

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

A regular meeting of the Buckhannon City Council was held on Thursday, August 21, 2025, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	Jack Reger	Present
Council Member	Robert Zuliani	Present
Council Member	David Thomas	Present
Council Member	Scott Randall	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Police Department	Chief Matt Gregory	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
Code & Zoning Enforcement Officer	Vincent Smith	Present
Media:		
Channel 3	Dennis Cortes	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Tammy Reger; Tina Cunningham; Sandi LaRosa; Keith Buchanan; Lacy Ramsey; Timothy Reese, OD; Don Nestor.

*Council of the City of Buckhannon Public Meeting Agenda
7:00 PM | Thursday, August 21, 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: 07/15/2025, Special 07/15/2025, 08/07/2025
5. Recognition of Guests
 - a. Rotary Club of Buckhannon-Upshur, Tina Cunningham & Keith Buchanan
 - i. Discussion/Possible Action: Rotary Club of Buckhannon-Upshur Recycling Project
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approve Payment of Bills
 - b. SYCC BOD’s Recommendation Enterprise Lease Program for (2) Two 15 Passenger Vans
 - c. SYCC BOD’s Recommendation Quote from Basement Authority for Water Proofing Building Project
 - d. CAC Board Recommendation to Accept Quotes HVAC System for the Main Hall
8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement
 - i. Approve Building and Wiring Permits
 - ii. Zoning Application Process
9. Police Department Report – Chief Matthew Gregory
 - i. Notice RFP Third Party Towing & Storage Services for Community Events
10. City Attorney’s Report – Thomas J. O’Neill
 - a. Appoint City Recorder as Acting Municipal Court Judge for a Particular Case
 - b. Draft/Possible Approval First Reading Ordinance No. 475 Amending Ordinance 398 Municipal Purchasing
11. Old Business Discussions-None

12. New Business Discussions

- a. Discussion/Possible Action Partnership with City of Elkins & WV Division of Tourism-Out of Area Promotions
- b. Discussion/Possible Action Approval Equipment Investment for Upshur County CVB
- c. Discussion/Possible Action Small Business Start-up Incentive/Partnership with UC Development Authority
- d. Discussion/Possible Action Reconsider Funding Request to Support Leadership Upshur
- e. Accept Resignation Crystal Shaw, Planning Commission

13. Council Members' Remarks and Announcements

14. City Recorder's Report, Remarks, and Announcements

- a. Report of Events, Correspondence, and Information
 - i. Notice of Public Hearing 09/04/25 7:00 PM- Water Revenue Bond Anticipation Note Ordinance #474
 - ii. Notice RFP to Financial Institutions Water Revenue Bond Anticipation Note
 - iii. Buckhannon Water Treatment Plant Project-Frequently Asked Questions (FAQ)
 - iv. July 2025 Report of Cat & Dog Activity from the Upshur County Commission
 - v. FOIA Request from SBA Communications re: New Communication Towers
 - vi. Colonial Arts Center Stand-Up Comedy 08/28/25 7:00 pm
 - vii. Children's Festival at SYCC on 09/20/25 10 am-2 pm
- b. Upcoming Events at The Event Center at Brushy Fork
 - i. August 18- September 30, 2025- No events for the Parking Lot Pavement Project
 - ii. October 11, 2025 - Real Shoot Wrestling Event
 - iii. October 18, 2025 - BUHS Class of 1970 Reunion
 - iv. November 8, 2025 - Mountain Heart Training Event
 - v. November 22, 2025 - Holly Jolly Craft Show
 - vi. November 29, 2025 - Real Shoot Wrestling Event
 - vii. December 06, 2025 - Fur Ball Fundraiser
 - viii. December 09, 2025 - Private Holiday Event
 - ix. December 20, 2025 - Real Shoot Wrestling Event

15. Mayor's Remarks and Announcements

16. Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters

17. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, August 18, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/443910693>, or by phone, call: (571) 317-3112, access code: 443-910-693.*

1. Call to Order: At 7:00 p.m., Mayor Robbie Skinner called the August 21, 2025, regular meeting of the Buckhannon City Council to order.

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

3. Pledge of Allegiance: Mayor Skinner invited those in attendance to recite the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 07/15/2025, Special 07/15/2025, 08/07/2025 — Mayor Skinner noted that minutes for the Special Meeting of 07/15/2025 were available and asked for any additions, corrections, or approval.

Reger/Zuliani motioned to approve the minutes of the Special Meeting of 07/15/2025 as presented. The motion carried.

5. Recognition of Guests – Rotary Club of Buckhannon-Upshur, Tina Cunningham & Keith Buchanan: Mayor Skinner recognized Tina Cunningham & Keith Buchanan of the Rotary Club of Buckhannon-Upshur and noted the agenda item listed as *i. Discussion/Possible Action: Rotary Club of Buckhannon-Upshur Recycling Project* would be discussed.

Tina Cunningham, the Assistant Governor for Area 7 at Rotary District 7545, and a member of the Rotary Club of Buckhannon-Upshur, presented the proposal, Rotary Club of Buckhannon-Upshur Recycling Project, and the partnership the club is requesting with the City of Buckhannon Waste Collection Department noting the benefits of a successful program, including donations of children's playground equipment in a designated Buckhannon park. Rotary Member Keith Buchanan provided a presentation of interest from the corporate community in Buckhannon and the procedures that will be followed.

The Rotary Club of Buckhannon-Upshur

For Immediate Release:
August 15, 2025

THE ROTARY CLUB OF BUCKHANNON-UPSHUR LAUNCHES “RECYCLE BEYOND THE BAG” PROGRAM TO TURN PLASTICS INTO COMMUNITY BENCHES

BUCKHANNON, WV –The Rotary Club of Buckhannon-Upshur announced the launch of their “*Recycle Beyond the Bag*” program to turn plastics into community benches.

A new program aimed at keeping soft plastics out of landfills, will turn them into something useful for the community—durable composite benches.

The initiative, called “*Recycle Beyond the Bag*”, collects a variety of soft plastics that can’t usually be placed in curbside recycling bins. Accepted items include plastic shopping bags, bread bags, produce bags, ice bags from the pantry, Ziploc® and other re-closable storage bags, cereal box liners, case overwrap from products like bottled water and paper towels, plastic e-commerce mailers, bubble wrap, dry-cleaning bags, and newspaper sleeves. Plastics must be clean, dry, and free of food or organic residue before dropoff.

“These types of plastic are often overlooked in recycling programs, but through our partnership with Trex, we can give them a second life,” said Tina Cunningham, a member of the Rotary Club of Buckhanon-Upshur. “Every bag we collect brings us closer to installing benches in local parks and community spaces.”




Collection bins are available at Coldwell Banker Armstrong Davis Realty, located at 56 South Kanawha Street and Kelley Tierney State Farm Insurance, located at 115 East Main Street in Buckhannon, where donations can be dropped off anytime. Rotary Club members will also accept plastics during their regular meetings on the first and third Tuesdays of each month at Chapel Hill United Methodist Church in Buckhannon. For residents who cannot make it to a drop-off location, pickup arrangements can be made by calling Cunningham at 304-406-2131.

The project has been made possible through the support of local businesses and the dedication of Rotary members. In addition to providing seating for public spaces, the program encourages residents to recycle, support local initiatives, and get involved with Rotary’s mission of community service.

“Our current goal is to collect enough plastic for benches,” Cunningham said. “But we plan to grow this program and use it to support even more sustainable projects for Buckhannon and the surrounding area.”

Rotary is a global service organization that brings together leaders from all walks of life to exchange ideas, form friendships, and take action to create lasting change in communities around the world. The Rotary Club of Buckhannon-Upshur is dedicated to its mission of “*Service Above Self*”, addressing many needs in our community. For more information about the club, visit them on Facebook at RotaryBU or email them at Info@BURotary.org.

