

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

A regular meeting of the Buckhannon City Council was held on Thursday, May 1, 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 Fire Department	Chief J.B. Kimble	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
Zoning/Code Enforcement Officer	Vincent Smith	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Wyatt Burns, WVWC; Katie Dynes; Arthur G. & Marge Trussler; Tammy Reger, Chamber of Commerce; Tim Reese, GTM, three guests identified as User, GTM

*Council of the City of Buckhannon Public Meeting Agenda
7:00 PM Thursday, May 1, 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 Meeting: 04/17/2025
5. Recognition of Guests
 - a. West Virginia Wesleyan College Student Senate Wyatt Burns
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval of Bill Payments
8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Approve Advertise for On-Call Construction Services
 - b. Approve to Advertise for Paving Services
 - c. Approve to Advertise for Yard & Surface Reclamation Services
9. Zoning and Code Enforcement Officer, Vincent Smith
 - a. Approve Building and Wiring Permits
 - b. Planning Commission Recommendation Zoning Change of Parcels 3-10-89, 3-10-90, 3-12-186, 3-12-184, 3-12-182, 3-12-182.1 and 3-12-180 situated along South Kanawha Street from R-1 Single Family Residential District to C-2 Highway Commercial District
 - c. Recommendation from Housing Enforcement Board to City Council to direct the City Attorney to strengthen the language in Ordinance No. 365, known as the City of Buckhannon’s Noise Ordinance, specifically any exclusion regarding noise from domestic power tools
 - d. Recommendation from Housing Enforcement Board to request that the City Council direct the Housing Enforcement Officer to enforce Ordinance No. 367, Vacant Building Procedures for Administration & Enforcement, when appropriate

- e. Zoning Board of Appeals May 28, 2025 at 5:30 pm RE: 152 Randolph St, 133 Pocahontas St & 188 Pocahontas St
- 10. City Fire Department Report – Chief J.B. Kimble
 - a. BFD 2024 Response Gap Report
 - b. Buckhannon Siren System
- 11. City Attorney’s Report – Thomas J. O’Neill
 - a. Discussion Ordinance Codification
- 12. New Business Discussions:
 - a. CPWB Recommendation to City Council to direct the City Attorney to revisit the Parking Enforcement Ordinances
 - b. Accept Resignation Jean Fealy, Planning Commission
 - c. Recommendation from IT Interviewing Committee for Information Technology (IT) Firm or Specialist with Possible Vote
- 13. Council Members’ Remarks and Announcements
- 14. City Recorder’s Report, Remarks, and Announcements
 - a. Report of Events, Correspondence, and Information
 - I. Notice of Cancellation City Council Meeting May 15, 2025, due to scheduling conflicts
 - ii. Yard Waste Collection Schedule & Rescheduling Update
 - iii. WVSF Schedule of Events May 10-18, 2025
 - iv. WVSF Parade Routes & Parking Restrictions Information
 - v. Proclamation Child Abuse Prevention & Awareness Month April 2025
 - vi. City to Assist with WVWC Graduation-Certain Street Closures on May 10, 2025
- 15. Mayor’s Remarks and Announcements
- 16. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, April 28, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/443910693>, or by phone, call: (571) 317-3112, access code: 443-910-693.*

- 1. Call to Order:** At 7:00 p.m., Mayor Robbie Skinner called the May 01, 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 Meeting: 04/17/2025**—Mayor Skinner noted that the minutes for the Regular Meeting of 04/17/2025 were available, and he asked for any corrections, additions, or a motion to approve.
- Zuliani/Randall motioned to approve the minutes for the Regular Meeting of 04/17/25. The motion carried.**
- 5. Recognition of Guests**
- a. West Virginia Wesleyan College Student Senate Wyatt Burns** - Mayor Skinner recognized West Virginia Wesleyan College Student Senate Wyatt Burns, who provided the following report:

Good Evening!

- *Today marks reading day for Wesleyan Students, and finals begin tomorrow!*
- *Faculty and staff will be serving our students at Late Night Breakfast later this evening, a tradition on Reading Day*
- *Commencement activities are upon us:*
 - *Wednesday, May 7*
 - *GradFest*
 - *Friday, May 9:*

- *Alderson-Broaddus Graduate Ceremony*
 - *Nursing Convocation*
 - *Education Department graduate reception*
 - *Baccalaureate*
 - *Senior Sendoff, hosted by Dr. Moore following baccalaureate*
- *Saturday, May 10*
 - *Commencement on the Chapel Lawn, we will be graduating 210 seniors, with Summer and Winter 2024 grads walking as well*
- *Summer Camps and Conferences begin with the WV Strawberry Festival*
 - *Other groups visiting Wesleyan and Buckhannon this summer:*
 - *United Methodist Annual Conference*
 - *Try This*
 - *Governor's School of the Arts (our second year of a three-year commitment)*
 - *WVWC Gifted Camp*
 - *WVWC Volleyball Camp*
 - *WV DeMolay Conclave*
 - *And of course, a few weddings in Wesley Chapel*
- *The French A. See Dining Hall has had a bit of a facelift with new paint and flooring. New Tables and Chairs will arrive late in the summer, all courtesy of the Board of Trustees*
- *On the Admissions front:*
 - *Current new student enrollment is tracking very similarly to last year. This is a good thing as we exceeded goals and grew overall enrollment.*
 - *92% of students who deposited have already finished early registration and will receive schedules on May 1.*
- *95% of new students indicate they plan to live on campus. This is a very high percentage and good for our community as students are already enrolled from many states and countries!*
- *On the graduate end, we continue to see excellent growth in our Clinical Mental Health Counseling program, meeting an important need in our region*
- *On the academic side:*
 - *We are now offering an Online Certificate in Addiction Counseling, the first in the state.*
 - *Chemistry students recently traveled to San Diego to present their research at the American Chemical Society National Convention*
 - *Nursing students just came back from Seattle at the National Student Nurses Association Conference*
 - *Dr. Tamara Bailey accompanied a group of international studies majors to New York to the United Nations, where the students got to meet with Courtenay Rattray, Class of 1986, Chief of Cabinet to the United Nations Secretary-General*
 - *We will have 25 students on campus this summer conducting various research projects with faculty*
- *On the Advancement side:*
 - *Today is Wesleyan's Day of Giving. You can still donate at give.wvwc.edu*
- *In Athletics:*
 - *The WVWC Competitive Dance Team recently earned NDA National Runners-up in the Dance Spirit Rally, Division II*
 - *Men's and Women's Tennis will compete in the MEC conference tournament*
- *Have a GREAT summer!*

City Council members thanked Mr. Burns and wished him a great summer.

6. Public Comment—Motion to Open & Close Requested: No action was necessary, as no attendees wished to speak.

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

Amby report 5-1-25

Balances April 2025

General Fund mm checking \$1,688,874.59 CD \$86,576

Historic Landmark savings \$3,037

Coal Tax \$67,703

Municipal Stabilization Fund \$969,511

Flood Control Acct \$78,360.

Consolidated Public Works Board \$160,061 Cem CD \$235,407

Sales Tax \$1,955,532

American Rescue Plan Acct \$101,925

Opioid Account \$151,768 (received \$38,502 distribution in Jan)

Completed the annual ARPA financial report

Completed the Opioid Settlement financial report

Barb and I have been working on the 2025-26 budgets for the Enterprise funds

General Fund – revenues \$925,429 (includes \$500,000 from sales tax)
and Expenditures were \$520,620

Invoices to note—see attached

The Colonial Arts Center has a couple activities happening:

BCT’s production of “Alice in Wonderland” will take place May 9, 10 and 11.

