

**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, May 22, 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
Board Member	Mark Waldo	Present
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	Barbara Hinkle	Present
My Buckhannon	Monica Zalaznik	Present

Guests: Jerry Henderson; Donnie Tenney; Jody Light; Lt. Doug Loudin; Eric Robinson; Greg Kelley; Janet McCulhill; Capt. Joey Baxa; Jennie Barnette; Pat A. Brake.

*City of Buckhannon Consolidated Public Works Board  
7:30 AM Thursday, May 22, 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: 04/24/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
  - a. Donnie Tenney, Buckhannon-Upshur Farmer’s Market
    - i. Signage at Jawbone Park
  - b. Greg Kelley
    - i. Resident concerns with traffic on Marion Street (state highway) and the city street intersections
  - c. Jim Stalnaker, WV Classic Wheels Car Club
  - d. Jody Light, Almost Heaven BBQ Bash
7. Financial Report – Director of Finance Amberle Jenkins
  - a. Draft CPWB Budget FY 2025/2026
8. Department Report – Street Department & Parks Superintendent Brad Hawkins
9. Old Business Discussions
  - a. Downtown Parking Map- City Attorney Directed by Council to Revisit the Parking Enforcement Ordinances
10. New Business Discussions:
  - a. Resident Request trial period LED Solar Powered Flashing Stop Sign at the Camden Ave & Marion Street intersection
  - b. Resident Request Speed Bumps on Pocahontas Street
  - c. Resident Request for City Recommendation to the WVDOT to reduce speed limit on Marion Street
  - d. Event Request Form to Require an Incident Action Plan (IAP), including an Emergency Response Plan (ERP) for events that attract large groups of attendees and street closures
  - e. Amending the Event Request Blast From the Past Car Show to Require IAP including ERP

- f. Amending the Event Request BBQ Bash Road Closure Corner of S. Florida & Madison to corner by BFD Entrance Reason for Closure: Pedestrian Crossing for BBQ Teams, Cornhole Tournament & Cake Decorating Contest
- g. To Paint Marked Pedestrian Crosswalk at S. Florida Street -Public Safety Complex to Jawbone Park
- h. Event Request-Special Olympics Color Fun Run at Poundstone River Walktrail on 06/28/25 10am

#### 11. Report of Events, Correspondence, and Information

- a. Notice Accepting Applications for the Position of One Seasonal Park Attendant
- b. Agreement for Third-party Towing Services -Central Towing & Salvage
- c. Survey Letter Vehicle Parking along Reger Avenue
- d. Approved WVDOT MM109 Permits for Main Street Closure for the Blast from the Past Show
- e. Addressing/Mapping Verification Letter: Duplex at 96 East Main Street, Suite 200 (Top Floor) Suite 100 (Bottom Floor)

#### 12. Board Members' Remarks and Announcements

#### 13 Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, May 16, 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 7:31 a.m., Mayor Robbie Skinner called the May 22, 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: 04/24/2025** - Mayor Skinner recognized that the meeting minutes of 04/24/2025 were available for consideration and asked for corrections or approval as presented.

**Shobe/Waldo motioned to approve the minutes of the meetings of 04/24/2025 as presented. The motion carried.**

#### 5. Public Comment—Motion to Open & Close Requested

**Reger/Zuliani motioned to close the Public Comment section of the agenda. The motion carried.**

#### 6. Recognition of Guests

##### a. Donnie Tenney, Buckhannon-Upshur Farmer's Market

##### i. Signage at Jawone Park

Donnie Tenney of the Buckhannon-Upshur Farmer's Market was recognized for presenting a sample of the permanent sign that his group had created for use at Jawbone Park to designate the reserved parking spots for the members of the Buckhannon-Upshur Farmer's Market on Fridays from June 1<sup>st</sup> through October 31<sup>st</sup> of each year. A discussion regarding the parking habits of the residents who use the designated spots Monday through Thursday, still using them on Friday, even with the signage. The board offered suggestions, including the Buckhannon-Upshur Farmer's Market approaching businesses that are most likely to have employees who use the parking lot, which Mr. Tenney agreed to. Mr. Tenney then asked for a clarification of liability insurance for the vendors. Mayor Skinner explained that it was up to the Buckhannon-Upshur Farmers' Market to prove their coverage and deal directly with the members of their group. The final item he discussed was a potential grant his group may receive for additional signage. Mayor Skinner advised him to provide the artwork to the city for approval and for a possible partnership with the city.

