WisePath, Morgantown
	35 mi-Recovery Center-CoRRN	
	360 mi-Field of Hope, Vinton, OH	
		307 mi-Harmony Ridge, Barboursville
		32 mi-LC VFD-CIT
		353 mi-MHFT, Pt. Pleasant
38 mi-Rock Cave-Outreach	46 mi-Task Force Meeting-Elkins	
348 mi-MHFT, Pt. Pleasant	38 miles (CIT Training, Weston)	46 mi-Task Force Meeting-Elkins
	38 miles (CIT Training, Weston)	
	38 miles (CIT Training, Weston)	
	38 miles (CIT Training, Weston)	
	38 miles (CIT Training, Weston)	
4 people to shelter/tx	3 people to shelter/tx	6 people to shelter/tx

11. City Attorney’s Report – Thomas J. O’Neill – Mr. O’Neill was absent.

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.



Permit Fee Report #76438-#76465
03/04/2025 - 03/19/2025

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
76461	RANDY TENNEY	128 E MAIN ST	COWGERS ELECTRICAL & RESIDENTIAL REPAIR	UPGRADE ELECTRICAL METER RESET	300.00	100.00	A Commercial Property	No		No	N/A	No	No
76462	WVWC Rockefeller Center	67 Camden Ave	Larry E. Snider	Rockefeller Center- Replacement Ceiling tile, flooring, drywall, painting & light fixtures	165,279.00	165.28	A Commercial Property	No		Yes	N/A	No	
76446	WESTFALL FARMS DBA MOUNTAIN BOUTIQUE HABERDASHERY & SALON LLC	25 W MAIN ST	DAVID DAVIS HEATING AC & ELECTRIC INC	WINDOW DECAL SIGNAGE & INSIDE REMODEL	1,999.00	100.00	A Commercial Property	No	3/14/2025	Yes	N/A	No	No
76442	SHEENA ROSE	37 SEDGWICK ST	ZACHARY SMITH	ELECTRICAL UPGRADE TO RECONNECT	500.00	100.00	A Commercial Property	No		Yes	N/A	No	No
					168,078.00	465.28							

Group Total: 4

Group: Commercial-Industrial (nonresidential)

76464	MARK HARPER	190 CAMDEN AVE	FIRST CLASS CONSTRUCTION CORP	REPLACE KITCHEN	20,000.00	170.00		No		No	N/A	No	No
76465	BKN HOUSING AUTHORITY	HINKLE DR UNITS 22,24,27, 30,44	Bath Fitter Ohio Bath Solutions LLC	TUB TO SHOWER CONVERSION	34,900.00	261.75		No		No	N/A	No	No
76462	WVWC Rockefeller Center	67 Camden Ave	Larry E. Snider	Rockefeller Center- Replacement Ceiling tile, flooring, drywall, painting & light fixtures	165,279.00	909.03	A Commercial Property	No		Yes	N/A	No	
76459	Trump Salon	7 W Main St	Wares Glass & Awning LLC	Store Front Window & Door Replacement	20,000.00	170.00		No		Yes	N/A	No	

76460	CLIFF BROWN	60 BOGGESS ST	REGER COMPANIES, LLC	ROOF REPAIR ON EXISTING CARPORT (NOT DISTURBING THE POSTS) (12'X24')	6,000.00	57.00		No		No	N/A	No	No
76455	Ronald Hathaway	5 Park St	APPROACH CONTRACTING JUSTIN BURCH	REPAIR WIND DAMAGE-NEW SHEETING & SHINGLES *NOT DISTURBING THE ROOF	1,999.00	15.00		No		No	N/A	No	No
76453	WALMART	100 BKN CROSSROADS	IDENTITEK SYSTEMS	REFACING EXISTING SIGNAGE	9,000.00	85.50		No	1/29/2025	No	N/A	No	No
76451	Arby's	55 Buckhannon Crossroads	OLD SCHOOL PAVING & SEAL COATS	BLACKTOP PATCHWORK	7,500.00	71.25		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76449	KAR SERVICES-JOHN CONLEY	166 WOOD ST		PARTIAL RUBBERIZED ROOF REPAIR *NO REMOVAL	16,000.00	136.00		No		No	N/A	No	No
76446	WESTFALL FARMS DBA MOUNTAIN BOUTIQUE HABERDASHERY & SALON LLC	25 W MAIN ST	DAVID DAVIS HEATING AC & ELECTRIC INC	WINDOW DECAL SIGNAGE & INSIDE REMODEL	1,999.00	15.00	A Commercial Property	No	3/14/2025	Yes	N/A	No	No
76440	CNG AUTO REPAIR	184 S KANAWHA ST	DAVID WAYNE-WAYNE BLDING & REMODELING	WINDOW REPLACEMENT	6,500.00	61.75		No		No	N/A	No	No
76438	SMITH REGER LLC	56 SMITHFIELD ST	REGER COMPANIES, LLC	INSIDE REMODEL & SIDING	30,000.00	225.00		No		Yes	N/A	No	No
					319,177.00	2,177.28							