Media Contact: Lisa Wharton, Public Image Chair, LWharton7108@gmail.com



ROTARY RECYCLE AND PLAY PARK

THE PROJECT:

- We are launching a soft plastic recycling program right here in our community by partnering with the Community, City of Buckhannon and businesses lilke you!
- We collect items like grocery bags, plastic wrap, and other flexible plastics.
- We are purchasing a baler to process the plastic and have partnered with GrassRoots to generate income from the plastic to purchase inclusive playground equipment and maintain the park in our area, making this a sustainable project.
- The benches in the park will be made from the recycled plastic. Playground equipment and the poured in place turf will have some recycling components to them as well. (Not 100% recycled)
- Collection bins have been placed in businesses for the community to donate. Pick up options are available for the community and businesses who wish to donate their plastic.

OUR GOAL:

- Proceeds from the recycled plastic will go toward building an inclusive playground where children of all abilities can play together.

DONOR RECOGNITION:

- We need local community and businesses to help us get started!
- Fund the baler purchase and setup.
- Help us build the inclusive playground and generate income to purchase equipment for other parks (to be donated).
- We encourage soft plastic donations first and foremost because caring for our environment is the heart of this project. Donors will be recognized with signage at the park.
- Monetary Contributions:
 - \$250 Friend of the Project Listing on Metal Sign at Park
 - \$500 Community Champion Sponsor - Full Logo/Sign
 - \$1,000 Changemaker Sponsor - Donor name/logo and small recognition metal sign
 - \$2,000 and up Legacy Builder Sponsor - Donor name/logo large recognition metal sign

SMALL
LARGE

Amby report 8-21-25

Balances in the Enterprise Funds July, 2025

Waste Collection Board	mm/cking	\$1,798,513	cd/sav \$324,418
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,116,308.	work/capital & savings -\$935,020
Sanitary Board	mm/cking	\$928,116	work capital/cds \$496,732
Storm water Fund	mm/cking	\$350,101	

RFP's have been sent out to several financial institutions and banks, seeking rates for \$6 million loan. A class two advertisement was published for the public hearing that will be held on September 4th City Council meeting to hear and take action on the ordinance to borrow \$6 million dollars for the purpose of engineering work and acquisition of land for the water treatment plant

SYCC Passenger van \$1003 X 2 vans = \$24,072 annual lease

Basement Authority of WV \$12,323.94 – SYCC Board recommends work on the condition that the City Attorney review the agreement. Section 12 describing the Limitation of Liability for loss or damage only up to what the Customer pays the contractor. Also a certificate of insurance naming City as additional insured should be obtained.

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

August 1-15, 2025 GENERAL FUND PAYMENT OF BILLS

- \$4,408.62– JENKINS FORD – REPLACE TRANSMISSION CONTROL IN VIPS/PEER LIASON VEHICLE
- \$8,831.00 – PTS SOLUTIONS – ANNUAL COURT SOFTWARE FEE
- \$2,540.00 – WITMER PUBLIC SAFETY – 5 CAIRNS 1836 HELMETS FIRE DEPT
- \$2,740.99 – EMC REPAIR SERVICE – PARTS & LABOR FOR TRK 1121, ENG 1 SQUAD 1
- \$8,031.39 – STATE EQUIPMENT – HOOD PARTS & STEERING COLUMN FOR S1-STREET DEPT
- \$10,700.00 – BENJAMIN LEE ARISMAN- 5 WEEKS OF MOWING CITY LOTS
- \$3,969.00 – ACE MATERIALS – CONCRETE FOR POCAHONTAS & ISLAND AVE PROJECTS
- \$2,193.10 – GRANT COUNTY MULCH – KIDDIE MAT FOR SYCC
- \$13,111.00 – TRADEWORX – BUILD BURN ROOMS AT PUBLIC SAFTEY TRAINING FACILITY

08-21-2025 02:01 PM		DISBURSEMENTS 08-01-25 TO 08-15-25		PAGE: 1	
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	JAY HOLLEN	409-341-00	MAYOR'S SUPPLIES & M	BATTERIES FOR 22 EQUINOXKE	7.10
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 7/2/25 - 8/3/25	3.14
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF AUG RETIREE'S INS	24.00
		409-105-00	MAYOR'S INSURANCE	GF AUG 2025 HEALTH INS	2,159.96
	WV STATE AUDITOR'S OFFICE EL	409-341-00	MAYOR'S SUPPLIES & M	PROCESS FEE 86 RANDOLPH ST	403.87
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	JULY 25 CREDIT CARD FEE	2,795.17
	MY BUCKHANNON	409-341-00	MAYOR'S SUPPLIES & M	PCRD-ANNUAL SUBSCRIPTION	22.25
	DELUX BUSINESS FORMS	409-341-00	MAYOR'S SUPPLIES & M	PCRD-GENERAL FUND DEPOSIT	287.56
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-COLLECTION ACCT CKS &	332.74
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	59.30
		409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	105.45
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	13.86
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	24.67
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-LOGITECH WIRELESS KEY	18.74
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-FILE FOLDERS POST-IT-	11.30
	LOG ME IN - GOTOMEETING	409-341-00	MAYOR'S SUPPLIES & M	PCRD-GOTOMEETING ANNUAL FE	48.00
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-JULY 2025 CELL PHN &	40.20
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	JULY 2025 RECDESK CC FEES	201.92
	WV NEWS	409-341-00	MAYOR'S SUPPLIES & M	CLASS I LEGAL RFP TOWING	71.76
	HDL COMPANIES NC	409-341-00	MAYOR'S SUPPLIES & M	JULY 25 BUSINESS LIC FEE	105.00
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-JULY 2025 RECDESK FEE	16.05
	QRFY	409-341-00	MAYOR'S SUPPLIES & M	PCRD-ANNUAL FEE QR CODE CR	29.98
	BEENVERIFIED	409-341-00	MAYOR'S SUPPLIES & M	PCRD-BACKGROUND CHECK SERV	8.02
	BMI	409-341-00	MAYOR'S SUPPLIES & M	ANNUAL MUSIC LICENSE	446.00
	SESAC	409-341-00	MAYOR'S SUPPLIES & M	MUSIC LICENSE AUG-DEC 2025	254.17

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
COUNCIL	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	2,680.46
				TOTAL:	10,170.67
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	1,000.00
RECORDER				TOTAL:	1,076.50
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	500.00
				TOTAL:	538.25
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 7/2/25 - 8/3/25	0.94
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF AUG RETIREE'S INS	12.00
		413-105-00	TREASURER'S GROUP IN	GF AUG 2025 HEALTH INS	1.98
	DAVID L HOWELL CPA	413-224-00	AUDIT	JUN 30, 2025 AUDIT BILL #3	875.00
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	26.49
		413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	26.49
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.20
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.20
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	854.63
				TOTAL:	1,809.93
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 7/2/25 - 8/3/25	0.43
	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	43.92
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	10.27
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	708.33
				TOTAL:	762.95
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 7/2/25 - 8/3/25	1.23
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	57.10
		420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	57.10
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	13.36
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	13.36
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	1,826.92
				TOTAL:	1,969.07
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 7/2/25 - 8/3/25	80.01
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF AUG RETIREE'S INS	12.00
		437-105-00	ZONING HEALTH INS	GF AUG 2025 HEALTH INS	514.98
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54
		437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	3,307.70
				TOTAL:	4,167.73
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	IT SERVICES AUG 25	450.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	AUG 25 CH INTERNET	214.63
	GARRETT K SUMMERS	439-230-00	DATA PROCESSING	BIT DEFENDER ENDPIT AUG 25	48.12
	STRATEGY LLC	439-230-00	DATA PROCESSING	AUG 25 IT CONTRACT	1,750.00
				TOTAL:	2,462.75