**Shobe/Waldo motioned to approve the No Parking signs as presented. The motion carried.**



**b. Greg Kelley**

**i. Resident concerns with traffic on Marion Street (state highway) and the city street intersections.**

Greg Kelley, a resident of Pocahontas Street, was recognized and spoke of the recent accident at the intersection of Camden Avenue and Marion Street. He asked the board to consider adding a blinking component to the stop signs and requesting the WVDOH to lower the speed limit on Marion Street back to 25 miles per hour. He also asked about adding speed bumps to Pocahontas Street. Mayor Skinner noted that speed bumps would harm the fire trucks and all first responders. Discussion took place with attendee Pat Brake participating.

Without objection, 10. New Business items a. through g. were moved to the table for possible action.

**a. Resident Request trial period LED Solar Powered Flashing Stop Sign at the Camden Ave & Marion Street intersection**

**Reger/Shobe motioned to approve purchasing and installing four new LED Solar-Powered Flashing Stop Signs at the intersection of Camden Avenue and Marion Street. The motion carried.**

**b. Resident Request Speed Bumps on Pocahontas Street**

No motion was offered on this item; therefore, the motion died.

**c. Resident Request for City Recommendation to the WVDOH to reduce speed limit on Marion Street**

**Waldo/Zuliani motioned to request that the WVDOH lower the speed limit on Marion Street from 35 mph to 25 mph. The motion carried.**

**Jim Stalnaker, WV Classic Wheels Car Club** – Mr. Stalnaker was not present. BFD Captain Joey Baxa explained that first responders were concerned about the event's lack of an executed IAP (Incident Action Plan). We would have a much safer and well-organized event if one were provided. Discussion took place.

**d. Event Request Form to require an Incident Action Plan (IAP), including an Emergency Response Plan (ERP) for events that attract large groups of attendees and street closures**

Mr. Reger suggested that the city develop a standard Incident Action Plan (IAP) that event organizers should include in their planning.

**Zuliani/Waldo recommended that the City of Buckhannon develop an Incident Action Plan (IAP), including an Emergency Response Plan (ERP), which all event organizers must follow. The motion carried.**

**e. Amending the Event Request Blast from the Past Car Show to Require IAP, including ERP - A discussion occurred.**

Shobe/Zuliani motioned to approve amending the Event Request Blast from the Past Car Show to require an IAP, including an ERP. The motion carried.

f. **Jody Light, Almost Heaven BBQ Bash**—Jody Light was recognized for discussing her event's need to temporarily close Florida Street. A discussion took place, including input from BFD Captain Joey Baxa. Mayor Skinner recommended that we leave the Event Request as is, understanding that no hard barricades will be used. No objection were given.

**Agenda Item f. Amending the Event Request BBQ Bash Road Closure Corner of S. Florida & Madison to corner by BFD Entrance Reason for Closure: Pedestrian Crossing for BBQ Teams, Cornhole Tournament & Cake Decorating Contest**

No motion was offered on this item; therefore, the motion died.

**Agenda Item g. To Paint Marked Pedestrian Crosswalk at S. Florida Street -Public Safety Complex to Jawbone Park**

Zuliani/Waldo motioned to paint a marked pedestrian crosswalk at S. Florida Street -Public Safety Complex to Jawbone Park. The motion carried.