The art gallery has the 2025 Vandalia Arts Journal Exhibition. The exhibition runs through May 10th.

The BU Middle School Theatre Club held a production of “A Mid Summers Night Dream”. The show was free to the public and funds that were contributed by WVU St Joseph Hospital paid for city staff and use of the building for the Middle School. Over 100 persons attended each of the two performances.

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

April 16-30, 2025 GENERAL FUND PAYMENT OF BILLS

- \$3,744.00**– 20/20 GENESYSTEMS –CANCER TESTING
- \$8,663.30** – ALL AMERICAN FIRE EQUIPMENT – TURN OUT GEAR
- \$5,800.00**– CHRISTOPHER NAUM –FIRE DEPT LECTURE & READING BUILDINGS TOUR
- \$20,100.00** – ARDENT FITNESS – FITNESS EQUIPMENT AFG-23 GRANT FIRE DEPT
- \$4,095.00** – RDR ENERGY – 20YDS CONCRETE S. KANAWHA ST SIDEWALK
- \$2,140.00** – BENJAMIN LEE ARISMAN – 1 WEEK MOWING CITY LOTS
- \$3,953.22** – UPSHUR COUNTY BOARD OF EDUCATION – GYM USE TENNERTON ELEMENTARY SYCC BASKETBALL
- \$51,869.37** – MOUNTAIN STATE ELECTRICAL CO – CONTRACT #3 PUBLIC SAFETY COMPLEX GENERATOR

04-30-2025 05:36 PM		DISBURSEMENTS 04-16-25 TO 04-30-25			PAGE: 1
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	5000 #10 WINDOW ENVELOPES	125.26
	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	GIS SERVICES FOR MAR 2025	260.00
	LEAF	409-341-00	MAYOR'S SUPPLIES & M	CH COPIER LEASTE APRIL 202	162.34
	WV MUNICIPAL LEAGUE	409-226-00	MAYOR'S INSURANCE &	GF 1ST QTR UNEMPLOYMENT	119.01
		409-222-00	MAYOR'S DUES	WVML 2025-2026 ANNUAL DUES	1,866.96
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	85.34
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	83.18
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	11.15
	GENERAL FUND	409-341-00	MAYOR'S SUPPLIES & M	APR 25 LOC FEES	72.50
		409-341-00	MAYOR'S SUPPLIES & M	MAR 25 LOC FEES	72.50
	JERRY HEARD ASSC.	409-341-00	MAYOR'S SUPPLIES & M	COPIER PAPER	793.30
	MY BUCKHANNON	409-341-00	MAYOR'S SUPPLIES & M	IT SPECIALIST/RFP SERVICE	220.00
		409-341-00	MAYOR'S SUPPLIES & M	HR SERVICES/MANAGER	220.00
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	105.86
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	24.76
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	APRIL 25 MAILER & INSERT P	94.31
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	DEBT COLLECTION	6.82
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	98.94
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.18

04-30-2025 05:36 PM		DISBURSEMENTS 04-16-25 TO 04-30-25			PAGE: 2	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
COUNCIL	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	1,719.05	
				TOTAL:	6,165.46	
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00	
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	MAY 25 ATTORNEY FEES	1,354.16	
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00	
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	1,000.00	
				TOTAL:	2,448.66	
	RECORDER	LOUDIN INSURANCE AGENCY INC	411-226-00	INSURANCE/COMPENSATI	SURETY BOND SANDERS 2025/2	219.00
		WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	10.70
TREASURER	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00	
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	500.00	
				TOTAL:	767.95	
	WV MUNICIPAL LEAGUE	413-226-00	TREASURER'S INSURANC	GF 1ST QTR UNEMPLOYMENT	119.01	
	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	38.46	
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	38.46	
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	26.49	
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.20	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	427.32	
COURT				TOTAL:	655.94	
	WV MUNICIPAL LEAGUE	416-226-00	POLICE JUDGE INS BON	GF 1ST QTR UNEMPLOYMENT	26.56	
	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	43.92	
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	10.27	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	708.33	
				TOTAL:	789.08	
	CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	82.21
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	82.21	
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	57.10	
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	13.36	
ZONING	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	913.46	
				TOTAL:	1,148.34	
	WV MUNICIPAL LEAGUE	437-226-00	ZONING INSURANCE & B	GF 1ST QTR UNEMPLOYMENT	119.01	
	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	148.85	
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00	
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54	
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98	
	WV NEWS	437-341-00	ZONING SUPPLIES	ZBA NOTICE CL II 5-28-25	52.88	
		437-341-00	ZONING SUPPLIES	ZBA NOTICE CL II 5-28-25	37.99	
		437-341-00	ZONING SUPPLIES	ZBA NOTICE CL II 5-28-25	68.99	
DATA PROCESSING	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	1,653.85	
				TOTAL:	2,343.09	
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	APR 25 CH INTERNET	214.63	
	HEWLETT PACKARD FINANCIAL SE	439-230-00	DATA PROCESSING	PLOTTER RENT FEB 25 PO24-0	78.90	
		439-230-00	DATA PROCESSING	HP PLTTR PMT APR 25 PO24-0	78.90	
				TOTAL:	372.43	
	04-30-2025 05:36 PM		DISBURSEMENTS 04-16-25 TO 04-30-25			PAGE: 3
	FUND: GENERAL FUND					
	DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110 088 782 062 70 E MAIN	1,145.87
DODSON BROS EXTERMINATING CO		440-216-00	CITY HALL MAINTENANC	CITY HALL PEST CONTROL APR	33.00	
WV MUNICIPAL LEAGUE		440-226-00	CITY HALL INSURANCE	GF 1ST QTR UNEMPLOYMENT	119.01	
WV PUBLIC EMPLOYEES RETIREME		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	160.79	
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	156.33	
WALMART STORES INC -BUCKHANN		440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	42.51	
INTERNAL REVENUE SERVICE		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	109.85	
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	25.69	
CINTAS		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32	
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32	
POLICE	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	1,786.50	
				TOTAL:	3,670.19	
	J T MARTIN COMPANY INC	700-341-00	POLICE DEPT. MAT & S	FIRE EXTINGUISHER INSPECT	107.25	
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	S/S UNIFORM SHIRTS	163.47	
	AUTO ZONE	700-343-00	POLICE DEPT. AUTO SU	LIGHT BULBS	17.08	
	QUICK SLICK OIL CHANGE	700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE CAR 4	95.03	
	GEORGE L. WILSON INC.	700-341-00	POLICE DEPT. MAT & S	KEY BLANKS	30.00	
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES	95.25	
	SUNSET GRAPHICS LLC	700-341-00	POLICE DEPT. MAT & S	BADGE DECALS	120.00	
	WV MUNICIPAL LEAGUE	700-226-00	POLICE DEPT. INSURAN	GF 1ST QTR UNEMPLOYMENT	1,309.14	
FIRE	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,723.04	
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,732.17	
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,195.63	
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,121.29	
	MY BUCKHANNON	700-341-00	POLICE DEPT. MAT & S	POLICE OFFICER JOB AD	880.00	
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,059.32	
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	481.61	
	WILLIAM COURTNEY	700-214-00	POLICE DEPT. TRAVEL	K-9 CONFERENCE 3/31-4/4/25	277.34	
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	TOILET TISSUE	98.84	
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42	
FIRE	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	33,211.11	
				TOTAL:	44,850.99	
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	BATTERIES ENG-11	585.12	
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE PEST CONTROL APRIL 25	44.00	
	WV MUNICIPAL LEAGUE	706-226-00	FIRE DEPT. INSURANCE	GF 1ST QTR UNEMPLOYMENT	1,128.79	
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	825.17	
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	794.42	
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,202.54	
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,074.41	
	HERITAGE FIRE EQUIPMENT LLC	706-343-00	FIRE DEPT. AUTO SUPP	WHELEN LIGHT, GLASS LENS	700.99	
FIRE	RELIABLE TIRE COMPANY	706-343-00	FIRE DEPT. AUTO SUPP	SPARE TIRES FOR ENGINE	1,600.00	
		706-343-00	FIRE DEPT. AUTO SUPP	SPARE TIRES- ENGINE 11	1,839.00	
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,444.76	
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	337.90	
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	131.63	
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	FIRST AID BOX	7.16	
	20/20 GENESYSTEMS, INC	706-341-01	VOLUNTEER FIREFIGHTE	CANCER TESTING	3,744.00	
	MES SERVICE COMPANY LLC	706-345-00	FIRE DEPT. UNIFORMS	SHIRT & JACKET	133.68	
	MARC DAVIDSON	706-221-00	FIRE DEPT. TRAINING	MILEAGE REIMB FIRE CONF	296.80	
	ALL AMERICAN FIRE EQUIPMENT	706-341-00	FIRE DEPT. MATERIAL	TURN OUT GEAR	8,663.30	
FIRE	CHRISTOPHER NAUM	706-221-00	FIRE DEPT. TRAINING	LECTURE/READ BLDG TOUR	5,800.00	
	ARDENT FITNESS	706-461-00	FIRE GRANT EXPENSE	FTNESS EQUIP-AFG 23 GRANT	20,100.00	

