

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

A regular meeting of the Consolidated Public Works Board was held on Thursday, April 24, 2025, at 7:30 a.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
Board Member	Rob Zuliani	Present
Board Member	Jack Reger	Present - GTM
Board Member	Mark Waldo	Absent
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present - GTM
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present
Office Manager	Barb Hinkle	Present
My Buckhannon	Monica Zalaznik	Present

Guests: Megan Payne – GTM; Ed Smith – Upshur County Honor Guard; Steven Atkins; Jim Valenson, WVSF; Amanda Hayes; Rob Hollen, Ruby’s Prowash

*City of Buckhannon Consolidated Public Works Board
7:30 AM Thursday, April 24, 2025
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Reciting of the Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 03/27/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
 - a. Upshur County Honor Guard- Ed Smith
 - i. Placement of Memorial Day Flags at Heavner Cemetery on May 18, 2025, 12-4pm
 - b. Steven Atkins
 - i. Parking Concerns & Request Signage on Reger Avenue
 - c. Rob Hollen, Ruby’s Prowash
 - i. Donate Labor & Materials Pressure Washing the Jawbone Park Area
7. Financial Report – Director of Finance Amberle Jenkins
8. Department Report – Street Department & Parks Superintendent Brad Hawkins
9. Old Business Discussions
 - a. None
10. New Business Discussions:
 - a. Resident Request Placement of “No Turn Around” Signage to be added to the Dead-End Sign on Chestnut St
 - b. Event Request-One Unique Recovery House- Save A Life Day at Jawbone Park on 09/25/25
 - c. Planting of Trees on City’s Right of Way on Certain Streets
 - d. WVSF Request use of the City’s Vacant Lot at 61 E Main St (across from City Hall) for the Tractor Show
 - e. Downtown Parking Map
11. Report of Events, Correspondence, and Information
 - a. Notice of Award -WV Division of Forestry 2025 Community EquiTree Grant for Camden Avenue
 - b. City to Assist with WVWC Graduation Ceremony-Certain Street Closures on 05/10/25
 - c. Arbor Day Planting at the Harley Brown Rotary Park 196 S Florida St on 04/25/25 10AM
12. Board Members’ Remarks and Announcements
- 13 Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, April 18, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/376934309>, or by phone at +1 (872) 240-3212, access code: 376-934-309.*

1. Call to Order: At 7:30 a.m., Mayor Robbie Skinner called the April 24, 2025, meeting of the Buckhannon Consolidated Public Works Board 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: 03/27/2025 - Mayor Skinner recognized that the meeting minutes of 03/27/2025 were available for consideration and asked for corrections or approval as presented.

Shobe/Zuliani motioned to approve the minutes of the meetings of 03/27/2025 as presented. The motion carried.

5. Public Comment—Motion to Open & Close Requested - Without objection, Mayor Skinner recognized Jim Valenson of the West Virginia Strawberry Festival for an update on festival activities. Items he reported on included lineup area(s) for the Grand Feature Parade, usage of the new concrete barriers, law enforcement attendance through Upshur County Sheriff's Office utilizing mutual aid from other WV Sheriff Departments, updated WVSP commitments, audience staging for the entertainment area on Main Street, a total of 21 bands are scheduled to appear including 4 international bands and 5 domestic bands from outside of West Virginia. A brief discussion took place.

Megan Payne was recognized by Mayor Skinner. Without objection, **10 b. Event Request-One Unique Recovery House- Save A Life Day at Jawbone Park on 09/25/25** was moved to the table for discussion. A discussion took place with an event overview provided by Megan Payne.

Zuliani/Shobe motioned to approve the Event Request-One Unique Recovery House- Save A Life Day at Jawbone Park on 09/25/25 with the requirement that the updated liability insurance policy be provided to the city when renewed. The motion carried.

