

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON: TO-WIT:

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, June 26, 2025, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present - GTM
City Recorder	Randy Sanders	Present
Board Member	Rob Zuliani	Present
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Absent
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Office Manager	Barbara Hinkle	Absent
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present
Buckhannon Police Department	Chief Matt Gregory	Present
Buckhannon Police Department	Lt. Doug Loudin	Present
Buckhannon Fire Department	Chief JB Kimble	Present
Note Taker	Alice Teets	Present

Guests: Monica Zalaznik, My Buckhannon; Amanda Hayes; Dawn Webb, Senshi Martial Arts; Jim Stalnaker, WV Classic Wheels Car Club – GTM; Ryan Thorne and Liz Short, WVWC – GTM; Cary Bennett, Community Care WV Recover; Kevin Campbell, Riverfest 9 Celebration; Zachary Williams, Jimbo’s Place

City of Buckhannon Consolidated Public Works Board Meeting Agenda
7:30 A.M. Thursday, June 26, 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: 05/22/2025
5. Bid Opening – Mini Track Excavator
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests and Requests
 - a. Jim Stalnaker, WV Classic Wheels Car Club
 - i. Blast From the Past Car Show Event Incident Action Plan (IAP) on 07/26/25
 - b. Ryan Thorn, WVWC Associate VP External Affairs & Strategic Partnerships
 - i. WVWC Homecoming 2025 Request Street Closure of Camden Ave (both lanes) between Meade St & Railroad Ave on 09/27/25 12-8pm
 - c. Amanda Hayes, Event Request-Create Buckhannon Fourth of July Celebration on 07/04/25
 - i. South Florida Street Closure for Elite Rival Twirlers Performance
 - ii. Use of Madison Street Lot for Cartoon Headquarters & Rock Climbing Wall
 - iii. Extra Trash Containers
 - d. Zachary Williams, Jimbo’s Place Big Summer Blowout Event on 08/08/25 & 08/09/25
 - i. 6 N. Kanawha Street Closure Area 48’x 48’
 - ii. Outside Activities & Live Music
 - iii. Request COB to draft Approval Letter to the WVABCA of the temporary extension of the licensed floor plan for the outdoor event
 - e. Kevin Campbell, Event Request Riverfest 9 Celebration at the Poundstone Riverwalk on 08/23/25
8. Financial Report – Director of Finance, Amberle Jenkins
 - a. CPWB Budget Revision FY 2024/2025
9. Department Report –Street Department & Parks Superintendent Brad Hawkins
 - a. Notice to Pocahontas Street Residents re: Curb Installation Project

b. Bid Opening Results re: On Call Construction, Yard Reclamation & Paving Services (Council Approved on 06/17/2025)

10. Old Business Discussions:

- a. Update on Letter to WVDOH Re: Request Speed Limit Reduction 35 MPH to 25 MPH on Marion Street
- b. Update on Traffic Pattern Change Maple Street from W. Lincoln to Green St (Council Approved 05/29/2025)
- c. Buckhannon River & Tree Debris Update
- d. Survey Results Vehicle Parking Along Reger Avenue
- e. Review/Revise the Parking Enforcement Ordinances, Fine Schedule, Signage, Maps

11. New Business Discussions:

- a. Event Request – Community Care WV Recover Community Engagement – Jawbone Park 08/09/2025 5-8pm
- b. Event Request – Martial Arts Fundraiser Suds & Snacks - Jawbone Park Pop’s Furniture 07/05/2025 11am-5pm
- c. Parking Enforcement Vehicle

12. Report of Events, Correspondence, and Information

- a. COB Announces More Street Paving Projects

13. Board Members’ Remarks and Announcements

14. Declaration of Adjournment

1. Call to Order: At 7:30 a.m., Mayor Robbie Skinner called the June 26, 2025, meeting of the Consolidated Public Works Board to order.

2. Moment of Silent Reflection: Mayor Skinner invited those in attendance to join in silent reflection.

3. Pledge of Allegiance: Mayor Skinner led those in attendance in the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 05/22/2025

Motion by Waldo/Zuliani to approve 05/22/2025 minutes. Motion carried unanimously.