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 7/2/25 - 8/3/25	65.18
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF AUG RETIREE'S INS	12.00
		440-105-00	CITY HALL JANITOR IN	GF AUG 2025 HEALTH INS	1.98
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	89.70
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	40.10
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	95.06
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	91.72
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	22.23
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.45
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	46.59
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	46.59
	COMFORTECH LLC	440-216-00	CITY HALL MAINTENANC	SERVICE CALL AC CITY HALL	311.50
	**PAYROLL EXPENSES			8/01/2025 - 8/15/2025	3,042.00
				TOTAL:	3,886.10
POLICE	RALSTON PRESS INC	700-341-00	POLICE DEPT. MAT & S	ENVELOPES	142.69
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 7/2/25 - 8/3/25	985.95
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF AUG RETIREE'S INS	120.00
		700-105-00	POLICE DEPT. GROUP I	GF AUG 2025 HEALTH INS	9,264.78
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	UNIFORMS SHOES - MAJOR	183.19
	MATTHEW GREGORY	700-214-00	POLICE DEPT. TRAVEL	MEAL EXPENSE CALEA CONF 20	72.00
	FBINAA WV	700-221-00	POLICE DEPT. TRAININ	FBINA CLASS	255.00
		700-221-00	POLICE DEPT. TRAININ	CLASS REGISTRATION	85.00
	HART OFFICE SOLUTIONS INC	700-341-00	POLICE DEPT. MAT & S	COPY OVERAGE	0.08
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES JUNE/JULY 25	171.50
	JENKINS FORD INC	700-459-00	POLICE DEPT. NEW EQU	REPLACE TRANSMISSION	4,408.62
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	JULY 2025 COURT FEES	1,654.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	850.44
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	830.91
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
		700-459-00	POLICE DEPT. NEW EQU	28JXMD 2025 DODGE DURRANGO	1,846.20
		700-459-00	POLICE DEPT. NEW EQU	28JXND 2025 DODGE DURRANGO	1,063.79
		700-459-00	POLICE DEPT. NEW EQU	23KNZ9 2020 INTERCEPTOR	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 INTERCEPTOR	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 INTERCEPTOR	803.87
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23H64V MAINT OLDER CRUISER	6.00
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT AUG 25	2,802.39
	DOUG LOUDIN	700-214-00	POLICE DEPT. TRAVEL	MEALS FROM CALEA CONF AUG	127.43
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,043.63
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,097.98
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	477.96
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	490.66
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-FLASH DRIVES ENVELOPE	671.30
		700-341-00	POLICE DEPT. MAT & S	PCRD-SHADOW BOX	44.95
		700-341-00	POLICE DEPT. MAT & S	PCRD-PENS	40.71
		700-341-00	POLICE DEPT. MAT & S	PCRD-ENVELOPES	142.02
		700-341-00	POLICE DEPT. MAT & S	PCRD-ADDRESS LABELS	100.64
		700-341-00	POLICE DEPT. MAT & S	PCRD-COPY PAPER	257.01

c. SYCC BOD's Recommendation Quote from Basement Authority for Water Proofing Building Project – Amby Jenkins presented an overview of the recommendation from the SYCC (Stockert Youth and Community Center) to accept the quote from Basement Authority for Water Proofing Building Project for \$12,323.94, noting the limits of liability need will be reviewed, asking that the Council approve the quote either way. Discussion took place.

Sanders/Bucklew motioned to approve the SYCC BOD's recommendation to accept the quote from Basement Authority as presented. The motion carried.

d. CAC Board Recommendation to Accept Quotes HVAC System for the Main Hall – Amby Jenkins provided an overview of the request. A discussion took place.

Thomas/Randall motioned to approve the CAC Board's Recommendation to accept the HVAC System Quotes for the Main Hall as presented. The motion carried.

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

Street:

- Crews have been working on alley entrances into alleyways off Fourth Street
- Getting closer to completing the Island Avenue Projects.
- The on-call contractor is continuing with the curbing along Pocahontas Street.

Paving

- West Virginia paving completed South Florida Street, North Florida Street, West Lincoln Street, and Ohio Street. They did a great job on all of these projects.
- Gate Street was postponed until springtime due to several failing drop inlets, the contractor's recommendation to not mill the street due to the condition, and the quick response time. This will give us time to replace the failing drop inlets and ultimately save money by only overlaying the street.
- We put a scratch layer of asphalt on the section of College Avenue between East Main Street and Lumber Street with the leftover asphalt. This will help for the time being and future paving.
- The total cost of this project is approximately \$160,000. This will leave us with \$240,000 in the budget for spring paving.

Waste:

- There will be a free dump day on September 20th for Buckhannon residents
- The WVDEP will be hosting a free tire drop off on September 6th at the Public Works complex at 395 Mudlick Road.
- Looking to auction off some of the older equipment we no longer have a use for.

Sewer:

- Working to replace drop inlets along Gate Street in preparation for paving.
- Preparing to upgrade the Mon Street lift station.
- Tim Wilson passed his Class 3 Wastewater operator course.
- Jay, Cody, Potesta, and I walked the potential project site for the Taylor Street Stormwater project and are working on finalizing the plans for the project.
 - Completed the First half of 2025 I and I Report, there was 31.29 inches of rain from January 1st to July 31st. In 2024, there were 31.49 inches for the entire year.

Water:

- Working on Meade Street services.
- Tommy Rolenson and Patrick Tenney passed their Class 3 Water operator course.
- Preparing to begin a major water line upgrade along Central Avenue

Zoning and Code Enforcement

- Working on right-of-way encroachments.

Engineering:

- WVDOT Transportation Alternative Program (TAP) North Locust Street Sidewalk & Lighting Project (Gateway North) – Continuing to work on the design of the North Locust Street/ Route 20 North phase of the Gateway North project.
- WVDOT Transportation Alternative Program (TAP) West Main Street / North Locust Street Sidewalk & Lighting Project – The TAP application was submitted to the WVDOT on July 21 per the direction of the City Council. The WVDOT's decision on the application will take place in late November / early December.

- WVDOT Transportation Alternative Program (TAP) West Main Street / North Locust Street Sidewalk & Lighting Project – The TAP application was submitted to the WVDOT on July 21 per the direction of the City Council. The WVDOT’s decision on the application will take place in late November / early December.
- Water Department Asset Management Plan – Continuing to work on the Water Department’s Asset Management Plan as time permits. The Asset Management Plan is required by some of the anticipated funding sources that will be funding the new water treatment plant.
- Water Department Commercial Real Estate Appraisal Bid – Currently reviewing the (2) commercial real estate appraisals that were provided to the Water Board last week.
- FEMA / WVEMD – Taylor Street Storm sewer grant application – A meeting with Potesta was held on Tuesday, August 19, 2025, to walk through the proposed project and determine alternatives/options for the project. I continue to work on a FEMA storm sewer application that will allow for the construction of a storm sewer collection system from WV State Route 20 to the Buckhannon River along the Taylor Street area of the City.

The City of Buckhannon will be participating in a public auction with Partner Auctions on Wednesday, September 17, 2025 at 9:00 A.M.. The auction will take place at 30 Brushy Fork Crossing, Buckhannon, WV 26201. Items may be viewed by contacting Partner Auctions at info@partner-auctions.com or 304-701-0175. The City of Buckhannon reserves the right to reject any and/or all bids. The following is a list of items for sale:

CITY EQUIPMENT		
Year		
2002	GMC Sierra 3500 with Crane	
2005	Volvo Garbage Truck	
1991	International Garbage Truck	
2014	Kawasaki Mule Side by Side	
2014	Ford Fusion	
2000	Chevy Dump Truck	
	Power Curbers 5700 Concrete Curb	
1990	Machine	
	(3) Cummins Diesel Generators	200 kW
	(1) Cummins Diesel Generators	450 KW
	(2) Cummins Diesel Generators	50 kW
	(5) Cummins Automatic Transfer Switches	Size unknown

Mr. Crosten reviewed a quote that Dixie Green provided that would provide 126 new trees for a cost of approximately \$21,000 to \$24,000.