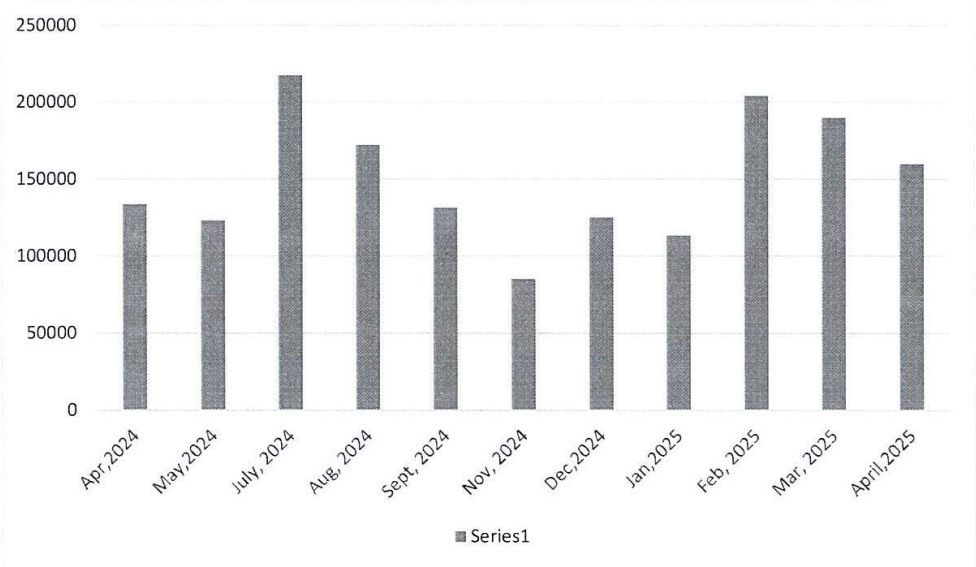
**7. Financial Report – Director of Finance Amberle Jenkins** – Amby Jenkins presented an overview of the financial reports.

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

CONSOLIDATED PUBLIC WORKS BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Money market & checking balance:  
April 30, 2025                      \$160,086.83

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



093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 83.33

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	60.00	0.00	0.00	100.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	70.00	0.00 (	10.00)	116.67
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	0.00	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	120.00	1,650.00	0.00	3,350.00	33.00
093-347-000-00 OPENING & CLOSING GRAVES	30,000	8,350.00	29,300.00	0.00	700.00	97.67
093-347-000-01 SALE OF LOTS	12,000	200.00	7,400.00	0.00	4,600.00	61.67
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	8,683.00	40,476.49	0.00	9,643.51	80.76
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	860.65	23,777.54	0.00	12,222.46	66.05
093-368-000-00 RENTAL OF PAVILION	4,000	650.00	5,400.00	0.00 (	1,400.00)	135.00
TOTAL GRANTS	40,000	1,510.65	29,177.54	0.00	10,822.46	72.94
OTHER REVENUE						
093-380-000-00 INTEREST	860	0.00	869.66	0.00 (	9.66)	101.12
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	201,828.79	0.00 (	968.79)	100.48
TOTAL REVENUE	290,980	10,193.65	271,482.82	0.00	19,497.18	93.30

5-01-2025 03:00 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2025

PAGE: 3

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 83.33

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	14,000.00	0.00	2,800.00	83.33
093-700-103-00 SALARIES	49,000	1,440.00	25,888.87	0.00	23,111.13	52.83
093-700-103-01 FLOWER SALARIES	82,000	4,997.00	52,529.50	0.00	29,470.50	64.06
093-700-104-00 FICA TAX	11,350	599.52	7,069.99	0.00	4,280.01	62.29
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	133.88	1,304.28	0.00	395.72	76.72
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	449.73	4,633.93	0.00	1,066.07	81.30
TOTAL SALARIES & BENEFITS	166,550	9,020.13	105,426.57	0.00	61,123.43	63.30
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	237.09	5,480.59	0.00	4,519.41	54.81
TOTAL CONTRACTUAL SERVICES	10,000	237.09	5,480.59	0.00	4,519.41	54.81
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	150.62	6,161.07	0.00	2,838.93	68.46
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	131.73	4,107.02	0.00	892.98	82.14
093-700-343-00 MAT&SUPP-PARKS	132,798	13,897.79	107,136.90	0.00	25,660.88	80.68
093-700-343-01 DOG PARK EXP	1,500	11.12	113.35	0.00	1,386.65	7.56
093-700-344-00 AUTO SUPPLIES	3,000	16.21	948.32	0.00	2,051.68	31.61
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	14,207.47	119,557.68	0.00	42,197.32	73.91
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	6,810.45	14,097.59	0.00	5,902.41	70.49
093-700-465-00 CONTRACT MOWING CEMETERY	69,550	10,000.00	47,050.00	0.00	22,500.00	67.65
TOTAL CAPITAL OUTLAY	89,550	16,810.45	61,147.59	0.00	28,402.41	68.28