Group Total: 12

Group: No Charge

76454	COB	22 Park Street		Relocation Underground Service for the Restrooms & Pavilions	0.00	0.00	A Commercial Property			No	N/A	No	
					0.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

76463	DEBORAH KITTLE	90 1/2 CAMDEN AVE		ADDING KITCHEN CABINETS TO EXISTING ONES	4,000.00	44.00		No		No	N/A	No	No
76458	Joshua Leichter	5 Lincoln Heights	REGER COMPANIES, LLC	Re-Roof	21,000.00	189.00		Yes -If yes attach report		No	N/A	No	
76457	JOEY BAXA	100 W. LINCOLN ST	CAROLINA CARPORTS INC	12X24 BUILDING PREBUILT	8,900.00	97.90		No	3/14/2025	No	N/A	No	No

76456	CHRISTIAN (JOHN COWGAR)	456 MORTON AVE		BACKSIDE SIDING, INSTALL INTERIOR WATER PIPE, BASEBOARD HEAT	999.00	10.00	B2 Single Family Residential (500 sq ft)	No		No	N/A	No	No
76452	PATRICIA/JOHN KYLE	10 GREEN ST		5 X 8 REPLACEMENT DECK (SIDE YARD)	900.00	10.00		No	3/12/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No
76450	Ida Morris	20 Reger Ave	David L Beckner - Appalachian Environmental	Re-Roof Shingles	13,500.00	148.50		Yes -If yes attach report		No	N/A	No	
76448	Taylor Foster	10 Cardinal St	LITHOS CONSTRUCTION	INSTALL 6FT FENCE AROUND POOL, 6FT LANDSCAPING FENCE, & PRIVATE SIDEWALK	27,499.00	247.49		No	3/7/2025	No	N/A	No	No
76447	PAULA MCGREW	104 W LINCOLN	REGER COMPANIES, LLC	REROOF & BUILDING A ROOF OVER EXISTING DECK 12'X22'	40,000.00	360.00		Yes -If yes attach report	3/7/2025	No	N/A	No	No
76444	SHAWN TENNEY	104 1/2 E MAIN ST		CHANGING PANELS ON EXISTING FENCE	1,500.00	16.50		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76445	CJ RYLANDS IV	125 POCAHONTAS		4' STELL FENCE IN FRONT, 6' WOOD FENCE IN SIDE & REAR	4,000.00	44.00		No	3/7/2025	No	N/A	No	No
76443	LAWRENCE (LARRY) BRUSKIN	153 CAMDEN AVE		ROOF OVERLAY-METAL OVER SHINGLES *NOT DISTURBING THE ROOF	6,000.00	66.00		No		No	N/A	No	No
76439	LES WRIGHT	17 CHESTNUT ST	D&E CONSTRUCTION LLC	REPLACEMENT OF FASCIA, GUTTERWORKS, AND A SECTION OF METAL ROOFING	5,000.00	55.00		No		No	N/A	No	No
76441	CHRISTINE WILFONG	142 CAMDEN AVE	MILLERS SEAMLESS GUTTERS AND FLOOR COATING LLC	ROOF OVERLAY-METAL OVER SHINGLES *NOT DISTURBING THE ROOF	8,100.00	89.10		No		No	N/A	No	No
					141,398.00	1,377.49							

Group Total: 13

Group: Residential Electrical Fee

76456	CHRISTIAN (JOHN COWGAR)	456 MORTON AVE		BACKSIDE SIDING, INSTALL INTERIOR WATER PIPE, BASEBOARD HEAT	999.00	100.00	B2 Single Family Residential (500 sq ft)	No		No	N/A	No	No
					999.00	100.00							

Group Total: 1

Group: Zoning Application Fee

76452	PATRICIA/JOHN KYLE	10 GREEN ST		5 X 8 REPLACEMENT DECK (SIDE YARD)	900.00	20.00		No	3/12/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No
76453	WALMART	100 BKN CROSSROADS	IDENTITEK SYSTEMS	REFACING EXISTING SIGNAGE	9,000.00	20.00		No	1/29/2025	No	N/A	No	No
76448	Taylor Foster	10 Cardinal St	LITHOS CONSTRUCTION	INSTALL 6FT FENCE AROUND POOL, 6FT LANDSCAPING FENCE, & PRIVATE SIDEWALK	27,499.00	20.00		No	3/7/2025	No	N/A	No	No
76446	WESTFALL FARMS DBA MOUNTAIN BOUTIQUE HABERDASHERY & SALON LLC	25 W MAIN ST	DAVID DAVIS HEATING AC & ELEC INC	WINDOW DECAL SIGNAGE & INSIDE REMODEL	1,999.00	20.00	A Commercial Property	No	3/14/2025	Yes	N/A	No	No
76445	CJ RYLANDS IV	125 POCAHONTAS		4' STEEL FENCE IN FRONT, 6' WOOD FENCE IN SIDE & REAR	4,000.00	20.00		No	3/7/2025	No	N/A	No	No
					43,398.00	100.00							

Group Total: 5

					673,050.00	4,220.05							
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Sanders/Randall motioned to approve the Building and Wiring Permits as presented. The motion carried, with Reger abstaining.

b. Approve Enterprise Zone Opportunity for 5-Year Tax Incentives pursuant to Ordinance No. 393 – At this time, Mayor Skinner asked that we move into an Executive Session to discuss Property Matters.