Tree Placement Estimate
8/21/2025

Summary:

- *The chosen streets have the capacity for a maximum of 126 trees, individual ratios listed below.*
- *Exact number and size of trees will vary depending on placement of sewer/water lines, power lines, and proximity to residential homes and businesses.*
- *Highly recommend small to medium ornamental tree species, examples include dogwood, crabapple, redbud, serviceberry, and plum. Smaller ornamental varieties are slow growing, easier to maintain, and aesthetically pleasing. Only one side of Sedgewick is suited for a larger variety such as maple or oak.*
- *Working off the average cost of a 5-6ft tree, a very general budget, not including man hours for planting and care, for 126 trees would be anywhere from \$21300 to \$24,000. The final budget will be affected by desired tree size and variety.*
- *Recommend that a project of this size be spaced out over a three to four year period, to ensure that we have the time to ensure the most efficient care for the trees, giving them the best chance of survival.*

-West side of Meade Street from Madison to Latham Street.

Group Total: 2

Group: Commercial-Industrial (nonresidential)

76680	FIRST UNITED METHODIST CHURCH	52 S FLORIDA ST		REPLACE GUTTERWORKS, REPLACE EXISTING PRIVATE SIDEWALK 4'X18IN, INSTALL RUBBERIZED MEMBRANE ON ROOF	5,000.00	47.50		No		Yes	N/A	No	No
76681	WALMART-DUNKIN	100 BKN CROSSROADS	Bridges & Co Inc	SIGNAGE & INTERIOR BUILDOUT	215,000.00	1,182.50	A Commercial Property	No	8/20/2025	No	Zone AE	Yes -If yes attach report	No
76674	STANLEY REXROAD	15 W MAIN ST		INTERIOR REMODEL	2,000.00	19.00		No		Yes	N/A	No	No
76668	KEITH CARR	88 RANDOLPH ST		INTERIOR REMODEL, TEAR OUT PORCH WALLS, PAINT	4,000.00	38.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76667	H & R BLOCK	4 NORTH RIDGE STE 102	HORIZON RETAIL CONSTRUCTION INC	INTERIOR BUILDOUT	92,553.00	601.59	A Commercial Property	No	8/6/2025	No	Zone A	Yes-Elevation Cert. Not Required	No
					318,553.00	1,888.59							

Group Total: 5

Group: Demolition

76671	Rebecca McCoy	7 College Ave		Razing Storage Building	500.00	20.00		Yes -If yes attach report	8/8/2025	Yes	N/A	No	
					500.00	20.00							

Group Total: 1

Group: No Charge

76673	CAROL GOODEN	229 RANDOLPH ST		ROTATING STORAGE BLDING	0.00	0.00		No	8/11/2025	No	N/A		No
					0.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

76682	RESIDENT	96 CAMDEN AVE		RELOCATING CHAIN LINK FENCE, INSTALL 6' WOOD FENCE	500.00	10.00		No	8/20/2025	No	N/A	No	No
76678	MARIE THUNSTROM	133 S FLORIDA ST	DAN NEEL FENCE CO	6' VINYL FENCE	6,700.00	73.70		No	8/15/2025	No	N/A	No	No
76679	Emmy Msaitif	4 Lincoln Heights		Rear Yard 5' Hgt Fence and Patio Pavers	33,816.00	304.34			8/15/2025	No	N/A	No	
76677	GREG KELLEY	147 POCAHONTAS ST		REPAIR & CAPPING CHIMNEY WITH CONCRETE	200.00	10.00		No		No	N/A	No	No
76676	GREG KELLEY	146 POCAHONTAS ST	CAROLINA CARPORTS INC	PRE-FAB BLDING (REAR) (14'X24')	10,800.00	111.00		No	8/11/2025	No	N/A	No	No

76675	FREDDY SUDER	15 SHAWNEE DR	Bath Fitter Ohio Bath Solutions LLC	TUB TO SHOWER CONVERSION	10,609.00	116.70		No		No	N/A	No	No
76672	MICHAEL ALOI	25 COLLEGE AVE		BATHROOM REMODEL-FLOORING	1,550.00	17.05		No		Yes	N/A	No	No
76669	LATASHA URBINA	3 THIRD ST		SIDING	999.00	10.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76670	TANYA KENNEDY	41 N FLORIDA ST		BATHROOM REMODEL	5,000.00	55.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
					70,174.00	707.79							

Group Total: 9

Group: Zoning Application Fee

76681	WALMART-DUNKIN	100 BKN CROSSROADS	Bridges & Co Inc	SIGNAGE & INTERIOR BUILDOUT	215,000.00	20.00	A Commercial Property	No	8/20/2025	No	Zone AE	Yes -If yes attach report	No
76682	RESIDENT	96 CAMDEN AVE		RELOCATING CHAIN LINK FENCE, INSTALL 6' WOOD FENCE	500.00	20.00		No	8/20/2025	No	N/A	No	No
76678	MARIE THUNSTROM	133 S FLORIDA ST	DAN NEEL FENCE CO	6' VINYL FENCE	6,700.00	20.00		No	8/15/2025	No	N/A	No	No
76676	GREG KELLEY	146 POCAHONTAS ST	CAROLINA CARPORTS INC	PRE-FAB BLDING (REAR) (14'X24')	10,800.00	20.00		No	8/11/2025	No	N/A	No	No
76673	CAROL GOODEN	229 RANDOLPH ST		ROTATING STORAGE BLDING	0.00	20.00		No	8/11/2025	No	N/A		No
76667	H & R BLOCK	4 NORTH RIDGE STE 102	HORIZON RETAIL CONSTRUCTION INC	INTERIOR BUILDOUT	92,553.00	20.00	A Commercial Property	No	8/6/2025	No	Zone A	Yes-Elevation Cert. Not Required	No
					325,553.00	120.00							

Group Total: 6

					1,022,333.00	3,051.38							
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Total Records: 24

8/21/2025

Randall/Thomas motioned to approve the Building and Wiring Permits as presented. The motion carried.

ii. Zoning Application Process – Mr. Smith presented an overview of the current zoning permit process. He raised concerns regarding the following, which we do not require a zoning application for: window replacement, interior remodeling, and landscaping, recommending that we begin requiring applications for all. Discussion took place.

Sanders/Zuliani motioned to require zoning permits for all projects, including window replacement, interior remodeling, and landscaping. The motion carried.

9. Police Department Report – Chief Matt Gregory – Mayor Skinner recognized Chief Gregory, who provided an update on the traffic situation on Route 33 (an accident caused portions of Route 33 to be closed), and the lowered speed limit to 25 mph (from 35 mph) is effective as of today on

Marion Street. He also provided data from a recent study on the traffic situation occurring on Smithfield Street, regarding parental pickups of school children from Academy School.