093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 83.33

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	0.00	183.92	0.00	183.92)	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	183.92	0.00	183.92)	0.00
TOTAL BOARD	427,855	40,275.14	291,796.35	0.00	136,058.65	68.20
TOTAL EXPENDITURES	427,855	40,275.14	291,796.35	0.00	136,058.65	68.20
REVENUE OVER/(UNDER) EXPENDITURES	( 136,875)	( 30,081.49)	( 20,313.53)	0.00	( 116,561.47)	14.84

CPWB APRIL 2025 PAYMENT OF BILLS

\$2,870.59 – SCOTT ELECTRIC – MATERIALS FOR JAWBONE PARK STAGE

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

\$10,000.00 – EVERSON-CARR FARMS – 4 WEEKS CEMETERY MOWING

\$2,565.54 – HUMMERT – ASSORTED FLOWERS

2,001.00 – STRUCTURAL DECK.COM – FORM DECKING JAWBONE STAGE

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS MON POWER	700-341-00	MAT & SUPP - CEMETER	APRIL 25 HEAVNER CEMETERY	62.87
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	13.63
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	24.35
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	5.90
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	10.20
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	54.46
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.52
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	10.52
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	10.52
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	21.54
	SCOTT ELECTRIC CORP	700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	295.71
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	26.73
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	11.12
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	10.52
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	46.95
		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
		700-343-00	MAT&SUPP-PARKS	ROUND FLOOR BOX FOR STAGE	40.50
		700-343-00	MAT&SUPP-PARKS	5/32 CARBIDE BITS	95.12
		700-343-00	MAT&SUPP-PARKS	3" CONDUIT & SERVICE SUPP	1,277.44
	J F ALLEN CO LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	36X18 CONCRETE BOX	1,089.33
		700-343-00	MAT&SUPP-PARKS	ROUND FLOOR BOX FOR STAGE	40.50
		700-343-00	MAT&SUPP-PARKS	200A CABLE AND REDUCERS	327.70
		700-343-00	MAT&SUPP-PARKS	20X16X6 PULL BOX EXTENSIO	207.95
		700-343-00	MAT&SUPP-PARKS	1-1/2" CR FOR CITY PARK	673.37
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-LANDSCAPE FABRIC	27.98
		700-343-00	MAT&SUPP-PARKS	CABLETIESFOR JAWBONE CAME	54.16
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING SOIL, HOSE WAND	180.18
		700-344-00	AUTO SUPPLIES	3/4" WATERHOSE FITTING	16.21
		700-343-00	MAT&SUPP-PARKS	PAINT FOR PICNIC TABLES	312.43
		700-343-00	MAT&SUPP-PARKS	FAST SET CONCRETE	9.84
		700-343-00	MAT&SUPP-PARKS	BRASS RECPT COVERS STAGE	387.84
		700-343-00	MAT&SUPP-PARKS	BRASS SCREWS	6.61