04-30-2025 05:36 PM		DISBURSEMENTS 04-16-25 TO 04-30-25			PAGE:	4
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	23,316.08	
				TOTAL:	73,769.75	
STREET	A F WENDLING INC	750-341-00	STREET DEPT. MAT & S	BOTTLED WATER	355.32	
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	COGAR LATE TERMINATION FEB	941.98	
		750-105-00	STREET DEPT. GROUP I	COGAR RETIREE LATE TERMINA	34.00	
	WORLDWIDE-JANE LEW	750-343-00	STREET DEPT. AUTO SU	AIR TANK AND CABLE S-8	908.04	
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	WHEEL BEARINGS FOR S-12	261.84	
	LOWES BUSINESS ACCOUNTS/SYNC	750-341-00	STREET DEPT. MAT & S	50A BREAKER AND RECEPT	311.51	
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	MAY 25 CONCRETE TRK PYMT	2,753.09	
	WV MUNICIPAL LEAGUE	750-226-00	STREET DEPT. INSURAN	GF 1ST QTR UNEMPLOYMENT	1,416.88	
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,134.86	
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,154.59	
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	798.13	
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	807.71	
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STR DEPT EXCAVATOR PYMT MA	2,736.13	
	BENNYS BOOT HILL	750-345-00	STREET DEPT. UNIFORM	BOOTS FOR FRED L.	296.99	
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,790.13	
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	418.68	
	RDR ENERGY RESOURCES LLC	750-458-05	STREET DEPT PROJECTS	10 YDS CONCRETE S KANAWHA	2,117.50	
		750-458-05	STREET DEPT PROJECTS	10 YDS CONCRETE S KANAWHA	1,977.50	
	CORRIDOR H TIRE INC	750-343-00	STREET DEPT. AUTO SU	TIRES FOR S-12	544.00	
		750-343-00	STREET DEPT. AUTO SU	ALIGNMENT FOR S-12	74.95	
	BENJAMIN LEE ARISMAN	750-341-00	STREET DEPT. MAT & S	1 WEEK MOWING CITY LOTS	2,140.00	
	CALEB LIGGETT	750-341-00	STREET DEPT. MAT & S	PRES SAFETY GLASSES- CONCR	224.00	
	FREEDOM AG & ENGERY COOPERAT	750-458-05	STREET DEPT PROJECTS	GRASSSEED AND FERTILLIZER	269.95	
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	244.59	
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	244.86	
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	244.86	
	HOPE GAS	750-213-00	STREET DEPT. UTILITI	STREET GAS 4-15-25	1,215.84	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	28,869.59	
				TOTAL:	54,287.52	
	STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 088 782 484 E MAIN ST	132.18
		751-213-00	STREET LIGHTS	110 100 156 733 107 E MAIN	119.15	
		751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CA	12.62	
		751-213-00	STREET LIGHTS	110 160 309 701 31 S KANAW	29.16	
			TOTAL:	293.11		
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 087 174 485 S KANAWHA	33.92	
		752-213-00	TRAFFIC SIGNALS POWE	110 088 235 830 REGER ST	60.36	
			TOTAL:	94.28		
ARTS-THEATRE	LOWES BUSINESS ACCOUNTS/SYNC	906-216-00	THEATRE MAINTENANCE/	DATA CABLE & ENDS FOR CAM	117.70	
		906-216-00	THEATRE MAINTENANCE/	POWER STRIPS	22.76	
	WV MUNICIPAL LEAGUE	906-226-00	CAC INSURANCE & BOND	GF 1ST QTR UNEMPLOYMENT	14.14	
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.33	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.17	
	CRITES ELECTRICAL SUPPLY INC	906-216-00	THEATRE MAINTENANCE/	FUSES FOR BLEACHERS	83.90	
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	CONCESSIONS FOR CAC	43.66	
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	30.30	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	7.08	
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
04-30-2025 05:36 PM		DISBURSEMENTS 04-16-25 TO 04-30-25			PAGE:	5
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	MIRAGE SOUND COMPANY	906-223-00	CAC PROFESSIONAL SER	DIAG/RPR/TEST AUDIO SNAKE	180.00	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	488.57	
				TOTAL:	1,048.29	
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 592 119 SYC	796.01	
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	12.15	
	RITE-WAY HEATING & PLUMBING	907-341-00	MATERIALS & SUPPLIES	TOILET FLAPPER	5.19	
		907-341-00	MATERIALS & SUPPLIES	TOILET PARTS	3.69	
		907-341-00	MATERIALS & SUPPLIES	FOILET FILL VALVE	12.09	
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	SYC GAS APR 25	1,736.37	
	WV MUNICIPAL LEAGUE	907-226-00	INSURANCE & BONDS	GF 1ST QTR UNEMPLOYMENT	642.08	
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	226.94	
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	219.38	
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	200.73	
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	199.44	
	UPSHUR CO BD OF EDUCATION	907-356-00	YOUTH BASKETBALL	TENNERTON ELEM GYM USE	3,953.22	
	MY BUCKHANNON	907-341-00	MATERIALS & SUPPLIES	AD FOR SYCC ADMIN ASSIST	264.00	
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	CURTAINS FOR WINDOWS	32.91	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	19.52	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	23.47	
		907-361-00	AFTER SCHOOL SUPPLIE	SUPPLIES	12.70	
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	32.90	
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	519.25	
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	121.43	
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	449.57	
	CINTAS	907-216-00	MAINTENANCE	SYCC RUGS & MOPS 4-14-25	73.84	
		907-216-00	MAINTENANCE	SYCC RUGS & MOPS 4-21-25	73.84	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	8,375.02	
				TOTAL:	18,005.74	
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER MAY 25	3,351.00	
	BUCKHANNON CHAMBER OF COMMER	910-341-00	EVENT CENTER SUPPLIE	EVENT CNTR SETH GALA LINEN	444.37	
	WV MUNICIPAL LEAGUE	910-226-00	INSURANCE & BONDS	GF 1ST QTR UNEMPLOYMENT	31.69	
	WV PUBLIC EMPLOYEES RETIREME	910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	45.30	
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	0.61	
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	139.88	
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	32.72	
	RANDALL SANDERS	910-341-00	EVENT CENTER SUPPLIE	REIMB EVENT CNTR SUPPLIES	620.31	
		910-341-00	EVENT CENTER SUPPLIE	REIMB FOR ALCOHOL EVENT CN	126.30	
	JAROD RAMSEY	910-341-00	EVENT CENTER SUPPLIE	REIMB FOR EVENT CTR SUPPLI	58.78	
	THEO WILLIAMS	910-341-00	EVENT CENTER SUPPLIE	LABOR SHRINERS DINNER EVEN	50.00	
		910-341-00	EVENT CENTER SUPPLIE	LABOR BUHS PROM EVENT CNTR	50.00	
	KYZER HERNANDO	910-341-00	EVENT CENTER SUPPLIE	LABOR SHRINER DINNER EVENT	50.00	
	CHANCE MORGAN	910-341-00	EVENT CENTER SUPPLIE	LABOR SHRINER DINNER EVENT	50.00	
	EMILY BEVER	910-341-00	EVENT CENTER SUPPLIE	LABOR BUHS PROM EVENT CNTR	50.00	
	**PAYROLL EXPENSES			4/16/2025 - 4/30/2025	2,256.13	
				TOTAL:	7,357.09	
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S FLORI	1,227.72	
	MOUNTAIN STATE ELECTRICAL CO	976-459-36	FEMA GRANT#1 GENERAT	FEMA -PSC GENERATOR	20,196.84	
		976-459-36	FEMA GRANT#1 GENERAT	RELEASE OF RETAINAGE FEMA	31,672.53	
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE PEST CONTROL APRIL	47.00	
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87	
				SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87
04-30-2025 05:36 PM		DISBURSEMENTS 04-16-25 TO 04-30-25			PAGE:	6
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
					TOTAL:	53,203.83