BPD
City Council Report
8/21/25

1. The police department will be participating in a Table Top exercise in conjunction with WV Wesleyan College on August 26. This is in continued efforts to test our respective emergency plans and work together toward public safety.
2. The police department will be hosting Michelle Baughman as an intern for the Fall 2025 semester.
3. We have received notification from the DOH that the speed limit on Marion St. has been lowered to 25 mph. Signs to that effect have been placed at various points along Marion St. This information has been forwarded to our officers as well.
4. With school back in session, the police department has been making regular patrols around the Buckhannon Academy school area. Traffic remains congested around this area, particularly at the end of the school day and on one particular occasion, the following data was recorded:
 - At approximately 2:55 p.m., 24 cars were observed "lined up" and waiting for the school day to end. These cars were mostly on Smithfield St., parked in spots alongside the road. There were a few cars on Victoria St. and one on Hart Ave. The roads remained passable.
 - At 3:15 p.m., when school was letting out, an individual from the Academy School opened up the parking lot for cars to get in and pick up their kids (the lot had previously been closed with cones placed across the opening). The lot can hold approximately 21- 22 cars, depending on the size of the vehicles.
 - The lot filled up with vehicles at approximately 3:20 p.m., leaving the rest in a queue waiting their turn for the lot to free up space for more cars
 - All told, there were 87 cars that entered the Academy School parking lot to pick up kids. There were three pauses in traffic because of the lot filling up, again causing vehicles on primarily Smithfield St. and Victoria St. to back up. The pauses were at approximately 3:20 p.m., 3:26 p.m., and 3:35 p.m. and lasted approximately 4-5 minutes each.
 - While traffic remained congested around this area, it was observed that traffic not in the queue continued to flow (and in the case of Smithfield St. - flow both North and South), albeit slowly and cautiously. From our patrols, it was further observed that traffic was also passable on Victoria St.
 - After this, the Principal from Tennerton Elementary further reported to me that on an average day, they have approximately 50 cars in their pick up line.

Discussion took place regarding the Smithfield issue. He also discussed the reluctance of towing companies to bid on the request for towing during special events.

CITY OF BUCKHANNON
REQUEST FOR PROPOSAL

City of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201

REQUEST FOR PROPOSAL
Vehicle Third-Party Towing and Storage Services
Contract Period: September 2025 – April 30, 2026

INTRODUCTION

1. The City of Buckhannon (the City) is issuing this Request for Proposal (RFP) to solicit proposals from qualified contractors to serve as the City's authorized third-party towing and storage provider for designated Special Events during the one-year period beginning May 1, 2025, and ending April 30, 2026.
2. During specific public events (e.g., parades), the City closes certain downtown streets and must arrange for the removal of unauthorized vehicles from those areas. Selected vehicles must be safely towed and stored until claimed by their owners, who will be responsible for all fees associated with the towing and storage.
3. The City intends to authorize one provider for these services and seeks the most efficient and cost-effective solution, as determined by the evaluation criteria outlined in this RFP.

4. The City makes no guarantee as to the number of tows that may be required during the contract period. Requests for services from individuals or entities other than the City fall outside the scope of this proposal.

SCOPE OF SERVICES

- Provide on-call towing and impoundment services during designated public events.
- Provide secure storage for all towed vehicles until released to owners.
- Be available during a one-hour window beginning at the time designated streets are closed and leading up to the start of the event (e.g., parade).
- Be prepared to stage towing equipment near the event location in advance to ensure quick response and street clearance.

QUALIFICATIONS

- Contractor must be approved by the Public Service Commission of West Virginia to provide third-party (non-consent) towing services.
- Contractor must have the necessary equipment, personnel, and storage capacity to perform the required services promptly and safely.

EVENTS COVERED

- West Virginia Strawberry Festival parades and related events
- Buckhannon-Upshur High School Homecoming Parade
- Veterans Day Parade
- Christmas Parade
- Other events as designated by the City

COMPENSATION

- Towed vehicle owners shall be responsible for all towing and storage fees.
- Contractors may propose a minimum event fee to be paid by the City in the event that no vehicles are towed or that total collected fees do not meet the contractor's minimum threshold.
- Any requested minimum event fee must be clearly stated in the proposal and will be considered as part of the City's evaluation of overall cost-effectiveness.

PROPOSAL TERMS

- Proposals must remain valid for at least sixty (60) days from the date of submission.
- The City reserves the right to accept or reject any and all proposals at its sole discretion.
- The selected contractor must execute a formal Service Agreement similar in form and substance to the sample agreement included in this RFP.
- Upon satisfactory performance, the contractor may be offered the first option to renew the agreement in future years.

SUBMISSION INSTRUCTIONS

Proposals must be postmarked or hand-delivered no later than 4:30 p.m. on Monday, August 25, 2025.

Deliver to:
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Envelope must be clearly marked:
"ATTN: Special Event Towing Services"

10. City Attorney's Report – Thomas J. O'Neill – City Attorney Tom O'Neill was recognized to present and explain the following agenda items:

a. Appoint City Recorder as Acting Municipal Court Judge for a Particular Case – Mr. O'Neill explained that there is a case on the city court docket, the City of Buckhannon vs. Martin W. Tenney, where both the Municipal Court Judge and the Mayor have to recuse themselves, and he asked that the Council appoint City Recorder Randy Sanders as the acting Municipal Court Judge for this case.

Randall/Bucklew motioned to appoint the City Recorder, Randy Sanders, to act as the Municipal Court Judge for the upcoming City of Buckhannon vs. Martin W. Tenney municipal court case. The motion carried with Sanders abstaining.

**b. Draft/Possible Approval First Reading Ordinance No. 475 Amending Ordinance 398
Municipal Purchasing** – Mr. O’Neill reviewed Ordinance No. 475 Amending Ordinance 398
Municipal Purchasing and presented it for possible action.

ORDINANCE NO. 475 OF THE CITY OF BUCKHANNON, AN ORDINANCE
AMENDING ORDINANCE NO. 438, PROVIDING FOR THE PROCESSES BY WHICH MUNICIPAL
PURCHASING SHALL TAKE PLACE; ALLOWING THE USE OF CERTAIN SERVICE COOPERATIVES
IN PURCHASING

WHEREAS, West Virginia Code §8-12-10 empowers a municipality to provide for the central purchasing of materials, supplies, or equipment, including motor vehicles; and,

WHEREAS, the Council of the City of Buckhannon has enacted Ordinance No. 438 to provide for its own purchasing procedures; and,

WHEREAS, investigation has revealed opportunities to introduce further efficiencies and savings into the City’s purchasing alternatives through the use of service cooperatives established by public agencies; and,

WHEREAS, City of Buckhannon Ordinance No. 438 does not contemplate the use of service cooperatives outside that maintained by the West Virginia Department of Administration; and,

WHEREAS, the Council of the City of Buckhannon desires to expand the number of service cooperatives in which it may participate to provide for more competitive pricing of goods and services for the benefit of the public,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I – USE OF SERVICE COOPERATIVES AUTHORIZED, NOT REQUIRED:

In addition to the purchasing procedures provided for or authorized in Ordinance No. 438, any materials, supplies, or equipment - including motor vehicles - may at the discretion of the City’s authorized representatives be purchased pursuant to an agreement with a *bona fide* service cooperative created by the United States of America or any state or territory thereof, for centralized purchasing for all governmental units which are parties to such agreement. Purchases made under any of these agreements are not subject to the requirements of Ordinance No. 438, but Council shall approve such purchases by motion, recorded in the minutes of the meeting whereat the Council adopted such motion.

ARTICLE II – SEVERABILITY:

In the event that any provision of this Ordinance is determined to be unconstitutional or otherwise invalid by a court exercising competent jurisdiction, such determination shall not affect the validity of this Ordinance as a whole or the provisions thereof which are not specifically determined to be unconstitutional or invalid.

ARTICLE III – EFFECTIVE DATE:

This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., October 4, 2025.

FIRST READING: August 21, 2025

SECOND READING, PASSAGE AND ADOPTION: September 4, 2025

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 475 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on September 4, 2025.

Randall H. Sanders, City Recorder

Sanders/Zuliani motioned to approve Ordinance No. 475 Amending Ordinance 398 Municipal Purchasing on its First Reading. The motion carried.

Mr. O'Neill reported that he has received a proposal for American Legal Publishing for just under \$14,000 plus an annual fee of \$600 for online hosting. It is not an actionable item but simply for our information.