5. Bid Opening of Mini Track Excavator:

**City of Buckhannon
Advertisement For Bid: Track Excavator**

The City of Buckhannon will be accepting sealed bids for a Track Excavator. Bids will be received until Thursday, June 26, 2025 at 7:30 A.M. Bid specifications may be obtained at Buckhannon City Hall, 70 E Main Street, Buckhannon WV, Mon-Fri 8:30am to 4:30pm or call 304-472-1651. The City of Buckhannon reserves the right to reject any and all bids. (Publish RD 06/18/25, 06/25/25)

**SPECIFICATIONS FOR BIDS
CITY OF BUCKHANNON
MINI EXCAVATOR (MINI TRACK HOE)**

The City of Buckhannon will accept sealed bids for **a track excavator** at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 7:30 AM EST on June 26, 2025, at which time all bids which have been received shall be publicly opened and read aloud.

Minimum characteristics of the **MINI EXCAVATOR** to be provided by this bid are as follows:

- Rubber belt tracks
- Hydraulic quick coupler which must be provided by the original equipment manufacturer (OEM)
- Auxiliary hydraulic lines provided for tool attachments
- A maximum operating weight of, including cab, of 9,000 lbs.
- Must have a track shoe width of twelve (12) inches.
- Must have a ground clearance between ten (10) and twelve (12) inches.
- A maximum of a two-foot, ten-inch (2’10”) tail swing radius.
- Minimum digging depth must be greater than ten (10) feet.
- Must have a minimum boom length of eight-foot, four-inches (8’4”).
- Must have a minimum hydraulic operating flow of 23.2 gal/min.
- Engine must have a minimum net power of 23.3 horsepower (hp).

Bidder must provide the following items.

- Must provide documented 3 years of reputable sales and service, prior to bid.
- Combined bid price of mini excavator delivered to Buckhannon Street Department Garage located at 395 Mudlick Road, Buckhannon, West Virginia, 26201. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, 3) model, 4) year, and 5) list of special features. Bid sheet is to be signed by an authorized representative of the vendor.
- Availability of mini excavator to include a delivery date if ordered by June 26, 2025.
- Product literature including basic specifications of the model mini excavator being offered.
- Vendor financing available, including interest rate, monthly payment, and total cumulative payment for vendor financing over a 60-month term.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty. Warranty must be for a minimum of 2 years, 2000 hours.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of three customers in West Virginia who have recently purchased a similar piece of equipment.

Bids are to be delivered in a sealed envelope marked, Attention: Ethan Crosten, “Track Excavator Bid”. If there are any questions, please call Ethan Crosten at 304-472-1651 ext. 1000. **The completed document titled “Bid Sheet” shall be place on top of all accompanying documentation.**

The City of Buckhannon shall evaluate bids received based on price, financing, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

Cleveland Brothers submitted a bid of \$54,500. Appalachian Equipment submitted a bid of \$47,700. Director of Public Works Ethan Crosten will review bids.


City of Buckhannon

Track Excavator

Bid Sheet

Company Name: <u>Appalachian Equipment Solutions</u>				
Company Address: <u>1250 Harkers Creek Rd, Jane Lew, WV, 26378</u>				
Street		City	State	Zip
Telephone No: <u>(304) 884-8888</u>		Fax No. _____		
Contact Person: <u>Justin Phillips</u>		Phone: <u>304-786-9587</u>		
Email: <u>JPhillips@Aesolutionswv.com</u>				

VENDOR:	<u>Appalachian Equipment</u>
MANUFACTURER:	<u>Sony</u>
MODEL:	<u>S435U</u>
YEAR:	<u>2025</u>
TRACK HOE BID PRICE:	<u>47,700.00</u>

	<u>6-16-25</u>
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

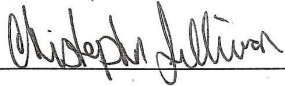
City of Buckhannon

Track Excavator

Bid Sheet

Company Name: CLEVELAND BROTHERS EQUIPMENT CO.			
Company Address: 5300 PAXTON ST HARRISBURG PA 17111			
	Street	City	State Zip
Telephone No:	717-443-3284	Fax No:	717-564-3890
Contact Person:	CHRIS SULLIVAN	Phone:	717-561-2121
Email:	CSULLIVAN@CLEVELANDBROTHERS.COM		

VENDOR:	Cleveland Bros.
MANUFACTURER:	Caterpillar
MODEL:	303
YEAR:	2025
TRACK HOE BID PRICE:	\$54,550.00

	6.25.25
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

Motion by Waldo/Zuliani to accept bid from Appalachian Equipment pending review of the bid package to ensure all specifications are being met. Motion carried unanimously.