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

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

Street:

- We have installed the railing and stairs for the Jawbone Park Stage, completing the project.
- We have repaved the pickleball courts at City Park; this will be the final item remaining of the city park upgrades.
- Crews are continuing to patch potholes.
- We have continued to progress on the Island Avenue sidewalk project.
- The contractor has completed paving Ritchie Street and Reger Avenue and are now working in the Upper and Lower Drive area as weather permits.

Waste

- We have received our permit renewal for the transfer station from the WVDEP.

Sewer:

- Begun working on upgrading the Island Avenue pump station.
- Repaired a sinkhole on South Florida Street.
- Continuing to make progress on the CMH development in Vicksburg.
- Continue to work through the plant evaluation with our consulting engineers.

Water

- The crews have been working on Hydrant Flushing.
- Beginning to make service swap-overs on Meade Street.
- Begun laying the new waterline at the CMH development.

Zoning and Code Enforcement

- Noise Complaint working with the BPD
- Zoning Board of Appeals May 28, 2025, at 5:30pm re; 152 Randolph St, 133 Pocahontas St, & 188 Pocahontas St
- Continue to resolve Appearance of Lot complaints

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

- ARPA—Tennerton Booster Station—We are currently awaiting receipt of the final payment application for Contract A contractor’s processing. Once the application has been approved and payment has been made, the ARPA projects will be closed out with the appropriate funding agencies.
- FEMA Generator Hazard Mitigation Grant No. 1 – Contractor completed the installation activities for additional services on April 18, 2025. FEMA / WVEMD completed their final site inspection on April 22, 2025. Awaiting notification to begin preparing final closeout documents.
- WVDOT Transportation Alternative Program (TAP) Morton Avenue – Currently working with the WVDOT to determine if the WVDOT will allow design work to begin on the North Locust Street phase of the Gateway North Project in place of the Morton Avenue phase of the Project. The North Locust Street phase would involve constructing a sidewalk and installing streetlights from the Buckhannon Crossroads / Route 20 intersection (the Walmart intersection) to the first Lowe’s access road / Route 20 intersection.
- Carter Roag Coal Company COB Letter of Concern No. 1

A Q&A took place.

a. Approve to Advertise for On-Call Construction Services

CITY OF BUCKHANNON

ACCEPTING BIDS FOR ON-CALL SKILLED CONSTRUCTION SERVICES

The City of Buckhannon will be accepting bids for On-Call Skilled Construction Services.

Bids will be received until 1:30 pm, Monday, June 16, 2025 at which time the bids will be opened.

Bid Information may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201 from 8:30 am to 4:30 pm, Monday –Friday.

Please direct all questions to Ethan Crosten, Director of Public Works at (304) 472-4443, extension 1000.

The City of Buckhannon has the right to reject any and all bids.

b. Approve to Advertise for Paving Services

CITY OF BUCKHANNON
ACCEPTING BIDS FOR PAVING SERVICES

The City of Buckhannon will be accepting bids for Paving Services.
Bids will be received until 2:00 pm, Monday, June 16, 2025, at which time the bids will be opened.
Bid Information may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201 from 8:30 am to 4:30 pm, Monday –Friday.
Please direct all questions to Ethan Crosten, Director of Public Works at (304) 472-4443, ext. 1000.
The City of Buckhannon has the right to reject any and all bids.

c. Approve to Advertise for Yard & Surface Reclamation Services

CITY OF BUCKHANNON
ACCEPTING BIDS FOR YARD RECLAMATION SERVICES

The City of Buckhannon will be accepting bids for Yard Reclamation Services.
Bids will be received until 2:30 pm, Monday, June 16, 2025 at which time the bids will be opened.
Bid Information may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201 from 8:30 am to 4:30 pm, Monday –Friday.
Please direct all questions to Ethan Crosten, Director of Public Works at (304) 472-4443, extension 1000.
The City of Buckhannon has the right to reject any and all bids.

Mr. Crosten provided an overview of these requests and recommended that each service be bid on and contracted for a three-year period.

Sanders/Thomas motioned to approve the advertisement request for On-Call Construction Services, Paving Services, and Yard & Reclamation Services, noting that these three will be advertised separately, as presented. The motion carried.

9. Zoning and Code Enforcement Officer, Vincent Smith - Mayor Skinner recognized the Buckhannon Zoning and Code Enforcement Officer, Vincent Smith, who presented the following:

a. Approve Building and Wiring Permits – Mr. Smith presented the current Building and Wiring Permits, asking for approval.



Permit Fee Report #76509-#76529
04/17/2025 - 04/30/2025

Permit #	Applicant Name	Applicant Addresses	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
76517	TOPLINE PROPERTIES, LLC	37 HART AVE	TWISTED WIRE	INTERIOR REMODEL / ELECTRIC AL UPGRADE	4,650.00	100.00	A Commercial Property	No		Yes	N/A	No	No
76518	TOP LINE PROPERTIES LLC	37 1/2 HART AVE, APT 1	TWISTED WIRE	INTERIOR REMODEL & ELECTRIC AL UPGRADE	4,350.00	100.00	A Commercial Property	No		Yes	N/A	No	No
76521	TOP LINE PROPERTIES LLC	37 1/2 HART AVE, APT 2	TWISTED WIRE	INTERIOR REMODEL - INSTALL NEW METER	3,350.00	100.00	A Commercial Property	No		Yes	N/A	No	No
76510	ALAN TALBOTT	65 MORTON AVE	DTA ELECTRICAL	RECONNECT DUE TO EMERGENCY DISCONNECT	1,200.00	100.00	A Commercial Property	No		No	N/A	No	No
					13,550.00	400.00							

Group Total: 4

Group: Commercial-Industrial (nonresidential)