11. Old Business Discussions - None

12. New Business Discussions

a. Discussion/Possible Action Partnership with City of Elkins & WV Division of Tourism – Mayor Skinner provided an overview of this item and of the materials that were a part of the meeting packet, noting that the Revenue & Review Committee met with Mayor Marco of Elkins and is recommending this to Council for approval. The cost for our participation would be approximately \$6,000.



Elkins - Option 1

The below recommendation includes digital OOH options within Tysons Corner Center, allowing for maximum reach and frequency.

Recommendation:

- **Mac Connect Digital Network: \$18,500**
 - 4-week flight across network of 16 eye-level display pillars
 - Estimated impressions: 1,358,720
 - Recommended Timing: late July - early August
- **Geo-Fenced Display + Paid Social: \$7,500**
 - Vendors will geo-fence Tysons Corner Center and serve digital ads to folks when they enter the targeted parameters. Vendor is also able to retarget these users after they leave the location.
 - Recommended timing: early July - early August

Total Joint Investment = \$26,000

almost heaven

Elkins - Option 2

The below recommendation includes traditional OOH options within Tysons Corner Center, allowing for 100% share of voice in the space. A geo-fenced digital campaign will allow for additional messaging to users in the center as well as when they leave.

Recommendation:

- **Large Sky Banners: \$14,000**
 - 4-week flight across large format, double-sided sky banner located in high traffic areas
 - Estimated impressions: 289,236
 - Recommended Timing: late June - early July
- **Illuminated Wallscape: \$8,500**
 - 4-week flight on static illuminated wallscape located across from escalators, reaching a "captive audience" as they ride the escalators up and down
 - Estimated impressions: 356,544
 - Recommended timing: late June - early July
- **Geo-Fenced Display Banners: \$3,500**
 - Vendor will geo-fence Tysons Corner Center and serve digital ads to folks when they enter the targeted parameters. Vendor is also able to retarget these users after they leave the location.
 - Recommended timing: early July - early August

Total Joint Investment = \$26,000

almost heaven

Sanders/Reger motioned to approve the regional Joint Marketing Effort with the City of Elkins & the Division of Tourism and presented for a cost of up to \$6,000. The motion carried.

b. Discussion/Possible Action Approval Equipment Investment for Upshur County CVB – Mayor Skinner reviewed the proposal for upgraded equipment for the Upshur County CVB, noting that it will be for IT equipment and was also reviewed by the Revenue & Review Committee, which is recommending that the Council approve an allowance of \$2,500 for the IT equipment.



Upshur County Convention & Visitors Bureau

Equipment Proposal for Tourism Promotion

Prepared by: Lacy Ramsey, Executive Director UCCVB

Purpose: Funding request for upgraded equipment to support digital media and content creation

Overview

Promoting the heart and soul of Upshur County takes more than passion—it requires the right tools. The CVB is seeking funding support for upgraded computer equipment that will allow us to better capture, create, and share the stories of our community. With a dependable, high-performance computer, we can more effectively edit photos and videos, manage digital assets, and produce compelling content that truly reflects the beauty and charm of Upshur County.

Proposed Equipment & Estimated Costs

1. Dell Laptop with Docking Station (for flexible office and mobile editing use)

- **Model:** Dell XPS 15 or Inspiron Plus 16
- **Specs:** Intel i7/i9, 16–32GB RAM, 1TB SSD, NVIDIA RTX graphics
- **Accessories:** Dell Thunderbolt Docking Station (for external display and device connectivity)
- **Monitors:** Dual 24" Full HD Monitors
- **Estimated Cost:**
 - Laptop: \$1,600 – \$2,000
 - Docking Station: \$250 – \$300
 - Dual 24" Monitors: \$400 – \$500
 - **Total:** \$2,250 – \$2,800

2. Dell Small-Footprint Desktop PC (dedicated workstation setup)

- **Model:** Dell OptiPlex 7010 Micro or Precision 3460 Compact
- **Specs:** Intel i7/i9, 32GB RAM, 1TB SSD, NVIDIA T400 or RTX A2000
- **Includes:** Wireless keyboard/mouse, compact form factor for minimal space use

- **Monitors:** Dual 24" Full HD Monitors
- **Estimated Cost:**
 - Desktop: \$1,400 – \$1,800
 - Dual 24" Monitors: \$400 – \$500
 - **Total:** \$1,800 – \$2,300

Budget Summary

- **Laptop + Docking Station + Dual Monitors:** \$2,250 – \$2,800
- **Desktop + Dual Monitors:** \$1,800 – \$2,300

Reger/Thomas motioned to approve \$2,500 be awarded to the Upshur County CVB for an upgrade of the IT equipment in the CVB office. The motion carried.

c. Discussion/Possible Action: Small Business Start-up Incentive/Partnership with UC Development Authority – Mayor Skinner provided an overview of the proposal and asked the Council to approve investing \$25,000 with the Upshur County Development Authority as presented.

City of Buckhannon & Upshur County Development Authority
New Small Business Start-Up Support Grant

Through the collaborative efforts of the City of Buckhannon, Upshur County Development Authority, Buckhannon-Upshur Chamber of Commerce, the Small Business Development Center, and West Virginia Wesleyan College, our community seeks to provide financial and mentorship-related support to the local small business community. encourage the entrepreneurial spirit by fostering a healthy and attractive environment for small businesses to begin, grow, and thrive.

The City of Buckhannon will invest the sum of **\$25,000** with the Upshur County Development Authority to assist new, small business owners with overcoming the costly start-up expenses often associated with a business creation. The up-front financial burden of paying a security deposit, rent, utility hook-ups, insurance, point-of-sale service, inventory, and marketing all at once can be both prohibitive and detrimental to a small business in its infancy stages. This grant opportunity will provide new business owners with both the financial and knowledge-based support necessary to ensure long-term success and sustainability.

Similar to the successful “Façade Grant” program already in effect, outlined are the parameters for this program. The business must be...

- 1) new (or less than one year old).
- 2) located within properly zoned (commercial) areas inside Buckhannon city limits.
- 3) registered with the West Virginia Secretary of State and City of Buckhannon.
- 4) have a physical, “bricks and mortar” storefront location.
- 5) for-profit retail, restaurant/café, or service-providing in nature (i.e. photography studio).

To receive grant funding, a new business owner must complete a full application packet (including items listed below) submitted to the Upshur County Development Authority.

A complete application should include:

- 1) Completed grant application (found on the U.C.D.A. website)
- 2) Business licenses – both State of West Virginia and City of Buckhannon
- 3) Comprehensive business plan including financial projections – expenses and income
- 4) Copy of executed lease contract
- 5) Proof of business insurance
- 6) Request for funding amount
- 7) Narrative showing how the funds will be used
- 8) Proof of expenses (receipts) for reimbursement
- 9) Signed promise to provide report back to the funding organization

An established committee (see next page) will vet each submission, provide feedback if necessary, and recommend approval upon successful review. Grant funds will be distributed on a dollar-for-dollar basis up to a maximum cap of **\$5,000 per each new business**. The funds will be allocated specifically for expenditure outlined and requested in the application proposal.

City of Buckhannon & Upshur County Development Authority
New Small Business Start-Up Support Grant

The committee established to review and approve application submissions will include:

- 1) Upshur County Development Authority Executive Director
- 2) Mayor of the City of Buckhannon
- 3) Buckhannon-Upshur Chamber of Commerce Executive Director
- 4) Local Small Business Development Center Coach
- 5) Established local small business owner
- 6) West Virginia Wesleyan MBA student
- 7) Representative from a local bank

Eligible expenses under this grant include assistance with:

- 1) Lease and security deposit payments
- 2) Utility hook-ups and payments
- 3) Physical improvements made to the operating space
- 4) Advertising and Marketing
- 5) Purchase of a point-of-sale system
- 6) Inventory (must be itemized)
- 7) Furniture, fixtures, and/or equipment necessary for business operations

The following businesses and reimbursement opportunities are excluded from this grant:

- 1) Existing/tenured businesses
- 2) Online-only and home-based businesses
- 3) Law firms, insurance agencies, financial advising firms, accountants, banking institutions, and non-profit organizations
- 4) Non-business-related (personal) expenses
- 5) Exterior façade improvements – Complete separate façade grant application

At the end of the grant, the business owner agrees to provide a final report to the Upshur County Development Authority illustrating how the funds made starting a new business possible.