6. Public Comment – No public comment, so opening and closing were not needed.

7. Recognition of Guests and Requests

a. Jim Stalnaker, WV Classic Wheels Car Club:

- i. Blast From the Past Car Show Event Incident Action Plan (IAP) on 07/26/2025. Chief JB Kimble stated that anything that changes the fire department’s usual route needs a meeting between the Event Planner, Fire Department, Police Department, and Steve Wykoff, UCDHS. For this event, one meeting should suffice. Jim Stalnaker will reach out to Steve Wykoff to schedule the meeting.

Chief Kimble commented to the board that for any future event with street closures, he feels they need an IAP. Randy Sanders commented that at the last meeting he had suggested creating an Emergency Response Plan template be made to give to all event planners and also for representatives from both the Fire Department and the Police Department be at every CPW Board meetings.



BUCKHANNON
FIRE DEPARTMENT
OFFICE OF FIRE CHIEF
22 S. Florida Street
BUCKHANNON, WV 26201
James Kimble
JB.Kimble@buckhannonwv.org
(O) 304-472-2868
© 304-613-1410

May 1, 2025

Mayor,

I am following up from my email dated 3-27-2025. I expressed my concerns with an upcoming event application, the Blast from the Past cruise in. On the event application, it asks about the possibility of first aid stations. The applicant replied "EMT". This answer through a red flag at me, we normally provide an incident action plan (IAP) for any event that draws a large crowd or deviates traffic by closing streets. Teresa, followed up questioning the event coordinator, he stated that his wife was an EMT. I have corresponded with Gloria Burr; director of Upshur Co. EMS and she has no information on the event or the above stated EMT working the event.

I am recommending that your office or the Consolidated Public works committee require a (IAP) for this event including an emergency response plan. This is due to the number of individuals normally attending and the closure of a main Thorofare. I would also ask, that any type of event application that is presented that has street closure or large crowds fall under the same requirement. Please feel free to reach out, thank you.

Chief Kimble

Motion by Waldo/Zuliani to approve the Blast From the Past Car Show pending meeting as detailed above. Motion carried unanimously.

b. Ryan Thorn, WVWC Associate VP External Affairs & Strategic Partnerships

i. WVWC Homecoming 2025 Request Street Closure of Camden Ave (both lanes) between Meade St & Railroad Ave on 09/27/25 12-8pm: This will be luau themed pig roast and block party. They would like no thru traffic from 12-8pm. Need to develop IAP. Chief Kimble stated that hard barricades are difficult to move if necessary. Manned barricades might be better. Chief Gregory stated that he imagined it would be similar to the IAP for Graduation.

Motion by Waldo/Zuliani to approve WVWC Homecoming 2025 Request of Street Closure of Camden Ave (both lanes) between Meade St & Railroad Ave on 09/27/2025 from 12-8p.m pending IAP. Mr. Thorn will reach out to Steve Wykoff regarding the IAP. Motion carried unanimously.

c. Amanda Hayes, Event Request-Create Buckhannon Fourth of July Celebration on 07/04/25

i. South Florida Street Closure for Elite Rival Twirlers Performance: Chief Kimble has reservations about closing this street. There would have to be someone on standby to open the street if the Fire Department needed to use it during the performance. There must be a plan in place before 07/04/2025. Fireworks provided by the City of Buckhannon will begin at dark, usually around 9:15-9:30 p.m.

ii. Use of Madison Street Lot for Cartoon Headquarters & Rock Climbing Wall: Request an extra Power Panel Box be brought over.

iii. Extra Trash Containers-Request extra trash containers through Jawbone Park.

Motion by Zuliani/Waldo to approve event request ii, iii and i pending plan for how to open South Florida Street in the event of an emergency. Motion carried unanimously.

d. Zachary Williams, Jimbo's Place Big Summer Blowout Event on 08/08/25 & 08/09/25

i. 6 N. Kanawha Street Closure Area 48'x 48'

ii. Outside Activities & Live Music

iii. Request COB to draft Approval Letter to the WVABCA of the temporary extension of the licensed floor plan for the outdoor event

This is a two day event from 11am-1am each day. The corner of Main and North Kanawha would need closed to just keep people attending the event away from the main road. The COI will be provided after July 1 as the restaurant is changing ownership as of 07/01/2025. Amberle Jenkins asked if Jimbo's had informed the other businesses on that street. Mr. William said he will notify the businesses.