76529	DAVID LONG	14 N KANAWHA ST	APPALACHIAN ROOFING & SHEET METAL	SOFFIT & GUTTERS	3,995.00	37.95		No		Yes	N/A	No	No
76525	UCC COMMUNITY RECOVERY CENTER	83 W MAIN ST		2.5'X4' SIGN HANGING FROM THE PORCH	120.00	15.00		No	4/29/2025	Yes	N/A	No	No
76517	TOPLINE PROPERTIES, LLC	37 HART AVE	TWISTED WIRE	INTERIOR REMODEL , ELECTRICAL UPGRADE	4,650.00	38.00	A Commercial Property	No		Yes	N/A	No	No
76518	TOP LINE PROPERTIES LLC	37 1/2 HART AVE, APT 1	TWISTED WIRE	INTERIOR REMODEL & ELECTRICAL UPGRADE	4,350.00	38.00	A Commercial Property	No		Yes	N/A	No	No
76519	TOP LINE PROPERTIES LLC	48 N FLORIDA ST		INSTALL CABINETS & FLOORING	1,500.00	15.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76520	LYNX WV	74 E MAIN ST	LEIGH ENTERPRISES LLC	4'X8' METAL WINDOW REPLACE MENT TO VINYL PICTURE WINDOW	1,800.00	15.00		No		Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76521	TOP LINE PROPERTIES LLC	37 1/2 HART AVE, APT 2	TWISTED WIRE	INTERIOR REMODEL - INSTALL NEW METER	3,350.00	28.50	A Commercial Property	No		Yes	N/A	No	No
76509	INDEPENDENT UNITED BRETHREN CHURCH OF BKN	6 LATHAM ST	Spotloe Construction	REPLACING SOFFIT & FACIA	1,000.00	15.00		No		Yes	N/A	No	No
					20,765.00	202.45							

Group Total: 8

Group: Residential (non-commercial)

76528	ROBBIE SKINNER	169 CAMDEN AVE	ARMOR CONSTRUCTION	REROOF-REPLACING SHINGLES	4,500.00	49.50		Yes -If yes attach report		No	N/A	No	No
76527	Carol Tenney	12 Kepner St	CAROLINA CARPORTS INC	12'x16' Anchored Storage Building	7,000.00	77.00			4/29/2025	No		No	
76526	CARLIN BOSO	82 S. FLORIDA ST	FIRST CLASS CONSTRUCTION CORP	REPLACE REAR DECK 20X30 WITH CONCRETE PAD NOT CHANGING SIZE, FIXING FENCE POST AND ADD GATE	8,000.00	88.00		No	4/28/2025	Yes	N/A	No	No

765 23	MARIA SEARS	7 E. LINCOLN ST		6' FENCE(REAR), 3' FENCE(FRONT), REPLACE MENT METAL ROOF OVER CRAWLSPACE	4,000.0 0	44.00		No	4/25/2025	Yes	Zone AE	Yes- Elevation Cert. Not Required	No
765 24	VALERIE SNOW	76 SMITHFIELD ST	BROTHERS LAND MANAGEMENT	45" TALL METAL FENCE, FRONT/SIDE YARD	3,000.0 0	33.00		No	4/25/2025	Yes	N/A	No	No
765 22	Benjamin Farley	119 S Kanawha St		Roof overlay- Metal over Shingles	4,000.0 0	44.00		No		Yes	N/A	No	
765 14	Steve Oldaker	9 Walnut St	TRADEWORX	Structural Damage Foundation Repair, Metal Roof Panels & Interior Repairs	11,800. 00	129.8 0		No		No	N/A	No	
765 15	LYNN LINDER	4 MEADE ST	WINDOW WORLD OF FAIRMONT	REPLACING 6 VINYL WINDOWS	4,505.0 0	49.56		No		Yes	Zone AE	Yes- Elevation Cert. Not Required	No
765 16	BRENT HYRE	8 FRANKLIN PLACE		STORAGE BUILDING (12'X16') STICK BUILD	3,000.0 0	33.00		No	4/23/2025	No	N/A	No	No
765 13	Skip Degarmo	100 Barbour St	SUPERIOR ENVIRONMENTAL/ ASBESTOS	Re-Roof	12,221. 57	134.4 4		Yes -If yes attach report		No	N/A	No	
765 11	ROSEMARY QUEEN	184 RANDOLPH ST		REPLACING EXISTING REAR STEPS AND EXISTING FRONT HANDRAILS	250.00	10.00		No		No	N/A	No	Yes- If yes attach Nonconforming Use
765 12	JOSH LEICHLITER	5 LINCOLN HEIGHTS	DKM SERVICES	SIDING- HOUSE, SOFFIT, FASCIA, SIDING ON GARAGE	10,000. 00	110.0 0		No		No	N/A	No	No
					72,276 .57	802.3 0							

Group Total: 12

Group: Zoning Application Fee

765 27	Carol Tenney	12 Kepner St	CAROLINA CARPORTS INC	12'x16' Anchored Storage Building	7,000.0 0	20.00			4/29/2025	No		No	
765 26	CARLIN BOSO	82 S. FLORIDA ST	FIRST CLASS CONSTRUCTION CORP	REPLACE REAR DECK 20X30 WITH CONCRETE PAD NOT CHANGIN	8,000.0 0	20.00		No	4/28/2025	Yes	N/A	No	No

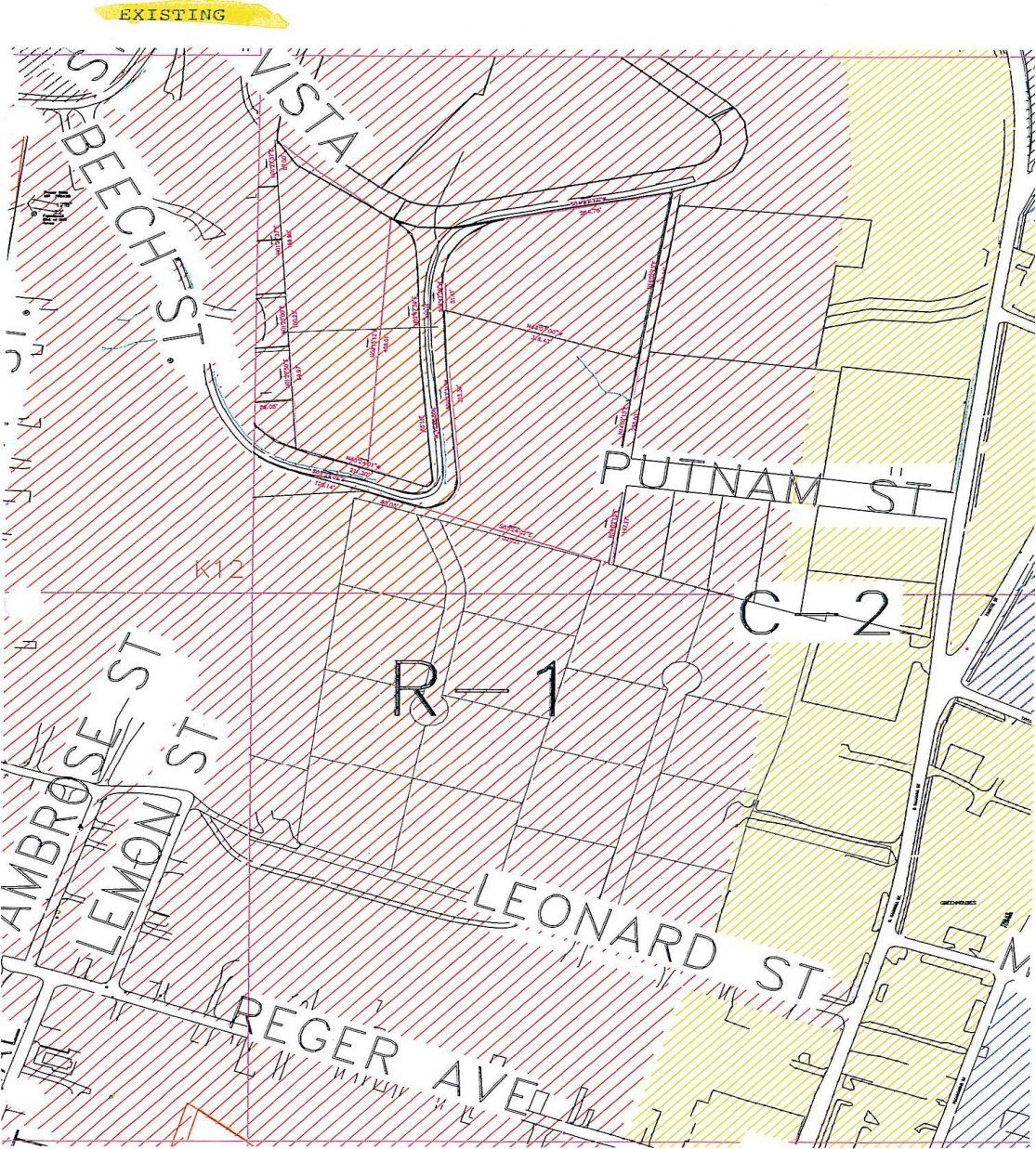
				G SIZE, FIXING FENCE POST AND ADD GATE									
765 25	UCC COMMUN ITY RECOVER Y CENTER	83 W MAIN ST		2.5'X4' SIGN HANGING FROM THE PORCH	120.00	20.00		No	4/29/2 025	Yes	N/A	No	No
					15,120 .00	60.00							
Group Total: 3													
					121,71 1.57	1,464 .75							