6. Recognition of Guests

a. Upshur County Honor Guard- Ed Smith

i. Placement of Memorial Day Flags at Heavner Cemetery on May 18, 2025, 12-4pm – Mayor Skinner recognized Ed Smith who discussed the installation of the flags at the Heavner Cemetery. A problem arose last year when the flags were installed and then the contractor did the mowing and damaged several of the flags. He is asking that the mowing take place before the installation that is scheduled for May 18, 2025, which is when the volunteers are available. The city will have a conversation with the contractor to work on that schedule. The flags will be removed on the Wednesday after the ceremony, which will take place on May 26, 2025. No action was necessary.

b. Steven Atkins

i. Parking Concerns & Request Signage on Reger Avenue – Mayor Skinner recognized Steven Atkins regarding parking on Reger Avenue. He is asking that the city consider making Reger Avenue a street with no street parking. A discussion took place regarding some neighbors who are not using their driveways and instead of parking their cars on the street. This makes it difficult for residents to back out of their driveways with good vision. Street Department Superintendent Brad Hawkins suggested that we conduct a survey through the mail to determine the wishes of the Reger Street residents. The survey was agreed to without objection. No other action was necessary.

CITY OF BUCKHANNON

bluegoldwvu via Contact City Hall <contactcityhall@buckhannonwv.org> Wed, Apr 9, 2025 at 7:37 PM
Reply-To: bluegoldwvu@icloud.com
To: Barbara Hinkle <barbara.hinkle@buckhannonwv.org>
Cc: contactcityhall@buckhannonwv.org

Thank you again.

Sorry I have been putting off several questions for some time but who do I need to talk with about street signage on Reger Ave?

I called last Spring about street parking on Reger Ave and was told each house had 2 visitor spots in front of each house on the street. I was also told they checked with someone and you could park on either side of the street. Well I had a new neighbor move in and they started parking 1 and sometimes 2 vehicles directly in front of my home. It varies sometimes. I went over and asked them to not park in front of my home and relayed what the person at town hall had told me. They have a DW about 3 times as long as mine and a garage. They said sure but continued to park in front of my home. Supposedly they had called the town and were told that they could only park on one side of the street which of course is in front of my home. So going from the light at Hardees driving down Reger Ave toward Lemon Street there is a no parking this side of street sign about 3/4 of the way down right before Lemon St. That's it. Can't really even see it from where I live at 16 Reger Ave. There is a sign on Lemon St that says no parking on either side of street. Lemon St is not that long of a street. That's is the only other parking sign in this area for blocks as I could find no others. Reger Ave is a pretty busy street with a lot of traffic especially when people see the light still green at Hardee intersection so they speed up hoping to make the light.

I have been almost hit several times pulling out of my DW because I can't see vehicles due to blind spot created by the vehicles parked in front of my house.

Can we not get a no parking on street sign just like on Lemon St? That would solve all the issues as all houses on Rger have driveways if people would use them as they should.

Thanks and I would be willing to discuss with whomever to see what can be done.

Steven Atkins
16 Reger Ave
Buckhannon, WV 26201
304-472-1045

c. Rob Hollen, Ruby’s Prowash
i. Donate Labor & Materials Pressure Washing the Jawbone Park Area – Mayor Skinner
recognized Rob Hollen of Ruby’s Prowash who offered the service of Ruby’s Prowash to clean (power wash) Jawbone Park awnings and canopies. He offered copies of his insurance and business license for review. This is something he and his company would like to do for the community from time to time; pick a project that will be of benefit to the entire community. A discussion took place. The only request from Mr. Hollen was some assistance from the city in covering any equipment that could be damaged by the water.

Shobe/Zuliani motioned to approve the donation of the cleaning (power wash) of Jawbone Park awnings and canopies by Ruby’s Prowash, noting the receipt of the company’s business license and insurance coverage. The motion carried.

WEST VIRGINIA
TAX DIVISION
**BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**RUBYS PRO WASH LLC
DBA RUBYS PRO WASH
525 KINGSVILLE STA
ELLAMORE, WV 26267-1100**

BUSINESS REGISTRATION ACCOUNT NUMBER: 2467-0261
This certificate is issued on: **February 20, 2025**

*This certificate is issued by
the West Virginia Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.
This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.
Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.
TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.



Coverage provided by
Erie Insurance Company
100 Erie Insurance Place Erie, PA 16530
erieinsurance.com

Erie Insurance Company
NAIC Code 26263

ErieSecure Business™ Policy Declarations
New Declarations

Mailing name and address for Insured

RUBYS PRO WASH
RUBY'S PRO WASH LLC D/B/A
525 KINGSVILLE STA
ELLAMORE WV 26267-1100



101646793
EE1285

Named Insured's full name

RUBY'S PRO WASH LLC
DBA RUBYS PRO WASH

Legal entity

Limited Liability Company

Agent

EE1833 BETTERWAY INSURANCE CENTER

Policy period

09/13/2024 to 09/13/2025

Policy number

Q61 0456143

Agent address and phone

BETTERWAY INSURANCE CENTER
349 W MAIN ST
BUCKHANNON, WV 26201

Policy period begins at 12:01 A.M. standard time on the effective date and ends at 12:01 A.M. standard time on the expiration date. Standard time is determined at the stated address of the Named Insured.