At the conclusion of one year, the Upshur County Development Authority Executive Director will provide a comprehensive report to the Council of the City of Buckhannon showing the financial investment provided to each new business.

Small businesses are the backbone of every community. Creating a healthy environment that encourages business growth enhances the economic vitality of the city and region. The goal of this program is to establish Buckhannon as a small business incubation city – where entrepreneurs are supported, and new businesses can grow and thrive. Utilizing the wealth of local resources found within collaborative organizations mentioned above, the mission of the committee is to ensure strong, well-thought-out, profitable, sustainable, and positive business growth through both financial and experience-related (mentorship) support to new business owners.

2 – Proposal approved by Buckhannon City Council – Thursday, August 22, 2025

Sanders/Thomas motioned to approve an investment of \$25,000 with the Upshur County Development Authority to be used for grants to Start-ups as presented. The motion carried.

d. Discussion/Possible Action Reconsider Funding Request to Support Leadership Upshur – Action taken earlier.

Regarding items 12 a,b,c,d:

The Revenue Review Committee met on August 19, 2025 at 11:00 a.m. in City Hall Council Chambers. Committee Members present were: Mayor Skinner, Amberle Jenkins, Mark Waldo, Barbara Hinkle. Jack Reger.

Scott Randall absent.

Guest attending to observe was Randy Sanders and Mayor Jerry Marco City of Elkins.

- *Leadership Upshur*

Discussions took place regarding the request of funding amount of \$2,500.00 for FY 2025-26 from Leadership Upshur.

After further discussions, Reger/Waldo motion to approve for the Revenue Review Committee's Recommendation to City Council to deny Leadership Upshur \$2,500.00 funding request. Motion carried.

- *Partnership with City of Elkins & WV Division of Tourism – Out of Area Promotions*

Discussions took place regarding the information Mayor Marco presented about becoming a partner with the City of Elkins & WV Division of Tourism for out of area promotions. The partnership is a 50/50 match and the City of Buckhannon’s contribution is \$6,000.00.

After further discussions, Reger/Waldo motion to approve for the Revenue Review Committee’s Recommendation to City Council to enter into the Partnership with the City of Elkins & WV Division of Tourism – Out of Area Promotions. Motion carried.

- *Equipment Investment for Upshur County CVB*

Discussions took place regarding the request from Upshur County CVB of funding for Equipment Investment.

After further discussions, Waldo/Reger motion to approve for the Revenue Review Committee’s Recommendation to City Council to invest \$2,500.00 to the Upshur County CVB to purchase necessary equipment upgrades for their operations. Motion carried.

- *Small Business Start-up Incentive/Partnership with UC Development Authority*

Discussions took place regarding entering into a partnership with UC Development Authority for Small Business Start-up Incentive.

After further discussions, Reger/Mayor Skinner motion to approve for the Revenue Review Committee’s Recommendation to City Council on conceptual basis providing more research a investment with the UC Development Authority for new business start-ups. Motion carried.

With no further business to be discussed the meeting ended at 12:20pm.

=====

e. Accept Resignation Crystal Shaw, Planning Commission – Mayor Skinner presented the request to the Council.

Reger/Bucklew motioned to accept the resignation of Crystal Shaw from the Planning Commission. The motion carried.

Mayor Skinner reminded all that he has asked for an Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters this evening.

13. Council Members’ Remarks and Announcements

Scott Randall: Mr. Randall thanked all who helped with the traffic situation. He was also happy with the Rotary Recycling Program partnership and the reorganized Leadership Upshur program by the B-U Chamber of Commerce.

Pamela Bucklew: Mrs. Bucklew was also happy with the Rotary Recycling Program partnership. She congratulated the WV Hillbilly Days on a successful event. She asked if you had to live in the city to serve on the Planning Commission, and the Mayor answered, "Yes."

Jack Reger: Mr. Reger was also happy with the Rotary Recycling Program partnership, and he is very pleased with the recent paving projects.

Dave Thomas: Mr. Thomas agreed with whatever everyone has said.

Robert Zuliani: Mr. Zuliani complimented the City Police and all first responders for their handling of the traffic situation today.

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

- Notice of Public Hearing 09/04/25 7:00 PM- Water Revenue Bond Anticipation Note Ordinance #474

NOTICE OF PUBLIC HEARING

A public hearing will be held on the following-entitled Ordinance at a regular meeting of the City Council of The City of Buckhannon (the “City”) to be held on Thursday, September 4, 2025, at 7:00 p.m. (or as soon thereafter as the matter may be heard) in the Council Chambers, City Hall, 70 East Main Street, Buckhannon, West Virginia, and at such hearing any person interested may appear before the City and present protests, and all protests and suggestions shall be heard by the City and it shall then take such actions as it shall deem proper in the premises upon an Ordinance entitled:

ORDINANCE AUTHORIZING THE DESIGN AND UNDERTAKING OF PRE-CONSTRUCTION ACTIVITIES FOR IMPROVEMENTS AND EXTENSIONS TO THE EXISTING PUBLIC WATERWORKS SYSTEM AND TEMPORARILY FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, AND PAYING COSTS OF ISSUANCE AND RELATED COSTS, THROUGH THE ISSUANCE OF THE WATER REVENUE BOND ANTICIPATION NOTE, SERIES 2025 (TAX EXEMPT) OF THE CITY OF BUCKHANNON IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$6,000,000; PROVIDING FOR THE RIGHTS AND REMEDIES OF, AND THE SECURITY FOR, THE REGISTERED OWNER OF SUCH NOTE; AUTHORIZING THE EXECUTION AND DELIVERY OF A TAX CERTIFICATE, A TAX COMPLIANCE POLICY AND OTHER DOCUMENTS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH NOTE AND ADOPTING OTHER PROVISIONS RELATING THERETO.

The above quoted title of the Ordinance describes generally the contents thereof and the purposes of the Bond Anticipation Note (the “Series 2025 BAN”) contemplated thereby. The City contemplates the issuance of the Series 2025 BAN described in the Ordinance. The proceeds of the Series 2025 BAN will be used to (i) pay the costs of design, property acquisition and pre-construction activities relating to future improvements to the waterworks system of the City (the “Project”); and (ii) pay certain costs of issuance of the Series 2025 BAN and related costs. The Series 2025 BAN is payable solely from surplus revenues to be derived from the waterworks system of the City which is operated by The Water Board of the City of Buckhannon as well as the proceeds of grants or loans obtained by the City to permanently finance the costs of the Project. No taxes may at any time be levied by the City for the payment of the Series 2025 BAN or the interest thereon.

The above-entitled Ordinance was approved and adopted on second reading by the City Council on August 7, 2025. A certified copy of the above-entitled Ordinance is on file with the City Clerk of the City for review by interested parties during regular office hours.

Following the public hearing, the City Council of the City intends to enact the Ordinance upon final reading.