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING MIX	99.63
		700-343-00	MAT&SUPP-PARKS	WATERLINE FITTINGS CP	12.37
		700-343-00	MAT&SUPP-PARKS	WATERLINE FITTINGS CP	80.35
		700-464-00	HOTEL-MOTEL (FLOWERS	DIXIE GREEN	355.75
		700-343-00	MAT&SUPP-PARKS	WAX RINGS FOR NBRFP RESTR	20.58
	GEORGE L. WILSON INC.	700-343-00	MAT&SUPP-PARKS	SCREED BOARD FOR STAGE	657.26
	CENTRAL SUPPLY CO	700-343-00	MAT&SUPP-PARKS	ROCK FACE BIN BLOCKS	1,452.02
		700-343-00	MAT&SUPP-PARKS	FOUNDATION COAT STAGE	46.67
	WV MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	CPWB 1ST QTR UNEMPLOYMENT	237.09
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	69.08
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	226.89
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	64.80
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	222.84
	TRACTOR SUPPLY CREDIT PLAN	700-341-00	MAT & SUPP - CEMETER	PCRD-SUCTION HOSE STRAINER	52.96
	CRITES ELECTRICAL SUPPLY INC	700-343-00	MAT&SUPP-PARKS	3"PVC 90 ELBOW CITY PARK	18.54
		700-343-00	MAT&SUPP-PARKS	3/4" PVC CONDUIT FITTINGS	16.13
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	287.74
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	198.15
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	67.29
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	46.34
	AMAZON.COM	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-HANGING PLANTERS	83.98
		700-343-00	MAT&SUPP-PARKS	PCRD- TOILET PAPER & DOGGY	1,059.30
	BALL HORTICULTURAL COMPANY	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	369.54
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	208.29
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	110.28
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	581.59
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	471.14
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	426.56
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	349.69
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	203.89
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	100.28
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	325.38
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	140.07
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	34.15
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	176.53
	RDR ENERGY RESOURCES LLC	700-343-00	MAT&SUPP-PARKS	10 YDS CONCRETE FOR STAGE	2,287.50
		700-343-00	MAT&SUPP-PARKS	PUMP TRAILER RENTAL STAGE	1,078.75
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	MOWING 4/1/25 & 4/7/25	5,000.00
		700-465-00	CONTRACT MOWING CEME	MOWING 4/14/25 & 4/21/25	5,000.00
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-MARCH 2025 CELL PHN &	45.71
	WV NEWS	700-341-00	MAT & SUPP - CEMETER	NOTICE 2025 SPG CEM CLEAN	34.79
	HUMMERT INTERNATIONAL	700-464-00	HOTEL-MOTEL (FLOWERS	DIXIE GREEN	2,565.54
	STRUCTURAL DECK.COM	700-343-00	MAT&SUPP-PARKS	PCRD-FORM DECKING JAWBONE	2,001.00
	ENABLE IT	700-343-00	MAT&SUPP-PARKS	PCRD-POE EXTENDER	100.27
	**PAYROLL EXPENSES			4/01/2025 - 4/30/2025	7,837.00
				TOTAL:	40,275.14

i. Draft CPWB Budget FY 2025/2026 - Amby Jenkins presented the draft CPWB Budget FY 2025/2026 to the board.

Shobe/Zuliani motioned to accept the CPWB Budget FY 2025/2026 as presented. The motion carried.