Agency email address

wareinsurance@frontier.com

Agency website

http://www.wareinsuranceagency.com

The insurance applies to those premises described below. This is subject to all applicable terms of the policy and attached forms and endorsements.

Premium Summary

Total net premium:

West Virginia surcharge:

Final premium:

(This is not a bill. Your invoice will follow in a separate mailing.)

Liability Protection

Commercial general liability coverage

Coverage

Bodily injury and property damage

Deductible

Limit

\$1,000,000 Each occurrence

Processed on: 09/13/2024 (See reverse side)

Insured name: RUBY'S PRO WASH LLC

Policy number: Q61 0456143

Policy period: 09/13/2024 to 09/13/2025

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Liability Protection (continued)

Commercial general liability coverage

Coverage

Personal and advertising injury

Deductible

Limit

\$1,000,000 Any one person or organization

Medical expense payments

\$5,000 Any one person

Damage to premises rented to you – Fire legal liability

\$1,000,000 Any one premises

General aggregate

\$2,000,000

Products – Completed operations aggregate

\$2,000,000

Non-owned and hired automobile liability

Included

Damage to customers autos - Legal liability

\$200

Included

Deductible liability insurance

A \$250 Deductible applies per claim to property damage

Policy Optional Coverages and Exclusions

Coverage

Contractors equipment and tools

Deductible

Limit

Miscellaneous contractors equipment

\$500

\$25,000

Replacement cost, Comprehensive perils

Blanket - Miscellaneous contractors equipment - No one item to exceed \$10,000

Enhancement endorsement - Contractors liability and limited property advantage

Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)

Abuse or molestation exclusion

Property Protection

Risk information for Location 1 - Building 1

Address:

525 KINGSVILLE STA

Insured interest:

Building owner

City/State:

ELLAMORE, WV

Zip code:

26267

County:

Randolph

Occupancy/Operations:

91523 Cleaning - outside surface of buildings

Schedule of Forms

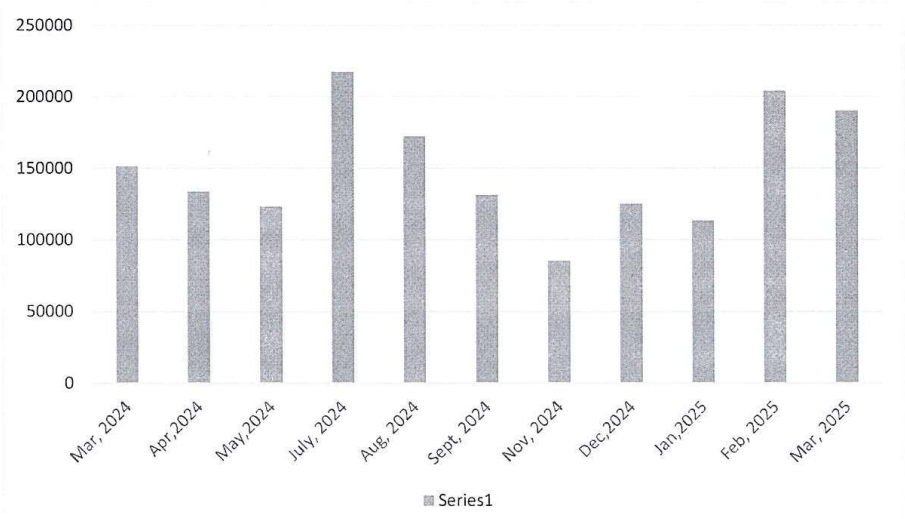
Form number	Edition date	Description
CG0001	04/13 *	Commercial General Liability Coverage Form
CG0300	01/96 *	Deductible Liability Insurance
CG2106	05/14 *	Exclusion - Access or Disclosure of Confidential or Personal Information and Data-Related Liability - With Limited Bodily Injury Exception
CG2109	06/15 *	Exclusion - Unmanned Aircraft
CG2146	07/98 *	Abuse or Molestation Exclusion
CG2170	01/15 *	Cap on Losses from Certified Acts of Terrorism
CG4032	05/23 *	Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
EPP0006	10/19 *	ErieSecure Business Extra Liability Coverages
EPP0008	09/23 *	Policy Change Endorsement - Exclusions
EPP0009	10/19 *	Exclusion - Professional Liability