Motion by Waldo/Zuliani to approve the request Jimbo’s Place Big Summer Blowout Event pending to provide updated COI and notification of other businesses by Jimbo’s. Motion carried unanimously.

e. Kevin Campbell, Event Request Riverfest 9 Celebration at the Poundstone Riverwalk on 08/23/25

This event has no requests from the city except use of the space at Poundstone Riverwalk. No street closures are requested. They would happily accept donations from the city, although the event is almost fully funded at this point. Event is completely free to the public; food, entertainment, and even kayaks to borrow. There were at least 150 people at the event last year, and they are hoping for 200 to attend this year. Mr. Zuliani asked if there was any safety training before people enter the water. Safety training is provided by Truby Run Outfitters.

Motion by Zuliani/Waldo to approve event request of Riverfest 9 Celebration at the Poundstone Riverwalk on 08/23/2025. Motion carried unanimously.

8. Financial Report – Director of Finance, Amberle Jenkins: Mrs. Jenkins presented the finance report.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Money market & checking balance:
May 31, 2025

\$122,831.63

Cemetery CD and savings matures April 2026

\$ 240,204.32

Month	Revenue
May 2024	125,000
July 2024	215,000
Aug 2024	175,000
Sept 2024	135,000
Nov 2024	85,000
Dec 2024	125,000
Jan 2025	115,000
Feb 2025	205,000
Mar 2025	190,000
April 2025	160,000
May 2025	125,000

6-25-2025 04:36 PM

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

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

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	66.00	0.00 (6.00)	110.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	77.00	0.00 (17.00)	128.33
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	50.50	783.00	0.00	717.00	52.20
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	375.00	2,025.00	0.00	2,975.00	40.50
093-347-000-00 OPENING & CLOSING GRAVES	30,000	1,400.00	30,700.00	0.00 (700.00)	102.33
093-347-000-01 SALE OF LOTS	12,000	0.00	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	1,838.50	42,339.99	0.00	7,780.01	84.48
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	0.00	23,777.54	0.00	12,222.46	66.05
093-368-000-00 RENTAL OF PAVILION	4,000	1,205.00	6,605.00	0.00 (2,605.00)	165.13
TOTAL GRANTS	40,000	1,205.00	30,382.54	0.00	9,617.46	75.96
OTHER REVENUE						
093-380-000-00 INTEREST	860	104.18	1,103.74	0.00 (243.74)	128.34
093-399-000-00 MISCELLANEOUS	0	93.95	303.08	0.00 (303.08)	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	198.13	202,156.82	0.00 (1,296.82)	100.65
TOTAL REVENUE	290,980	3,241.63	274,879.35	0.00	16,100.65	94.47

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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BAD DEBT
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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
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BOARD
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SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	15,400.00	0.00	1,400.00	91.67
093-700-103-00 SALARIES	49,000	1,449.00	27,337.87	0.00	21,662.13	55.79
093-700-103-01 FLOWER SALARIES	82,000	6,395.25	58,924.75	0.00	23,075.25	71.86
093-700-104-00 FICA TAX	11,350	707.18	7,777.17	0.00	3,572.83	68.52
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	134.69	1,438.97	0.00	261.03	84.65
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	562.18	5,196.11	0.00	503.89	91.16
TOTAL SALARIES & BENEFITS	166,550	10,648.30	116,074.87	0.00	50,475.13	69.69

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	629.18	6,109.77	0.00	3,890.23	61.10
TOTAL CONTRACTUAL SERVICES	10,000	629.18	6,109.77	0.00	3,890.23	61.10

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	6,161.07	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	87.68	4,194.70	0.00	805.30	83.89
093-700-343-00 MAT&SUPP-PARKS	132,798	16,077.15	123,214.05	917.38	8,666.35	93.47
093-700-343-01 DOG PARK EXP	1,500	11.12	124.47	0.00	1,375.53	8.30
093-700-344-00 AUTO SUPPLIES	3,000	18.98	967.30	0.00	2,032.70	32.24
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	16,194.93	135,752.61	917.38	25,085.01	84.49

CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	3,161.32	17,258.91	0.00	2,741.09	86.29
093-700-465-00 CONTRACT MOWING CEMETERY	69,550	10,000.00	57,050.00	0.00	12,500.00	82.03
TOTAL CAPITAL OUTLAY	89,550	13,161.32	74,308.91	0.00	15,241.09	82.98