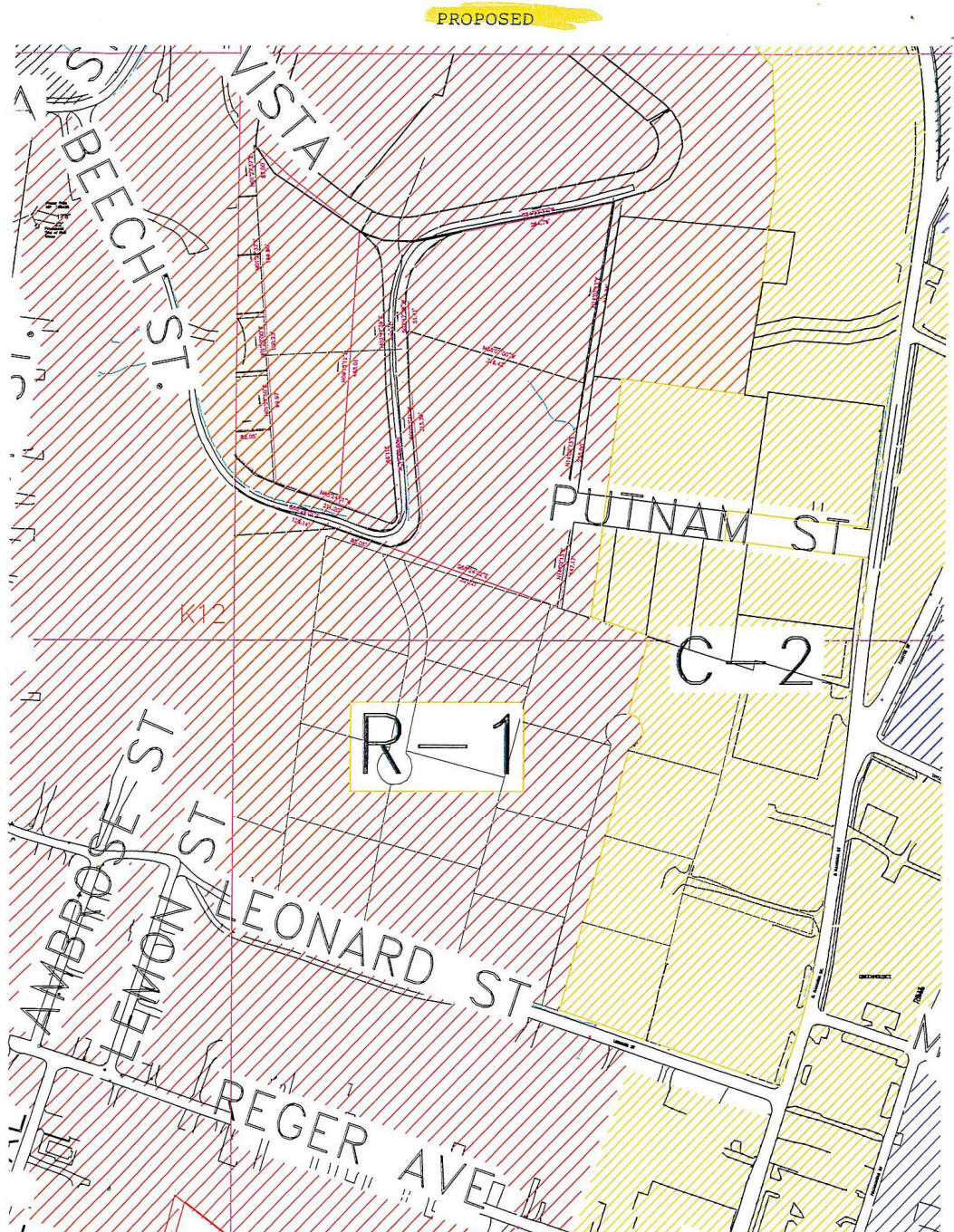
Total Records: 27

5/1/2025

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

b. Planning Commission Recommendation Zoning Change of Parcels 3-10-89, 3-10-90, 3-12-186, 3-12-184, 3-12-182, 3-12-182.1 and 3-12-180 situated along South Kanawha Street from R-1 Single Family Residential District to C-2 Highway Commercial District – Mr. Smith reviewed the recommendation of the Planning Commission, which was to approve the process for a zoning change of parcels 3-10-89, 3-10-90, 3-12-186, 3-12-184, 3-12-182, 3-12-182.1 and 3-12-180 situated along South Kanawha Street from R-1 Single Family Residential District to C-2 Highway Commercial District – Mr. Smith provided an overview and explained the procedures for a zoning change to take place.





Sanders/Reger motioned to approve proceeding with the process for a zoning change of parcels 3-10-89, 3-10-90, 3-12-186, 3-12-184, 3-12-182, 3-12-182.1, and 3-12-180 situated along South Kanawha Street from R-1 Single Family Residential District to C-2 Highway Commercial District. The motion carried.

c. Recommendation from Housing Enforcement Board to City Council to direct the City Attorney to strengthen the language in Ordinance No. 365, known as the City of Buckhannon's Noise Ordinance, specifically any exclusion regarding noise from domestic power tools - Mr. Smith provided an overview of and reasoning for the request. Mayor Skinner asked if the changes be explicit to avoid any ambiguity. City Attorney Tom O'Neill assured the Council that it would take place. It will be a three-reading ordinance, and then 30 days to implement it. An additional Q&A took place. Mayor Skinner called for a special meeting on May 08, 2025, to address the first reading.