CONSOLIDATED		2020-21 actual	2021-22 actual	2022-23 actual	2023-24 actual	2024-25 approved budget		2024-25 actual thru 12-31-25	2025-26 proposed budget	
	EST. BALANCE ON HAND	139,854.75	161,274.15	170,889.95	126,909.15	180,372.36			93,370	
340-000-01	DONATION BEAUTIFICATION	97.00	72.00	72.00	72.00	60	donations & from utl bill	36	60	donations & from utl bill
340-000-02	DONATION DOG PARK	109.00	84.00	119.00	154.01	60	donations & from utl bill	42	60	donations & from utl bill
-93 342-000-00	PARKING METERS LOT 1	0.00		0.00	0.00	0		298	0	
-93 342-000-01	PARK.PEN.LOT 1	145.00	50.00	240.00	0.00	0		40	0	
-93 342-000-02	LOT 1 STICKERS	75.00		0.00	0.00	0		0	0	
-93 343-000-00	PARKING LOT 2 RENTAL	0.00	0.00	0.00	0.00	0	carnival is supposed to pay according to sales	0	0	
-93 343-000-01	PARK.PEN.LOT 2	40.00	100.00	40.00	0.00	0		0	0	
-93 343-000-02	STICKERS LOT 2	25.00		0.00	0.00	0		0	0	
-93 344-000-00	PARKING METERS LOT 3	0.00		0.00	0.00	0		0	0	
-93 344-000-01	PARK.PEN.LOT 3	0.00		0.00	0.00	0		0	0	
-93 344-000-02	STICKERS LOT 3	1,285.50	1,857.50	1,846.00	678.00	1,500	this is where we are putting parking stickers	532	1,500	this is where we are putting parking stickers
-93 345-000-00	PARKING METERS LOT 4	0.00	0.00	0.00	0.00	0			0	
-93 345-000-01	PARK.PEN.LOT 4	0.00	0.00	0.00	0.00	0			0	
-93 345-000-02	STICKERS LOT 4	0.00		0.00	0.00	0		51	0	
-93 346-000-00	PARKING METERS ON STREET	0.00		0.00	0.00	0			0	
-93 346-000-01	PARK.PEN.ON STREET	4,360.00	11,825.00	12,090.00	5,830.00	5,000		860	5,000	
-93 347-000-00	OPENING & CLOSING GRAVES	46,500.00	49,200.00	30,850.00	42,200.00	30,000		12,750	30,000	
-93 347-000-01	SALE OF LOTS	18,150.00	35,300.00	17,800.00	32,200.00	12,000		5,600	12,000	
-93 347-000-03	PLACEMENT OF MARKERS	3,200.00	4,200.00	3,800.00	3,400.00	1,500		900	1,500	
-93 347-000-02	STICKERS LOT 6	0.00	0.00	0.00	0.00	0		0	0	
349-000-01	parking Pen Lot 6	0.00	0.00	0.00	0.00	0		0	0	
-93 366-000-00	STATE GRANTS	0.00	0.00	0.00	0.00	0		0	0	
-93 367-000-01	HOTEL OCCUPANCY TAX	32,863.03	38,955.90	38,195.22	43,406.04	36,000	30% estimated H&M frm GF	16,109	36,000	
-93 368-000-00	RENTAL OF PAVILION	4,330.00	4,910.00	6,975.00	8,080.00	4,000	raised rental fee to \$50 all pav	3,400	4,000	
-93 380-000-00	INTEREST	776.83	1,114.49	541.23	1,278.70	860		616	200	
-93 399-000-00	MISCELLANEOUS	402.90	289.60	494.81	35.00	0		209	0	
-93 399-000-03	GENERAL FUND CONTRIBUTION	60,000.00	135,000.00	100,000.00	200,000.00	200,000	20T parks,20T DG 100%cpwb,60Tcemete ry mowing	100,000	100,000	20T parks,20T DG 100%cpwb,60Tcemete ry mowing
-93 399-000-04	COM. ENHANCE DONATION	760.00	1,900.00	700.00	1,350.00	0		750	0	
	TOTAL REVENUES	173,099.26	284,858.49	213,764.26	338,683.75	290,980		142,193	190,320	
	w/balance on hand	312,954.01	440,132.04	384,454.21	485,992.90	471,382		142,193	283,690	
-93 700-101-00	BOARD SALARIES	16,800.00	16,800.00	16,800.00	16,800.00	16,800		8,400	16,800	
-93 700-103-00	SALARIES	17,792.91	28,080.15	30,256.75	32,659.50	49,000	garman,park attd green,swindler, prttime	19,931	49,500	
-93 700-103-01	FLOWER SALARIES	38,483.69	46,835.95	60,728.63	63,694.12	82,000	flowers	32,084	79,200	
-93 700-104-00	FICA TAX	5,498.78	7,087.38	8,247.08	8,655.02	11,350		4,622	10,500	
-93 700-105-00	HEALTH INSURANCE	0.00								
-93 700-106-00	GROUP RETIREMENT	1,679.67	1,595.78	1,683.86	1,788.57	1,700		745	1,990	
-93 700-106-01	Flower Retirement	2,161.52	3,915.48	5,146.33	5,325.45	5,700		2,784	5,700	
	CONTRACTUAL SERVICES									
-93 700-225-00	LOT 4 EXPENSE	0.00		0.00						
-93 700-226-00	INSURANCE & BONDS	6,187.45	6,670.73	8,038.63	5,433.86	10,000		4,032	10,000	