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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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	40,633.73	332,430.08	917.38	94,507.54	77.91
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TOTAL EXPENDITURES	427,855	40,633.73	332,430.08	917.38	94,507.54	77.91
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REVENUE OVER/(UNDER) EXPENDITURES	(136,875)	(37,392.10)	(57,550.73)	(917.38)	(78,406.89)	42.72
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- CPWB MAY 2025 PAYMENT OF BILLS
- \$2,652.69 – PLAY & PARK SSTRUCTURES – INCLINED ROCK WALL AT CITY PARK

\$1,291.32 – CENTRAL SUPPLY – BIN BLOCK CAPS FOR CITY PARK

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

\$2,555.00 – RECDESK – PARK RENTAL SOFTWARE

\$6,221.99– DECKSDIRECT.COM – RAILING FOR JAWBONE PARK STAGE

06-04-2025 09:45 AM

DISBURSEMENTS 05-01-25 TO 05-31-25

PAGE: 13

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	236.39
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	52.11
		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	45.28
		700-343-00	MAT&SUPP-PARKS	110160309776 15 MADISON ST	57.92
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	125.17
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	13.40
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	23.41
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	15.48
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	0.22
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	56.12
		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
	RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	URNAL & TOILET VALVE	318.68
		700-343-00	MAT&SUPP-PARKS	CLOSET VALVE NBRFP	159.39
	HIGHLAND NURSERY	700-464-00	HOTEL-MOTEL (FLOWERS	3 YDS BROWN MULCH	156.00
		700-464-00	HOTEL-MOTEL (FLOWERS	3 YDS BROWN MULCH	138.00
		700-464-00	HOTEL-MOTEL (FLOWERS	3 YDS BROWN MULCH	138.00
		700-464-00	HOTEL-MOTEL (FLOWERS	BROWN MULCH	300.00
		700-464-00	HOTEL-MOTEL (FLOWERS	3 YDS BROWN MULCH	138.00
	PLAY & PARK STRUCTURES	700-343-00	MAT&SUPP-PARKS	INCLINED WALL FOR CITY PR	2,652.69
		700-343-00	MAT&SUPP-PARKS	5.3 TONS BLACKTOP CITY PA	450.50
	LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	1-1/2CR AND 3/4CR CITY PA	673.37
		700-343-00	MAT&SUPP-PARKS	CONDUIT FITTINGS	42.77
		700-464-00	HOTEL-MOTEL (FLOWERS	SCH40, BALL VLV, HOSE	58.62
		700-343-00	MAT&SUPP-PARKS	CABLE & CRIMPS JAWBONE	55.12
		700-464-00	HOTEL-MOTEL (FLOWERS	RAKE, GLOVES	63.15
		700-344-00	AUTO SUPPLIES	WATERHOSE QUICK COONECT	18.98
		700-343-00	MAT&SUPP-PARKS	MASONARY BITS JAWBONE STA	48.80

06-04-2025 09:45 AM

DISBURSEMENTS 05-01-25 TO 05-31-25

PAGE: 14

FUND: CONSOL PUBLIC WORKS

Motion by Waldo/Zuliani to accept financial report as presented. Motion carried unanimously.

- a. CPWB Budget Revision FY 2024/2025. \$100,000 was added to the CPW budget in June from the General Fund for mowing and park equipment expenses.

CPWB BUDGET REVISION #2					
6/26/2025					
EXPENSES					
093-700-103-00	SALARIES	49000	-1008	47992	
093-700-106-01	CONSOLIDATED RETFLOWER	5700	8	5708	
093-700-999-00	MISCELLANEOUS	0	1000	1000	cks & minute book
			0		

Motion by Zuliani/Waldo to approve the CPWB Budget Revision for FY 2024/2025 as presented. Motion carried unanimously.

9. Department Report –Street Department & Parks Superintendent Brad Hawkins

- Preparations for the BBQ Bash event in Jawbone Park area
- We worked on sidewalk on Island Ave and Pocahontas St.