7. Financial Report – Director of Finance Amberle Jenkins – Amby Jenkins presented an overview of the financial reports.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Money market & checking balance:
March 31, 2025 \$190,143.32

Cemetery CD and savings matures April 2026 \$ 240,204.32



4-14-2025 11:38 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2025

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	54.00	0.00	6.00	90.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	63.00	0.00 (3.00)	105.00
093-342-000-00 PARKING METERS LOT 1	0	0.00	298.49	0.00 (298.49)	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	40.00	0.00 (40.00)	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	75.00	707.50	0.00	792.50	47.17
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	50.50	0.00 (50.50)	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	180.00	1,530.00	0.00	3,470.00	30.60
093-347-000-00 OPENING & CLOSING GRAVES	30,000	1,600.00	20,950.00	0.00	9,050.00	69.83
093-347-000-01 SALE OF LOTS	12,000	1,600.00	7,200.00	0.00	4,800.00	60.00
093-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	900.00	0.00	600.00	60.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	50,120	3,468.00	31,793.49	0.00	18,326.51	63.43
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	2,096.46	22,916.89	0.00	13,083.11	63.66
093-368-000-00 RENTAL OF PAVILION	4,000	650.00	4,750.00	0.00 (750.00)	118.75
TOTAL GRANTS	40,000	2,746.46	27,666.89	0.00	12,333.11	69.17
OTHER REVENUE						
093-380-000-00 INTEREST	860	0.00	731.46	0.00	128.54	85.05
093-399-000-00 MISCELLANEOUS	0	0.00	209.13	0.00 (209.13)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	200,000	0.00	200,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	750.00	0.00 (750.00)	0.00
TOTAL OTHER REVENUE	200,860	0.00	201,690.59	0.00 (830.59)	100.41
TOTAL REVENUE	290,980	6,214.46	261,150.97	0.00	29,829.03	89.75

093-CONSOL PUBLIC WORKS
% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	12,600.00	0.00	4,200.00	75.00
093-700-103-00 SALARIES	49,000	1,512.00	24,448.87	0.00	24,551.13	49.90
093-700-103-01 FLOWER SALARIES	82,000	4,970.00	47,532.50	0.00	34,467.50	57.97
093-700-104-00 FICA TAX	11,350	602.98	6,470.47	0.00	4,879.53	57.01
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,700	140.36	1,170.40	0.00	529.60	68.85
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	447.29	4,184.20	0.00	1,515.80	73.41
TOTAL SALARIES & BENEFITS	166,550	9,072.63	96,406.44	0.00	70,143.56	57.88
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	976.05	5,243.50	0.00	4,756.50	52.44
TOTAL CONTRACTUAL SERVICES	10,000	976.05	5,243.50	0.00	4,756.50	52.44
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	9,000	0.00	6,010.45	34.79	2,954.76	67.17
093-700-341-02 CEMETERY MOWINGS	0	0.00	0.00	0.00	0.00	0.00
093-700-342-00 MAT & SUPP - PARKING	5,000	197.82	3,975.29	0.00	1,024.71	79.51
093-700-343-00 MAT&SUPP-PARKS	132,798	7,274.99	93,239.11	9,505.98	30,052.69	77.37
093-700-343-01 DOG PARK EXP	1,500	12.02	102.23	0.00	1,397.77	6.82
093-700-344-00 AUTO SUPPLIES	3,000	0.00	932.11	0.00	2,067.89	31.07
093-700-345-00 TREE MAINTENANCE	9,700	0.00	333.80	0.00	9,366.20	3.44
093-700-346-00 COMMUNITY ENHANCE DONATIO	757	0.00	757.22	0.00	0.00	100.00
TOTAL COMMODITIES	161,755	7,484.83	105,350.21	9,540.77	46,864.02	71.03
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	2,717.46	7,287.14	180.18	12,532.68	37.34
093-700-465-00 CONTRACT MOWING CEMETERY	69,550	0.00	37,050.00	0.00	32,500.00	53.27
TOTAL CAPITAL OUTLAY	89,550	2,717.46	44,337.14	180.18	45,032.68	49.71