-93 700-340-00	MAT & SUPP - STORM DRAIN MAINT	0.00	0.00	0.00					
-93 700-341-00	MAT & SUPP - CEMETERY	4,484.98	10,865.99	22,015.13	7,263.18	9,000		4,332	7,000
-93 700-342-00	MAT & SUPP - PARKING	2,398.30	4,885.98	5,902.98	2,955.45	5,000		3,539	5,000
-93 700-343-00	MAT & SUPP - PARKS	23,950.02	35,473.86	26,364.25	62,983.53	132,798		74,342	???
-93 700-343-01	DOG PARK EXP	540.14	748.30	73.55	200.75	1,500	general maintenance	65	1,500
-93 700-344-00	AUTO SUPPLIES	4,939.32	839.13	128.37	2,281.34	3,000		932	3,000
-93 700-345-00	TREE MAINTENANCE	2,603.85	11,050.00	7,054.99	767.93	9,700		334	15,000
-93 700-346-00	COMMUNITY ENHANCEMENT	208.27		0.00	0.00	757		757	0
-93 700-464-00	HOTEL-MOTEL (FLOWERS)	14,993.16	24,985.47	17,831.21	12,380.82	20,000		3,218	20,000
-93 700-465-00	CONTRACT MOWING CEMETERY	13,500.00	51,600.00	47,155.00	61,995.84	69,550	price increase cemetery mowing	37,050	67,500
-93 700-500-00	DEPRECIATION EXPENSE	11,186.88							
-93 700-568-00	CONTINGENCY		22,965.43						
-93 700-999-00	MISC/ Community Enhanc Dona	4,993.00							
	TOTAL EXPENDITURES	172,401.94	274,379.63	257,434.74	285,183.36	427,865		197,176	283,690
	REVENUE OVER/(UNDER) EXPENDITURES w/o bal on hand								
	with bal on hand	140,552.07	171,753.01	127,019.47	180,409.54	43,497			0

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

- We have been working on the Strawberry Festival
- The paving contractor has completed Upper Dr., Lower Dr., and Rustic Ave.
- We have paved the Pickleball Court at City Park to make it wider and are now waiting 30 days before it can be sealed and striped. Hopefully, the contractor can seal and paint the court during the second week of June, depending on the weather.
- We are removing a big Maple tree at the corner of Pavilion 1 at NBRFP. A fork of the tree fell on Monday night or Tuesday morning, and brushed the end of the pavilion, leaving some minor damage. We found that the trunk of the tree is like a sponge.
- We have hired Carl Weaver back as the Park Attendant
- The playground at City Park has been repaired
- Doing regular repairs to all city parks

A discussion took place about the completion of City Park project. Recorder Sanders asked that the Street Department let us know when it is complete.

Jay Hollen reported that the Army Corps of Engineers had responded to his questions about pulling trees from the Buckhannon River. They said no federal permits would be required, but state and local permits would. A discussion will take place at a future meeting.

9. Old Business Discussions

a. Downtown Parking Map- City Attorney Directed by Council to Revisit the Parking Enforcement Ordinances – Recorder Sanders noted the City Council has responded to this recommendation and is working with the City Attorney on the parking enforcement issues.

10. New Business Discussions:

a. Resident Request trial period LED Solar Powered Flashing Stop Sign at the Camden Ave & Marion Street intersection – Action taken earlier in the meeting.

b. Resident Request Speed Bumps on Pocahontas Street – Action taken earlier in the meeting.

c. Resident Request for City Recommendation to the WVDOH to reduce speed limit on Marion Street – Action taken earlier in the meeting.

d. Event Request Form to Require an Incident Action Plan (IAP), including an Emergency Response Plan (ERP) for events that attract large groups of attendees and street closures – Action taken earlier in the meeting.

e. Amending the Event Request Blast From the Past Car Show to Require IAP including ERP – Action taken earlier in the meeting.

f. Amending the Event Request BBQ Bash Road Closure Corner of S. Florida & Madison to corner by BFD Entrance Reason for Closure: Pedestrian Crossing for BBQ Teams, Cornhole Tournament & Cake Decorating Contest – Action taken earlier in the meeting.

g. To Paint Marked Pedestrian Crosswalk at S. Florida Street -Public Safety Complex to Jawbone Park – Action taken earlier in the meeting.



