

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

A regular meeting of the Buckhannon Animal Care & Control Commission was held on September 8, 2025, at 5:30 p.m. in the Council Chambers of City Hall. The following were in attendance (GTM - GoToMeeting):

Robbie Skinner III	Mayor & Chair	Absent
Randy Sanders	City Recorder	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Absent
Alison Clausen Whitehair	Commission Member	Absent
Elissa Linger	Commission Member-Lewis-Upshur ACF Rep	Present - GTM
Robin Keough	Commission Member	Absent
Lisa Critchfield	Commission Member & Buckhannon Dog Park	Absent

Guest in attendance: Andrew Loudin, COB

*City of Buckhannon Animal Care & Control Commission
Meeting Agenda
5:30 PM Monday, September 8, 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 09/09/2024, 03/10/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
 - a. Public Works Director, Ethan Crosten
7. Financial Report – Director of Finance, Amberle Jenkins
8. Dog Park
 - a. Report on Repairs & Upgrades
 - b. Fundraising Events
9. Old Business Discussions:
10. New Business Discussions:
11. Report of Events, Correspondence, and Information
 - a. 2026 ACC Meeting Schedule
 - b. Lewis-Upshur Animal Control Facility Report January-July 2025
12. Board Members’ Remarks and Announcements
13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Wednesday, March 3, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/708629413>, or by phone, calling (312) 757-3121, access code: 708-629-413.*

- 1. Call to Order:** At 5:45 p.m., Recorder Randy Sanders called the September 8, 2025, meeting of the Animal Care & Control Commission to order.
- 2. Moment of Silent Reflection** – Sanders invited those in attendance to join in silent reflection.
- 3. Pledge of Allegiance** – Sanders led those in attendance in the Pledge of Allegiance.
- 4. Approval of Previous Meeting Minutes 09/09/2024, 03/10/2025** – Sanders noted there was not a quorum, so no action on the minutes could be taken.

5. Public Comment—Motion to Open & Close Requested – No one was present for Public Comments.

6. Recognition of Guests

a. Public Works Director, Ethan Crosten - Assistant Street Superintendent Andrew Loudin was present to represent Mr. Crosten. Mr. Loudin reported that the dog tunnel had been removed because its condition was no longer acceptable for use. He reported on other repairs that are being planned, including the fence.

7. Financial Report – Director of Finance, Amberle Jenkins – Sanders reviewed the Financial Report, noting \$13,589.84 in our bank account.

8. Dog Park

a. Report on Repairs & Upgrades – See 6. Recognition of Guests

b. Fundraising Events – The fundraising event is planned for Saturday, December 6, 2025, at The Event Center at Brushy Fork. Proceeds will be distributed to the LUV 4 Animals, the Dog Park, and the Weston Friends of Ferals and Strays Organization.

9. New Business Discussions: None

10. Report of Events, Correspondence, and Information – Sanders reviewed the following with the attendees.

a. 2026 ACC Meeting Schedule

MUNICIPAL ANIMAL CARE & CONTROL COMMISSION
2026 MEETING SCHEDULE

SEMIANNUAL- 2ND MONDAY AT 5:30 P.M. AT CITY HALL COUNCIL CHAMBERS

- **MONDAY, MARCH 9, 2026**
- **MONDAY, SEPTEMBER 14, 2026**

b. Lewis-Upshur Animal Control Facility Report: January - July 2024

Report of Cat & Dog Activity –Upshur County Commission-January 2025

- | | |
|---|----|
| • Cats brought in by City Trapper | 1 |
| • Cats brought in by Animal Control Officer | 0 |
| • Cats brought in by County Residents | 15 |
| • Dogs brought by Animal Control Officer | 8 |
| • Dogs brought in by County Residents | 11 |
| • Euthanasia Dogs-Upshur County | 6 |
| • Euthanasia Cats-Upshur County | 3 |

Report of Cat & Dog Activity –Upshur County Commission-February 2025

- | | |
|---|----|
| • Cats brought in by City Trapper | 0 |
| • Cats brought in by Animal Control Officer | 0 |
| • Cats brought in by County Residents | 16 |
| • Dogs brought by Animal Control Officer | 25 |
| • Dogs brought in by County Residents | 5 |
| • Euthanasia Dogs-Upshur County | 4 |
| • Euthanasia Cats-Upshur County | 0 |

Report of Cat & Dog Activity –Upshur County Commission-March 2025

- | | |
|---|----|
| • Cats brought in by City Trapper | 0 |
| • Cats brought in by Animal Control Officer | 0 |
| • Cats brought in by County Residents | 12 |
| • Dogs brought by Animal Control Officer | 14 |
| • Dogs brought in by County Residents | 12 |
| • Euthanasia Dogs-Upshur County | 1 |
| • Euthanasia Cats-Upshur County | 2 |

Report of Cat & Dog Activity –Upshur County Commission-April 2025

• Cats brought in by City Trapper	4
• Cats brought in by Animal Control Officer	2
• Cats brought in by County Residents	17
• Dogs brought by Animal Control Officer	9
• Dogs brought in by County Residents	17
• Euthanasia Dogs-Upshur County	0
• Euthanasia Cats-Upshur County	6

Report of Cat & Dog Activity –Upshur County Commission-May 2025

• Cats brought in by City Trapper	16
• Cats brought in by Animal Control Officer	0
• Cats brought in by County Residents	43
• Dogs brought by Animal Control Officer	10
• Dogs brought in by County Residents	14
• Euthanasia Dogs-Upshur County	4
• Euthanasia Cats-Upshur County	4

Report of Cat & Dog Activity –Upshur County Commission-June 2025

• Cats brought in by City Trapper	3
• Cats brought in by Animal Control Officer	0
• Cats brought in by County Residents	21
• Dogs brought by Animal Control Officer	24
• Dogs brought in by County Residents	7
• Euthanasia Dogs-Upshur County	0
• Euthanasia Cats-Upshur County	0

Report of Cat & Dog Activity –Upshur County Commission-July 2025

• Cats brought in by City Trapper	5
• Cats brought in by Animal Control Officer	3
• Cats brought in by County Residents	31
• Dogs brought by Animal Control Officer	18
• Dogs brought in by County Residents	15
• Euthanasia Dogs-Upshur County	3
• Euthanasia Cats-Upshur County	10

11. Board Members’ Remarks and Announcements – There were no further comments or announcements.

12. Declaration of Adjournment – At 5:50 p.m., Recorder Sanders declared the meeting adjourned.

Mayor Robert N. Skinner III _____

Recorder Randall H. Sanders _____