Bucklew/Thomas motioned to approve the recommendation from the Housing Enforcement Board to City Council to direct the City Attorney to strengthen the language in Ordinance No. 365, known as the City of Buckhannon's Noise Ordinance, specifically any exclusion regarding noise from domestic power tools. The motion carried.

d. Recommendation from Housing Enforcement Board to request that the City Council direct the Housing Enforcement Officer to enforce Ordinance No. 367, Vacant Building Procedures for Administration & Enforcement, when appropriate - Mr. Smith provided an overview of and reasoning for the request. A Q&A took place. It will be a three-reading ordinance, and then 30 days to implement it. An additional Q&A took place. Mayor Skinner called for a special meeting on May 08, 2025, to address the first reading.

Reger/Thomas motioned to direct the City Attorney to strengthen the language in Ordinance No. 367, Vacant Building Procedures for Administration & Enforcement, and implement the Housing Enforcement Board's request to direct the Housing Enforcement Officer to enforce the ordinance when appropriate. The motion carried.

e. Zoning Board of Appeals May 28, 2025, at 5:30 pm RE: 152 Randolph St, 133 Pocahontas St & 188 Pocahontas St – Mr. Smith provided an overview of this upcoming meeting for informational purposes only. No action was necessary.

*City of Buckhannon Zoning Board of Appeals
Meeting Notice for Wednesday, May 28, 2025 at 5:30 pm in Council Chambers*

A Public Hearing of the Buckhannon Zoning Board of Appeals will be held on Wednesday, May 28, 2025 at 5:30 p.m. The meeting will be held in the City Council Chambers at City Hall, 70 East Main St., Buckhannon WV. This is an open meeting (per WV code § 6-9A-3) and all interested parties may appear and be heard.

A. Call to Order

A.1 Moment of Silent Reflection

A.2 Pledge of Allegiance

B. Recognized Guests

C. Strategic Issues for Discussion and/or Vote

C.1 Vote RE: Appeal 152 Randolph Street-Construct a 50'x 80' Fellowship Hall-Rear Yard Requirement

C.2 Vote RE: Appeal 133 Pocahontas Street-Construct a Two-Story 5'x 20' Addition-Side Yards Requirement

C.3 Vote RE: Appeal 188 Pocahontas Street-Placement of a 4' Fence on City of Buckhannon Right of Way

D. Adjournment

POSTED 04/24/2025

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

a. Discussion Ordinance Codification – Mr. O'Neill presented the subject matter, and Mayor Skinner provided an overview of the procedure, with Mr. O'Neill adding some additional context. A Q&A took place, further discussing generators and their uses in neighborhoods.

Bucklew/Sanders motioned to approve the Ordinance Codification for the City of Buckhannon. The motion carried.

10. City Fire Department Report – Chief J.B. Kimble – Mayor Skinner recognized Fire Chief J.B. Kimble, who provided information on the following items:

- Incidents through 3-2025
- Training facility activities/Chris Naum class
- Annual Cancer blood draw
- WV Strawberry festival planning
- First due fire fee information – *An extended discussion took place*
- Promotional exam/testing to create a list
- Mental wellness program/opioid settlement funds for additional coaches

BUCKHANNON SIREN SYSTEM

Purpose

The Buckhannon Siren System comprises several components intended to improve emergency communications between the Upshur County Department of Homeland Security and Emergency Management (DHSEM), city & county emergency services, and the community. This document will establish the protocols that are to be taken in order to promote the safety of everyone downtown. The Siren will sound for a full two-minute blast and repeat at regular intervals as long as the active threat remains in the area. Upon hearing the siren, community members and visitors should seek information from Upshur County’s Emergency Alert System. The Alert System includes:

- DHSEM social media accounts
 - Twitter (@UpshurWVDHSEM);
 - Facebook, (UpshurCoDHSEM);
 - And other technologies as may be deployed in the future.
- NIXLE Emergency Alert System
 - To sign up, go to www.nixle.com or text your zip code to 888777
- Upshur DHSEM website
 - dhsem.upshurcounty.org
- Mobile public address systems (BPD vehicles as needed)

Decision to Activate the Buckhannon Siren System

Upshur DHSEM shall make the decision to activate the Alert System. This decision to activate the alert system will be based on factual information at the time the decision is made and will be based on imminent threat to the downtown community. Imminent threat is evidence that an incident is likely to impact the downtown community versus a potential risk to the downtown community. Potential risks are incidents that present no immediate threat to downtown community, but might in the future. Potential risks will be reviewed and monitored. If deemed appropriate they will be communicated via other communication vehicles and should they become imminent threats, an alert message can be sent. The location of the specific incident is not the trigger, but rather the threat to downtown community. The system will be activated when incidents are confirmed. It will also be the responsibility of Upshur DHSEM and the Buckhannon Fire Department to conduct drills at different times of day and different days of the week including weekends. As necessary, after review of the drills, Upshur DHSEM shall hold quality improvement meetings with appropriate emergency services agencies.

Acceptable Use of the Siren System

The Siren System may be activated within the acceptable use criteria listed below based on the imminent peril to our downtown community and facts known at the time.

- Annually at the start of the West Virginia Strawberry Festival Fireman’s Parade
- Warnings and instructions related to emergency conditions:
 - **Environmental Disasters/Severe Weather** – Any imminent severe weather that has the potential to cause significant injury or damage to lives or property (i.e. flooding, thunderstorm, winds in excess of 80 mph, tornado, snow/ice/cold, etc.)
 - **Life Threatening Incidents** – Any other conditions where lives are in imminent threat.
 - “All Clear” and/or additional follow-up messages pertaining to end-of-event. For example: When an alert has been issued due to a potentially severe storm in the area, an “All Clear” message could be sent when the danger has passed.
 - **General notifications of a non-emergency nature shall NOT be sent via the Alert System.**

Activation of the Alert System

In order to activate the Siren System, the following procedures shall take place:

- When a dangerous situation that represents an imminent threat to the downtown community is identified by any member community, Upshur 911 Communication Center must be immediately notified by calling 911 or 304-472-9550.
- Upon receiving notification of an imminent threat situation requiring the use of the Siren System, Upshur 911 Communication Center, in addition to following standard dispatch policies, shall immediately notify the Upshur DHSEM Director.
- The DHSEM Director shall be informed of the situation and the possible need to activate the Alert System when time permits. If the situation dictates, send the message and then inform.
- The Upshur DHSEM Director, the Buckhannon Fire Department Chief and the Buckhannon Police Department Chief shall be authorized to initiate the Alert System.
- The DHSEM Director, BFD Chief, or BPD Chief may seek input from any necessary and credible source to gather information in order to help in making the decision to activate the system. Likely sources of information include, but are not limited to: 911 related calls, local agencies, county emergency services, etc.
- Upon determining the need to activate the Emergency Alert System, the BPD Chief, DHSEM Director, or BFD Chief will activate the siren.
- When practical and reasonable, all Emergency Alert System devices shall be activated together or within minutes of each other, if deemed necessary.
- BPD vehicles– The use of vehicle PA systems will be deployed only when other methods have failed.

Drills

- Drills shall typically be conducted monthly, or as Upshur DHSEM and Buckhannon Fire Department administration finds appropriate in order to ensure that the system is effective and operational. If imminently threatening conditions exist at the time of the scheduled monthly test, the test will NOT occur. The drills shall serve as a functional test of the systems.
- Following the administrative and functional test the Upshur DHSEM and other emergency services administration will meet and review the process and protocols.

Education

- Community members and visitors will be educated about the Siren System using social media, public outreach, news media outlets, and official websites.

a. BFD 2024 Response Gap Report - The Chief provided the 2024 Response Gap Report.