093-CONSOL PUBLIC WORKS
% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	183.92	183.92	0.00 (183.92)	0.00
TOTAL NON-OPERATING EXPENSES	0	183.92	183.92	0.00 (183.92)	0.00
TOTAL BOARD	427,855	20,434.89	251,521.21	9,720.95	166,612.84	61.06
TOTAL EXPENDITURES	427,855	20,434.89	251,521.21	9,720.95	166,612.84	61.06
REVENUE OVER/(UNDER) EXPENDITURES	(136,875)	(14,220.43)	9,629.76 (9,720.95) (136,783.81)	0.07

CPWB MARCH 2025 PAYMENT OF BILLS

\$1,419.37 – GEORGE L WILSON – CONCRETE SLIDES RUBBER FLOAT MASONRY BRUSH JAWBONE PARK STAGE

\$3,366.25 – RDR ENERGY RESOURCES – 10YDS CONCRETE & PUMP TRAILER RENTAL JAWBONE PARK STAGE

\$2,565.54 – HUMMERT INTERNATIONAL – FERTILIZER, SOIL BALES, PH REDUCER, ORTHENE

04-14-2025 11:36 AM

DISBURSEMENTS 03-01-25 TO 03-31-25

PAGE: 12

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110 088 938 045 61 CLEVELA	24.37
		700-342-00	MAT & SUPP - PARKING	110 088 938 128 44 6TH ST	14.08
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.73
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	10.73
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	11.78
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	21.96
		700-342-00	MAT & SUPP - PARKING	110 112 520 876 PARK LOT 3	59.08
		700-343-00	MAT&SUPP-PARKS	110 087 901 580 FLAG POLE-	10.20
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	459.11
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	28.04
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	12.02
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	10.52
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	48.59
		700-343-00	MAT&SUPP-PARKS	110160309776 15 MADISON ST	10.89
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	77.84
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCN6007140 2/3/25 TO 3/2/2	117.60
	SCOTT ELECTRIC CORP	700-343-00	MAT&SUPP-PARKS	6- ROUND PVC FLOOR BOXES	392.03
		700-343-00	MAT&SUPP-PARKS	ROUND PVC FLOOR BOXES	101.24
		700-343-00	MAT&SUPP-PARKS	3/4" CONDUIT & FITTI	97.46
	WESTFIELD INSURANCE	700-226-00	INSURANCE & BONDS	10-1-24 TO 10-1-25 QTRLY P	858.45
	LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	1"90DEG ELBOW	20.31
		700-343-00	MAT&SUPP-PARKS	3/4" PVC CONDUIT FITTINGS	167.86
		700-343-00	MAT&SUPP-PARKS	2X4 & 2X10 FOR STAGE	54.08
		700-343-00	MAT&SUPP-PARKS	1" MASONRY BIT	43.02
		700-343-00	MAT&SUPP-PARKS	SPRAY FOAM	54.08
		700-343-00	MAT&SUPP-PARKS	4 1/2" ANGLE GRINDER & DI	160.48
		700-343-00	MAT&SUPP-PARKS	14" CUTTING WHEELS	26.56
		700-343-00	MAT&SUPP-PARKS	2X12'S FOR FORMING STAGE	106.53
		700-343-00	MAT&SUPP-PARKS	2X12'S FOR FORMING STAGE	23.48
		700-343-00	MAT&SUPP-PARKS	WATERLINE FITTINGS CITY P	25.90
	GEORGE L. WILSON INC.	700-343-00	MAT&SUPP-PARKS	SIKATHORSEA, SALTGUARD	1,419.37
		700-343-00	MAT&SUPP-PARKS	3 ROLLS OF DUCK TAPE STAG	26.62
		700-343-00	MAT&SUPP-PARKS	WALKING MAG FLOAT	47.72