**h. Event Request-Special Olympics Color Fun Run at Poundstone River Walktrail on 06/28/25 10am** – A discussion took place regarding this item.

**Shobe/Waldo motioned to approve the Event Request from the Special Olympics Color Fun Run at Poundstone River Walktrail on 06/28/25 10 AM. The motion carried.**

**11. Report of Events, Correspondence, and Information** – Recorder Sanders reviewed the following with the Board. A discussion on some items took place with no action taking place.

**a. Notice Accepting Applications for the Position of One Seasonal Park Attendant**

**City of Buckhannon Accepting Applications for the Position of One Seasonal Park Attendant**

The City of Buckhannon Street Department will be accepting applications for one seasonal Park Attendant for maintenance and cleaning of all City of Buckhannon owned parks.

- Applicants must be 18 years of age or older
- Possess a valid WV driver's license
- Able to lift 50 pounds
- Applicants are subject to drug test and background check
- Must be willing to work split shifts and weekends

**Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm. The deadline to receive applications in City Hall is May 16, 2025 at 4:30 p.m.**

Successful candidate will commence employment on or about May 19, 2025 and continue until October 31, 2025.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons.

**b. Agreement for Third-party Towing Services -Central Towing & Salvage**

City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

*Towing Services*



*City A 398*

Phone: 304.472.1651  
TDD# 304.472.9550  
Fax# 304.472.0934

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

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

April 17, 2025

Mr. Alderman,

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

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

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

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

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

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

THE CITY OF BUCKHANNON, a West Virginia  
municipal corporation

CENTRAL TOWING AND SALVAGE

By: [Signature]  
Its: City Attorney

By: [Signature]  
Its: Owner

Prepared by:

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

c. Survey Letter Vehicle Parking along Reger Avenue

Dear Resident:  
You are receiving this survey letter regarding vehicle parking along Reger Avenue in the City of Buckhannon.

Residents have approached the City to consider eliminating the option of parking vehicles along Reger Avenue.

The Consolidated Public Works Board of the City of Buckhannon has asked that the residents living along Reger Avenue be surveyed to assist them in making a decision about this matter.

This survey has been mailed to Reger Avenue residents listed with City utility accounts.

Please complete the survey questions below and return them to the City of Buckhannon in the self-addressed stamped envelope provided by May 20, 2025.

If the survey is not returned, it will be assumed that you have no preference, for or against changing vehicle parking along Reger Avenue.

Your participation is appreciated.

Respectfully,  
Consolidated Public Works Board Members

-----  
Please check one.  
Do you currently have off-Avenue parking (driveway) at your residence on Reger Avenue? Yes No

Do you currently utilize parking your vehicle(s) along the Avenue? Yes No

If yes, how many vehicles do you own? \_\_\_\_\_

Do you believe that parking along Reger Avenue should be eliminated? Yes No

Please add any additional information that you believe would be helpful for the Board Members to consider: \_\_\_\_\_

\_\_\_\_\_  
(Any additional information can be added or placed on the back)

d. Approved WVDOT MM109 Permits for Main Street Closure for the Blast from the Past Car Show- Permit Number 07-2025-7225

e. Addressing/Mapping Verification Letter: Duplex at 96 East Main Street, Suite 200 (Top Floor) Suite 100 (Bottom Floor) Erasmo Rizo

12. Board Members' Remarks and Announcements

**Nancy Shobe:** Mrs. Shobe asked about the effectiveness of the purchased concrete barriers for traffic control, and a discussion took place.

**Jack Reger:** Mr. Reger feels good about the actions taken regarding Camden Avenue and Marion

Street. He also noted that weeds were starting to appear along the curbs and coming out of the drains. Mr. Crosten will look into it.

**Robert Zuliani:** Mr. Zuliani thanked the Street Department for their work during the WV Strawberry Festival, especially with the heavy rains.

**Mark Waldo:** Mr. Waldo agreed with Mr. Zuliani regarding the Street Department's work during the WV Strawberry Festival.

**13. Declaration of Adjournment**

**At 8:58 a.m., Reger made a motion to adjourn.**

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

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