**Response Gap Report
Buckhannon Fire Department 2024**

Motor vehicle accidents with injuries in the city limits:

Call taking time to dispatch time 90th percentile:

- Two (2) minutes 14 seconds

Dispatch to FD response 90th percentile:

- Two (2) minutes 16 seconds

Response to on scene time 90th percentile:

- Three (3) minutes 51 seconds

Total response time 90th percentile:

- Six (6) minutes 55 seconds

Total 90th percentile response staffing (3)

Fires within the City limits:

Call taking time to dispatch 90th percentile:

- One (1) minute 30 seconds

Dispatch to FD response 90th percentile:

- Two (2) minutes 16 seconds

Response to on scene time 90th percentile:

- Three (3) minutes 9 seconds

Total response time 90th percentile

- Six (6) minutes 11 seconds

Total 90th percentile response staffing (6)

County motor vehicle accidents with injuries:

Call taking time to dispatch 90th percentile:

- Two (2) minutes 10 seconds

Dispatch to FD response 90th percentile:

- Two (2) minutes 24 seconds

Response to on scene time 90th percentile:

- Six (6) minutes 11 seconds

Total response time 90th percentile:

- Ten (10) minutes 12 seconds

Total 90th percentile response staffing (5)

County Fires 90th percentile:

Call taking time to dispatch 90th percentile:

- One (1) minute 33 seconds

Dispatch to FD response 90th percentile:

- Two (2) minutes 9 seconds

Response to on scene time 90th percentile:

- Ten (10) minutes 4 seconds

Total response time 90th percentile:

- Twelve (12) minutes 31 seconds

Total 90th percentile response staffing (5)

12. New Business Discussions:

a. CPWB Recommendation to City Council to direct the City Attorney to revisit the Parking Enforcement Ordinances – Mayor Skinner provided an overview of the desired updates to include reexamining the warning system, making sure that any published parking maps align with the ordinances, and examining the parking lot time limits and restrictions. The Mayor urged the Council members to be involved in the process. A discussion took place.

Sanders/Reger motioned to direct the City Attorney to revisit the Parking Enforcement Ordinances, with input from the City Council, to make them efficient and effective. The motion carried.

b. Accept Resignation Jean Fealy, Planning Commission—Mayor Skinner thanked Jean Fealy for her service and asked the Council to accept her resignation from the Planning Commission.

Bucklew/Zuliani motioned to accept Jean Fealy's resignation from the Planning Commission. The motion carried.

c. Recommendation from IT Interviewing Committee for Information Technology (IT) Firm or Specialist with Possible Vote – Mayor Skinner provided an overview of the process the IT Interviewing Committee for Information Technology (IT) Firm or Specialist followed and reported that their recommendation is to award the position to Strategy IT as the City's Information Technology (IT) Firm for an annual cost of \$84,000.

Sanders/Zuliani motioned to approve the selection of Strategy IT as the City's Information Technology (IT) Firm at an annual one-year contract cost of \$84,000. The motion carried.

13. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall is happy that we have chosen a local firm to serve as the city's Information Technology (IT) Firm, Strategy IT. He thanked Wyatt Burns of WVWC for his report and congratulated the recent graduates of WVWC. The new paving in the city looks great, and he favors the PR efforts for the First Due Fire Fee.

Pamela Bucklew: Mrs. Bucklew is pleased that we are working on Ordinance 365 and that we will reuse the Fire Siren. She congratulated the WVWC graduates and the coronation of the WVSF Queen. She urges all residents to ensure their property is clean, for the WV Strawberry Festival and at all times.

Jack Reger: Mr. Reger is pleased with the Housing Enforcement Board's work and with the selection of the new IT firm. He is in favor of a First Due Fire Fee.

Dave Thomas: Mr. Thomas also agreed with the others and appreciated the work of the Housing Enforcement Board. He encouraged everyone to use common sense in keeping their property clean.

Robert Zuliani: Mr. Zuliani was happy to read about the high quality of the Buckhannon Water supply and the recent test results, which were very positive. He also supports the plans for the city's new water plant.

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

a. Report of Events, Correspondence, and Information

i. Notice of Cancellation City Council Meeting May 15, 2025, due to scheduling conflicts

ii. Yard Waste Collection Schedule & Rescheduling Update

iii. WVSF Schedule of Events May 10-18, 2025

iv. WVSF Parade Routes & Parking Restrictions Information

v. Mayor's Proclamation for Child Abuse Prevention & Awareness Month April 2025

CHILD ABUSE PREVENTION AND AWARENESS MONTH APRIL 2025

WHEREAS, during child abuse and neglect prevention month, it is important to talk about what each and every one of us can do to make sure that children in our community grow up healthy, safe, and loved;

WHEREAS, child abuse and neglect is a symptom of a larger problem – the lack of resources in and support for families in our community, and the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community;

WHEREAS, when the well-being of children and families becomes the priority of everyone in the community, the number of child abuse and neglect cases will decrease, and other good things will happen such as better health outcomes, improved school performance, etc.;

WHEREAS, child abuse and neglect can be reduced by making sure each family has the support they need to raise their children in a healthy environment;

WHEREAS, this month, it is important that every member of our community consider what they can do to improve our collective well-being which can be achieved by volunteering, making donations, or advocating for family-friendly policies and programs – everyone can take their turn making a difference.

WHEREAS, child abuse prevention month is an especially good time to talk about the five Protective Factors (Knowledge of Parenting and Child Development; Parental Resilience; Social Connections; Social and Emotional

Development of Children; and Concrete Support in Times of Need) and how, when present, they increase the health and well-being of children and families.

NOW THEREFORE, THE CITY OF BUCKHANNON does hereby proclaim the month of **April** as **Child Abuse Prevention and Awareness Month** in **Buckhannon** and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Robert Neal Skinner, III, Mayor
City of Buckhannon

vi. City to Assist with WVWC Graduation-Certain Street Closures on May 10, 2025: To ensure the safety of West Virginia Wesleyan College graduates, guests, and event staff, and to minimize disruptions during the ceremony, the City of Buckhannon will be placing barricades at the following locations beginning at 8:00 a.m. and lasting until the ceremony concludes:

- Corner of Florida Street and Camden Avenue – the purpose is to restrict general access to campus, but we will allow residents to reach their homes
- Meade Street and Camden Avenue intersection
- Meade Street and Wesley Drive intersection – We will permit access for handicapped parking
- Camden Avenue and Brooke Street (Middle Nursing Building) – full closure to prevent through traffic.

vii. COB Water Department Files Another Positive Report- UCMR5 Statement
BUCKHANNON, WV: The City of Buckhannon Water Department was required by the EPA to participate in a monitoring program titled the **Unregulated Contaminant Monitoring Rule 5**. The purpose of this rule is to determine if there is a need for the EPA to add additional contaminants to its monitoring program. This is the 5th series of UCMR testing that our system has participated in over the years. Our sampling took place over the four quarters of 2024 and we are very pleased with the results. All items analyzed were **less than the Minimum Reporting Limit (MRL)**. In other words, all items were below detectable limits.

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Randy Sanders
City Recorder & Information Coordinator
Manager, The Event Center at Brushy Fork

- Mr. Sanders wished the WV Strawberry Festival the very best. He noted that the Almost Haven BBQ Bash will be in Buckhannon in mid-June and updated the Council on activities at The Event Center at Brushy Fork. He thanked Ethan Crosten for his proactive approach to city projects.

15. Mayor’s Remarks and Announcements -Mayor Skinner reported on the second annual State of the Corridor Event in Elkins yesterday. This event debuted in Buckhannon last year, and we look forward to hosting it again in the very near future. He thanked all who were responsible for organizing the event and the sponsorships. He also spoke of the upcoming WV Strawberry Festival and the successful planning that has taken place this year. He provided an overview of many expected highlights for this year’s festival.

16. Declaration of Adjournment

At 8:48 p.m., Sanders made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____