At 8:36 p.m., Thomas/Zuliani motioned to enter an Executive Session to discuss property issues. The motion carried.

At 9:04 pm, Thomas/Sanders motioned to leave the Executive Session. The motion carried.

Thomas/Sanders motioned, subject to receipt of a completed application, including but not limited to financials and a complete business plan that we grant parent company Saint Gobain, an Enterprise Zone Opportunity for 5-Year Tax Incentives according to Ordinance No. 393, and that we grant 5 years of B&O Tax exemption at the level of 100% and 5 years of the portion of their property tax paid to the city, to be rebated to them, for a potential development located within city limits near the WV Readiness Center on the Brushy Fork Road. The motion carried unanimously.

c. Approval City’s Appointment Upshur Buckhannon Board of Health—Dr. Theresa Black— Mayor Skinner provided an overview of the appointee's responsibilities and asked for approval of this appointment.

Reger/Randall motioned to approve Dr. Theresa Black's appointment to the Upshur Buckhannon Board of Health as the City's representative. The motion carried.

14. Report of Events, Correspondence, and Information

a. Notice of Cemetery Annual Spring Clean-up March 24 through March 28, 2025

b. Request For Proposal Vehicle Third Party Towing & Storage Services

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.

8. 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"

c. The Colonial Arts Center & The CAC Gallery Present The 2025 Upshur County Youth Arts Exhibition

BUCKHANNON, WV: The Colonial Arts Center and the CAC Gallery celebrate Youth Art Month this March with the 2025 Upshur County Youth Arts Exhibition. The exhibition will run from Saturday, March 8th, to Saturday, April 6th, 2025, with an artist reception on Friday, March 14th, from 5 - 7 p.m. This multi-media exhibition will include artwork from Upshur County students of all ages, ranging from Buckhannon Academy Elementary School through Buckhannon-Upshur County High School.

The public is encouraged to vote for their favorite artworks in the exhibition. The People's Choice Awards winners will be announced on social media during the last week of March. CAC Gallery Director Robert Howsare says, 'The arts are an integral part of the Buckhannon community, and celebrating the talents of

our local youth and their teachers is a fantastic way to continue fostering that creative energy.'

The CAC Gallery is open Fridays and Saturdays from 4 - 8 p.m. or by appointment. It is located at 48 East Main Street in downtown Buckhannon, WV.

All gallery events are free and open to the public.

Gallery Contact: Robert Howsare, CAC Gallery Director, howsare_r@wwvc.edu

d. City Hall will close at 12:30 p.m. on Monday, March 24, 2025, for a City Employee Appreciation Afternoon

- 15. Upcoming Events at The Event Center at Brushy Fork**
a. March 20, 2025, Central WV Aging Services Homemakers Training
b. March 22, 2025, Central WV Friends of NRA Elimination Dinner
c. April 19, 2025, Upshur County Shrine Club Elimination Dinner
d. April 26, 2025, Buckhannon-Upshur High School Prom

16. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall expressed several thanks, including to Erica Bennett, Shane Jenkins, Jody Light (BBQ Bash), Ethan Crosten, and the Downtown Decorating Committee.

Pamela Bucklew: Mrs. Bucklew was happy we are working with Saint Gobain. She discussed lung screening being presented by Community Care on April 11, 2025, thanked her Downtown Decorating Committee, and reminded us that the next meeting will be April 16, 2025.

Jack Reger: Mr. Reger thanked the Downtown Decorating Committee for their hard work and commended Erica Bennett for her work.

Dave Thomas: Mr. Thomas also thanked Erica Bennett for her work and Pam Bucklew and her Downtown Decorating Committee for their excellent work

Robert Zuliani: Mr. Zuliani mentioned that the increased activity downtown, due to the nice weather, brought out several people, and that cycling activity was also abundant. He reminded all of us that we have to be careful and that pedestrians have the right of way. He enjoyed the meeting and thanked all involved.

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.

17. Mayor's Remarks and Announcements -Mayor Skinner pointed out the City's budget and the priorities spoken about by Mr. Sanders - employee wages, public safety, and infrastructure improvements. He congratulated all the honorees recognized at the recent Chamber of Commerce Annual Dinner, including the Organization of the Year - Band of Brothers, Business of the Year- Corhart/St. Gobain, Business Woman of the Year- Trish Collett, Business Man of the Year- Dr. James Moore, and Citizen of the Year- Curtis Wilkerson.

18. Declaration of Adjournment

At 9:17 p.m., Reger made a motion to adjourn.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