- We are working on trimming the alleys
- J. F. Allen paved the southern end of Randolph St., Railroad Ave. E. Lincoln St., and Maple St.
- City Park pickleball court is complete. We still need to do some backfilling and build the new gates.
- Performed the utility cut patching for Water Dept. and Sewer Dept.

a. Notice to Pocahontas Street Residents re: Curb Installation Project- Letter sent to Pocahontas Street Residents RE: Notice of Project- Pocahontas Street Curb Installation

June 18, 2025

ATTN: Pocahontas Street Resident
Buckhannon, WV 26201

**RE: Notice of Project
Pocahontas Street Curb Installation**

Dear Resident,

The City of Buckhannon is preparing to begin a capital improvement project that will affect your section of Pocahontas Street. This project will involve installing curbs from Marion Street to Taylor Street along Pocahontas Street. The city's outside contractor will complete the work and will begin within the next week.

Crews will be along the street during this time, and disruption will be as minimal as possible. If you have any further questions regarding the scope or purpose of this project, please contact me at 304-472-4443 ext. 1000 or via email at ethan.crosten@buckhannonwv.org.

Thank you,

Ethan Crosten
Director of Public Works, City of Buckhannon

CC: Robert N. Skinner, III, Mayor
Randall H. Sanders, City Recorder
Brad Hawkins, Street Commissioner
City of Buckhannon Consolidated Public Works Board

b. Bid Opening Results re: On Call Construction, Yard Reclamation & Paving Services (Council Approved on 06/17/2025)

**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.

Contractor's License = ①
Liability Insurance = ②
Business License = ③

Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
Ethan Crosten	CoB	ethan.crosten@buckhannonwv.org	304-541-3342		
Corey Rozelle	Tradework	build.w.th.Tradework@gmail.com	304-517-7852	① ② ③	see attached labor + equip. rates (A)
Jay Hollen	City of Bkn	jay.hollen@buckhannonwv.org	304-613-6002		
	Superior Contracting Services			① ② ③	(A)
	Emory Electric			②	Elec. Services/Work Only
	Williams Excavating			① ②	(A)
	Pyramio Land Development LLC			① ② ③	(A)

Note:
Upon review of the received bids, it appears as if _____ is the apparent low bidder depending on review of the specifications.

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.

City of Buckhannon
Yard Reclamation Services

① = Liability Cert.
② = Contractor's License

Bid Opening Sign-In and Results Sheet - June 16, 2025 at 2:30 PM EST

③ = Business License

Name	Company	Email Address	Contact Phone Number	(1) Square Foot Price
Jay Hollen	City of Bkn	jay.hollen@buckhannonwv.org	304-613-6002	
Ethan Crosten	City of Bkn	ethan.crosten@buckhannonwv.org	304/541-3342	
Corey Rozelle	Tradework	Build.w.th.Tradework@gmail.com	304-517-7852	# 65/SF
	Williams Excavating		① ②	# 142/SF

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.

City of Buckhannon
Paving Services

① = \$13,444.44 mobilization per event
② = \$2,500.00 " " "

Bid Opening Sign-In and Results Sheet - June 16, 2025 at 2:00 PM EST

Name	Company	Email Address	Contact Phone Number	(1) HMA Base 2 Price	(2) HMA Wearing Price	(3) Milling Price	Total Bid Amount [(1) + (2) + (3)]
Ethan Crosten	City of Blain	ethan.crosten@buckhannonwv.org	304-591-3342				
Steve Snyder	WV Paving, Inc	ssnyder@wvpaving.com	304-257-7738	\$116/ton	\$126/ton	\$67/sy	\$236/ton + \$67/sy ①
Jay Hollen	City of Buckhannon	jay.hollen@buckhannonwv.org	304-613-8842				
		J F Allen	304-472-8846	\$122/ton	\$136/ton	\$4.96/sy	\$252/-ton + \$4.96/sy ②

- Mayor Skinner would like to have a ceremony for the reopening of the City Park when it is completed.

10. Old Business Discussions:

a. **Update on Letter to WVDOH Re: Request Speed Limit Reduction 35 MPH to 25 MPH on Marion Street:** The letter stated that the WV DOH will proceed with drafting a Commissioner’s Order to formally request reduction of the posted speed limit, and they expressed their gratitude to the City for continuing to cooperate with the WVDOH in addressing safety concerns on state roadways.