04-14-2025 11:36 AM		DISBURSEMENTS 03-01-25 TO 03-31-25			PAGE: 13	
FUND: CONSOL PUBLIC WORKS						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	69.08	
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	224.05	
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	71.28	
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	223.24	
	CRITES ELECTRICAL SUPPLY INC	700-343-00	MAT&SUPP-PARKS	2"X1-1/4" PVC REDUCER	4.89	
	DELUX BUSINESS FORMS	700-999-00	MISCELLANEOUS	PCRD-CPWB CHECKS	183.92	
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	285.79	
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	202.90	
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	47.45	
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	47.45	
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-STEEL WEDGE ANCHORS J	45.10	
	BALL HORTICULTURAL COMPANY	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	90.03	
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	61.89	
	NATIONAL RECREATION & PARK A	700-343-00	MAT&SUPP-PARKS	PCRD-CERTIFICATION EXAM PR	200.00	
	RDR ENERGY RESOURCES LLC	700-343-00	MAT&SUPP-PARKS	10 YDS CONCRETE JAWBONE	2,287.50	
		700-343-00	MAT&SUPP-PARKS	PUMP TRAILER RENTAL	1,078.75	
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-JAN 2025 CELL PHN & G	45.71	
		700-342-00	MAT & SUPP - PARKING	PCRD-FEB 2025 CELL PHN & G	45.71	
	FREEDOM AG & ENGERY COOPERAT	700-343-00	MAT&SUPP-PARKS	GRASS SEED FOR CITY PARK	67.99	
	HUMMERT INTERNATIONAL	700-464-00	HOTEL-MOTEL (FLOWERS	FERTILIZER, SOIL BALES	2,565.54	
	ASTM INTERNATIONAL	700-343-00	MAT&SUPP-PARKS	PCRD-DIGITAL COPY PLAYGRND	132.50	
	**PAYROLL EXPENSES				3/01/2025 - 3/31/2025	7,882.00
					TOTAL:	20,434.89

Zuliani/Shobe motioned to accept the financial report as presented. The motion carried.

8. Department Report – Street Department & Parks Superintendent Brad Hawkins – Brad Hawkins presented the following:

- The Street Department has finished the sidewalk on S. Kanawha Street.
- The contractor has paved S. Kanawha Street.
- The contractor is paving Ritchie St., then will pave Upper Drive, Lower Drive, and Rustic Dr.
- The power is back on at the City Park.
- The department is 75% finished with blacktop patching.
- They have started back on the new sidewalks on Island Avenue.

A discussion on several other projects took place.

9. Old Business Discussions
a. None

10. New Business Discussions:
a. Resident Request Placement of “No Turn Around” Signage to be added to the Dead-End Sign on Chestnut St – Mayor Skinner provided an overview and a discussion took place.

March 31, 2025

To: Consolidated Public Works Board

From: Douglas Tanner Bush

Re: Requesting a “No Turn Around Sign” be added to the Dead-End Sign on Chestnut Street

I own the last house at the end of Chestnut Street that turns into 10 Franklin Place on the right-hand side of the street. There is a dead-end sign at the beginning of Chestnut Street but I am having trouble with cars/trucks still turning down the street and using my driveway to turn around in to exit. I have added my own no turn around/no trespassing sign as well, but this has not helped the issue at all. I am requesting a “No Turn Around” be added to the dead-end sign to try and prevent this from happening. Any help in this matter would be greatly appreciated.

Sincerely,


Douglas T. Bush

Shobe/Zuliani motioned to place a “No Turn Around” sign on Chestnut Street as discussed. The motion carried.

b. Event Request-One Unique Recovery House- Save A Life Day at Jawbone Park on 09/25/25
– Action taken earlier in the meeting.

c. Planting of Trees on City’s Right of Way on Certain Streets – Mayor Skinner requested that we plant new trees on certain streets in the city. He recommended that we work with our City Horticulturist on the types of trees that would be best on the following streets:

- West side of Meade Street from Madison to Latham Street.
- Latham Street between Sedgwick and Meade Street.
- Sedgwick Street beyond the City Library towards Wesleyan.
- Elizabeth Street
- Pocahontas Street from the college up to Taylor Street.
- Barbour Street from the college up to Marion Street.
- Fayette Street South of Marion Street.

Shobe/Zuliani motioned to begin discussion with City Horticulturist Dixie Green and the Street Department to plant certain trees on the west side of Meade Street from Madison to Latham Street, Latham Street between Sedgwick and Meade Street, Sedgwick Street beyond the City Library towards Wesleyan College, Elizabeth Street, Pocahontas Street from the college up to Taylor Street, Barbour Street from the college up to Marion Street, and Fayette Street South of Marion Street. The motion carried.

d. WVSF Request use of the City’s Vacant Lot at 61 E Main St (across from City Hall) for the Tractor Show – Mayor Skinner provided an overview and then recognized Amanda Hayes who was representing the WVSF.