June 2, 2025

Brian Cooper, District Engineer
West Virginia Division of Highways
131 Highland Drive
Weston, WV 26452

RE: Speed Limit Reduction Along West Virginia County Route 16 Between West Virginia Route 20 and West Virginia County Route 5/8 Marion Street

Dear Mr. Cooper,

During the City of Buckhannon’s Consolidated Public Works Board (CPWB) meeting on May 22nd, 2025, several residents of the City of Buckhannon attended to express concerns with the posted 35MPH speed limit of Marion Street, a West Virginia Division of Highways (WVDOH) controlled and maintained road. Residents provided experiences and instances of speeding, near collisions, and collisions. The CPWB agreed that the residential nature of the area is cause for concern with the current 35 MPH speed limit. There are 10 intersections of Marion Street and City streets and alleys in the approximately ½ mile section of Marion Street from Route 20 to the Poe Bridge, creating opportunity for collisions with vehicles and pedestrians.

After discussion, the CPWB approved a motion to formally request that the West Virginia Division of Highways reduce the speed from the currently posted **35MPH** speed limit to **25MPH**. This request would reduce the speed limit of Marion Street (West Virginia County Route 16), as shown on sheet 1 of “General Highway Map, Upshur County, West Virginia” and revised September 2024, between West Virginia Route 20 and West Virginia County Route 5/8, both shown on the aforementioned map.

If there are questions or further discussion is warranted, please feel free to contact me at 304-472-4443 ext. 1000, or via email at ethan.crosten@buckhannonwv.org.

Thank you,

Ethan Crosten, Director of Public Works
City of Buckhannon

CC: Robert N. Skinner, III, Mayor
Randal Sanders, City Recorder
City of Buckhannon Consolidated Public Works Board
Brad Hawkins, Street Commissioner
Jay Hollen, City Engineer

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Seven

Post Office Box 1228 · Weston, West Virginia 26452 · (304) 269-0400

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

June 13, 2025

Mr. Ethan Crosten
Director of Public Works
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

RE: Speed Limit Reduction Request - Marion Street (County Route 16)

Dear Mr. Crosten,

This letter is in response to your correspondence dated June 2, 2025, regarding the City of Buckhannon's request for a reduction in the posted speed limit along Marion Street (CR 16), between WV 20 and CR 5/8.

The Division of Highways has reviewed and evaluated the request as submitted. Based on our assessment and consideration of the concerns presented by the City of Buckhannon and its residents, the West Virginia Division of Highways will proceed with drafting a Commissioner's Order to formally request reduction of the posted speed limit from 35 MPH to 25 MPH for the referenced section of Marion Street.

We appreciate the City's continued cooperation in addressing safety concerns on the state's roadway system. Should you have any further questions or require additional information, please feel free to contact me.

Sincerely,



Brian Cooper
District Engineer
West Virginia Division of Highways
District 7

cc:
Robert N. Skinner, III, Mayor
Randal Sanders, City Recorder
City of Buckhannon Consolidated Public Works Board
Brad Hawkins, Street Commissioner
Jay Hollen, City Engineer
District 7 Files

b. Update on Traffic Pattern Change Maple Street from W. Lincoln to Green St (Council Approved 05/29/2025): This seemed to work well, and signs will be installed.

- **Maple Street (one-way)** will reverse direction: Traffic Will Flow from **West Lincoln Way to Green Street**

c. Buckhannon River & Tree Debris Update: No update currently; City Engineer requested that this be added to agenda for July meeting.

d. Survey Results Vehicle Parking Along Reger Avenue: Surveys were returned with eight voting for not having parking eliminated and five voting to have it eliminated. Mr. Zuliani stated that

he did not feel that we can tell people they cannot park on a city street. Recorder Randy Sanders stated that one concern was that people were parking at the turn. Brad Hawkins stated that repainting the curbs would possibly help with that, with Mayor Skinner stating that newly painted curbs would be a good visual reminder to people to not park there.

Reger Ave Parking Survey			
RESPONSE	Do you currently have off-Avenue parking?	Do you currently park along Reger Ave? If yes, how many vehicles do you own?	Do you believe that parking along Reger Ave should be eliminated?
1	NO	YES - 2 VEHICLES	NO
2	YES	NO	YES
3	YES	YES - 4 VEHICLES	NO
4	YES	NO	NO
5	YES	NO	NO
6	YES	NO	NO
7	YES	NO	YES
8	YES	NO	YES
9	YES	NO	YES
10	YES	YES - 3 VEHICLES	NO
11	YES	NO	NO
12	YES	YES - 2 VEHICLES	NO
13	YES	NO	YES
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTALS:	NO-1/YES-12	NO-9/YES-4	NO-8/YES-5