West Virginia Strawberry Festival
P.O. Box 117
Buckhannon, West Virginia
304-472-9036
president@wvstrawberryfestival.com

April 22, 2025

To Whom It May Concern:

The West Virginia Strawberry Festival is requesting the use of the city-owned lot beside the Stockert Youth and Community Center for the annual WVSF Tractor Show. The organizer of this show is requesting a more visible location and we feel that this lot offers that. We are requesting permission to use the lot from Wednesday evening through Sunday following the car show. Tractor show will be Friday and Saturday, but set up will begin earlier.

Thank you for your consideration.

Shane Jenkins
West Virginia Strawberry Festival president

Zuliani/Shobe motioned to approve the use of the City's Vacant Lot at 61 E Main St (across from City Hall) for the WVSF Tractor Show. The motion carried.

e. Downtown Parking Map – Mayor Skinner provided the new Downtown Parking Map presented by Create Buckhannon. A discussion took place including inconsistencies with our current parking ordinances. A discussion took place. Several areas of concern with the current parking situation were discussed.



Shobe/Zuliani motioned to ask the City Council to review the parking ordinances before we offer any edits to the parking map. The motion carried.

11. Report of Events, Correspondence, and Information – Mayor Skinner reviewed the following with the Board.

a. Notice of Award -WV Division of Forestry 2025 Community EquiTree Grant for Camden Avenue



West Virginia
Division of Forestry
#7 Players Club Drive
Charleston, West Virginia 25311
Phone: (304)-558-2788

Jeremy Jones
Director/State Forester

April 3, 2025

Ethan Crosten
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Dear Ethan:

Please find the enclosed agreement for a 2025 Community EquiTree Grant for Buckhannon in the amount of \$9,333.82. All forms need to be signed and completed at the red "X's" by an authorized representative. All reimbursable grant expenditures should closely follow the project described in your 2024 Community EquiTree Grant application. All grant invoices and matching expenditures must occur after the agreement start date and prior to June 30, 2026.

Also enclosed are three separate USDA forms that will need to be completed at the red "X's" and returned along with the signed agreement. Please return the signed agreement and federal forms to the address below as soon as possible. **Please email all signed documents to:** Samuel.t.adams@wv.gov

I look forward to a successful project in Buckhannon. Please contact me if you have any questions concerning the grant project, matching requirements or reimbursement process. Your project may begin upon the receipt of a finalized agreement which I will forward by email from our Charleston Office.

Sincerely,

Sam Adams
Urban Forester

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

I am writing to request assistance from the Street Department in blocking off several roadways to support our upcoming graduation ceremony at West Virginia Wesleyan College, scheduled for Saturday, May 10. The event will be held outdoors in front of the chapel, with a large number of attendees expected.

To ensure the safety of our graduates, guests, and event staff, and to minimize disruptions during the ceremony, we are requesting the placement of barricades at the following locations beginning at 8:00 a.m. and lasting until the ceremony concludes:

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

We have prepared a map and traffic plan that outlines these closures, which will be provided as part of this request. The plan is currently in the final stages of internal approval.

Thank you in advance for your cooperation and continued support in making this important campus event safe and successful.

Please let me know if you require any additional information.

Best regards,

John Bohman
Director of Campus Safety and Security
West Virginia Wesleyan College

c. Arbor Day Planting at the Harley Brown Rotary Park 196 S Florida St on 04/25/25 10AM

12. Board Members' Remarks and Announcements

Jack Reger: Mr. Reger had nothing further.

Nancy Shobe: Mrs. Shobe provided an overview of her presentation to Rotary concerning the Blessing Boxes and reported their willingness to assist in the future. She is happy that the pavilion will remain in North Buckhannon Parak and noted that the Historic Signs on Main Street are looking tired.

Robert Zuliani: Mr. Zuliani feels the city looks great and is happy with the parking ordinance review.

Mark Waldo: Mr. Waldo was absent.

13. Declaration of Adjournment

At 8:53 a.m., Shobe made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____