**"Yes" responses to eliminating parking also have comments that their driveways are being blocked. One has a comment that people park on both sides of the street, even with the no parking signs on one side.
**"No" responses to eliminating parking have some comments saying they wouldn't have a place for visitors to park, or a place for multiple vehicles that won't fit in their own driveway

Motion by Zuliani/Waldo to leave parking along Reger Avenue as it currently is with refreshing the curb paint. Motion carried unanimously.

e. Review/Revise the Parking Enforcement Ordinances, Fine Schedule, Signage, Maps: The Parking Enforcement Officer and Municipal Judge are reading through the ordinances, fine schedule, signage, and maps. This will be considered at a later date and is to stay on the agenda.

11. New Business Discussions:

- a. Event Request – Community Care WV Recover Community Engagement – Jawbone Park 08/09/2025 5-8pm:** Cary Bennett requested use of Jawbone Park on 08/09/2025 5-8pm for Community Care WV Recover Community Engagement. She will need to meet with Rodney Irvin for the sound system and Street Department regarding the front railing. Updated COI will be presented in July after new fiscal year.

Motion by Zuliani/Waldo to approve Event Request for Community Care WV Recover Community Engagement on 08/09/2025 at Jawbone Park from 5-8pm pending appropriate COI. Motion carried unanimously.

- b. Event Request – Martial Arts Fundraiser Suds & Snacks - Jawbone Park Pop’s Furniture 07/05/2025 11am-5pm:** Dawn Webb from Senshi Martial Arts spoke about the 4th Annual Suds & Snacks Fundraiser. This is used to pay for competition entry fees for students and for equipment in order to keep costs down for students. They operate in Buckhannon out of Stockert Youth & Community Center. They have provided the COI.

Motion by Zuliani/Waldo to approve Event Request for Martial Arts Fundraiser Suds & Snacks at Jawbone Park on 07/05/2025 from 11am-5pm. Motion carried unanimously.

- c. **Parking Enforcement Vehicle:** The Parking Enforcement Vehicle is completely out of service. She has been borrowing the VIPS vehicle. Mrs. Jenkins checked with Enterprise, and the cheapest would be \$450 a month. She had considered a side-by-side, but did not feel this was the best option. Board member Mark Waldo suggested entertaining bids from used car lots. Board Member Rob Zuliani suggested a Cushman truckster as is used in some bigger cities. Chief Kimble recommends using an actual car or other vehicle for safety reasons. The Parking Enforcement Officer can continue to use the VIPS vehicle at this time. The issue will be revisited at the next meeting.

12. Report of Events, Correspondence, and Information
a. COB Announces More Street Paving Projects

BUCKHANNON, WV: The City of Buckhannon Street Department has announced that J.F. Allen Company, the city's outside contractor, will pave southern Randolph Street from Moore Avenue to Taylor Street tomorrow, June 10th.

Once completed, they will pave the following street sections in this order:

Railroad Avenue from Camden Avenue to College Avenue;

East Lincoln Street from South Florida to South Kanawha Street;

Maple Street from West Lincoln Street to Franklin Street.

Please take note of this and have your vehicle(s) off the streets for the paving process.

###

Randy Sanders
City Recorder & Information Coordinator
Manager, The Event Center at Brushy Fork
City of Buckhannon, WV
Cell - 304/472-4026
City Hall - 304/472-1651

13. Board Members' Remarks and Announcements

Rob Zuliani: There has been a lot of increased foot traffic and bike traffic on sidewalks. This is becoming an issue, and he has had a couple complaints. Chief Gregory stated that as officers see this, they try to educate.

Jack Reger: Nothing to add.

Mark Waldo: He has noticed to that it is getting swampy at City Park. Brad Hawkins stated that they need to continue to add some back fill. Ethan Crosten stated that there is not as much green space to help with this. Mr. Waldo wonders if they may need to add drainage. Mr. Sanders suggested that they talk to the Yard Reclamation contractor. Mr. Waldo also suggested that they consider more hydroseeding across from Jawbone Park.

Randy Sanders: How did things work with vendors at the Almost Heaven BBQ Bash? It was reported that it went pretty well.

Mayor Robbie Skinner: I appreciate having this meeting.

14. Declaration of Adjournment: Rob Zuliani motioned to declare the meeting adjourned at 8:45 a.m.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