By: /s/ Randy Sanders
City Recorder

ii. Notice RFP to Financial Institutions Water Revenue Bond Anticipation Note

August 7, 2025

Proposed Issuance of Not More than \$6,000,000
The City of Buckhannon (West Virginia)
Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt)

Dear _____:

The City of Buckhannon (“City”) is seeking proposals from qualified financial institutions for the purchase of not more than \$6,000,000 in aggregate principal amount of a tax-exempt Bond Anticipation Note (the “Note”) to finance certain additions, improvements and betterments to the existing public waterworks system of the City, consisting of design and pre-construction activities, specifically including but not limited to some or all of the following, engineering, legal, accounting, appraisal and project administration services, land and easement acquisition and related activities in connection with the acquisition and construction of improvements to the waterworks system, and all appurtenant facilities (collectively, the “Project”) (the existing public waterworks system of the Issuer, the Project and any further additions, betterments and improvements thereto are herein called the “System”).

The Note will be issued by the City. The System is operated and managed by The Water Board of the City of Buckhannon (the “Board”), a component unit of City government created by ordinance of the City. The City shall, from the Surplus Revenues of the System, cause to be paid the interest on the Note which accrues and becomes payable on the scheduled payment dates occurring prior to the maturity or earlier repayment in full of the Note. The Note shall bear interest based on the outstanding principal amount of the Note and shall be paid quarterly.

The basic terms of the financing are as follows:

<u>Issuer:</u>	The City of Buckhannon.
<u>Principal Amount:</u>	Not more than \$6,000,000.

Maturity: Three (3) years at which time all principal of the Note not theretofore repaid will become due and payable; prepayment in whole or in part at any time permitted without penalty.

Interest: Please provide a quote with simple interest at a tax-exempt rate. Must be quoted as a fixed rate with no resets for the entire term (non-adjustable).

Payments will be made quarterly and consist of interest-only.

For purposes of the interest rate quotation, assume that the closing will occur within sixty (60) days of the due date for the responses to this proposal.

Source of Payment/Security: Scheduled interest payments on the Note will be payable solely from the Surplus Revenues of the System to be paid by the City.

The principal of the Note shall be paid in full with the proceeds of a Water Revenue Bond issued by the City and/or grant funding committed and available to the City for the express purpose of permanently financing the Project and Surplus Revenues of the System. It is anticipated that the purchaser of such Water Revenue Bond or the provider of such grant funding will be a State of West Virginia or federal funding source issued for the purpose of permanently financing the waterworks improvements for which the Project is being undertaken and that such funding source will close and be available for disbursement prior to the maturity date of the Note.

The principal of and interest on the Note are NOT payable from the Gross Revenues or Net Revenues of the System or any other revenues or funds of the City.

Parity Bonds: The City may issue additional Parity Bonds to finance additions, betterments and improvements to the System which are not part of the Project or to refinance Prior Bonds or Additional Parity Bonds while the Note is outstanding without the consent of the holder of the Note.

Tax Status of Interest on Note: Federal and West Virginia tax-exempt. The Note is also being issued on the basis that the same will be “bank qualified” pursuant to Section 265(b)(3) of the Internal Revenue Code.

Bond Counsel and Legal Opinion: Steptoe & Johnson PLLC, Bridgeport, West Virginia will prepare the Note and all ordinances, resolutions, certificates, and other documents, and if all necessary conditions are satisfied, will deliver their unqualified approving opinion regarding the validity, and tax-exempt and bank-qualified status of the Note.

Bank Expenses: Please provide in your response a not to exceed amount for each expense, if any, which the City will be required to pay in connection with the Bank’s purchase of the Note, specifically including, but not limited to, fees of Purchaser’s Counsel.

Additional Information: Additional information may be obtained from Amberle Jenkins, Director of Finance/Administration for the City, at 304.472.1651 (email: amby.jenkins@buckhannonwv.org), Jay Hollen, P.E., City Engineer 304.472.1651 (email: jay.hollen@buckhannonwv.org) or Steptoe & Johnson PLLC, Bond Counsel, Tom Aman at 304.933.8136 (email: Thomas.Aman@steptoe-johnson.com). Upon request, the City will provide to any interested lender copies of its most recent audited financial statements and the current budget for the System.

If you wish to submit a proposal for purchase of the Note, please submit it via email by 3:00 p.m. on Monday, August 25, 2025, to Amberle Jenkins, Director of Finance/Administration at amby.jenkins@buckhannonwv.org. Please also email a copy of your proposal to Jay Hollen at jay.hollen@buckhannonwv.org.

The City will pay all fees and expenses of bond counsel and any other counsel engaged by the City. The City reserves the right to reject any and all proposals or parts thereof. The City has no liability for any expenses of commercial financing institutions related to the submission of a response to the Request for Proposals.

Very truly yours,
Amberle Jenkins
Director of Finance/Administration

Buckhannon Water Treatment Plant Project – Frequently Asked Questions (FAQ)

BUCKHANNON, WV: The City of Buckhannon plans to construct a new \$33 million water treatment plant and invest an additional \$5.5 million in pipeline upgrades. Here are the most common questions that have been asked by the public, and the answers from those involved in the project.

1. What is the Buckhannon water project about?

The City of Buckhannon plans to construct a new \$33 million water treatment plant and invest an additional \$5.5 million in pipeline upgrades. Add in engineering, property acquisition, financing fees, and project contingencies, the total project cost is estimated to be approximately \$47.3 million. This project will continue to ensure clean, reliable water for thousands of homes throughout Buckhannon and much of Upshur County through the Public Service Districts.

2. Why is Buckhannon building a new water plant instead of fixing the old one?

A feasibility study has shown that retrofitting the existing water plant would be more expensive than constructing a new one. The new plant is a long-term investment in infrastructure and public health, including the addition of treatment processes to meet future regulatory water treatment needs.

3. Who is involved in the project?

The project is a collaboration between:

- Buckhannon Water Board
- Potesta & Associates (engineering)
- Steptoe and Johnson (legal)
- Smith, Cochran, and Hicks (accounting)
- Region VII Planning and Development Council (project administration)

4. How will the project be funded?

All costs related to the proposed water treatment plant and water distribution system improvements must be paid from the water rates collected. For this project, the City plans to apply for grants and borrow the remaining amount from various sources. Here is the breakdown based on our most current information:

- \$13 million in grants (hard to get approved, but if they are, they will be forgiven)
- \$34.3 million in loans from the USDA, WV Department of Environmental Protection Fund, and the WV Infrastructure and Jobs Development Council (IJDC) (all must be paid back through water rate collections)

5. Will water rates go up?

Yes. A total increase of approximately 62% is projected, ultimately raising the average monthly water bill from \$27.26 to \$44.14 (based on 3,400 gallons used a month). This will happen in two to three smaller increases. As loans for the project will be taken out soon, the first small increase is likely to occur by the end of 2025 or in early 2026.

6. Why is a rate increase necessary?

The current rates cover the costs of the Buckhannon Water Department's current operations. The rate increase is needed not only for the current operations but also for the following:

- Repay the loans and interest for the money being borrowed to purchase the necessary land for the plant, pay for the engineering and design services, and the construction of the proposed water treatment plant and water distribution system improvements.
- Qualify for state and federal funding, which requires cities to demonstrate local financial commitment

7. When will the rate increase happen?

The increase will likely be phased in over time, in two steps. The first phase could begin within six to eight months to cover interest payments on the Bond Anticipation Note, which is a way to bridge the gap between the need for immediate funds to pay for property acquisition, engineering and design costs, and the expected proceeds from a long-term loan, which will be a 20 to 40 year loan period.

8. Could the rate increase be lower than projected?

Possibly. The final amount depends on:

- Interest rates and other terms on loans
- How much grant funding is secured

9. How does Buckhannon's water rate compare to other WV cities?

As of June 2025, Buckhannon is ranked 30th out of 329 water providers in WV, meaning residents currently pay less than 90% of the state.

10. Why is a higher rate required to get funding?

State and federal agencies consider water rates as a percentage of the Median Household Income (MHI). Buckhannon's rate is currently at 0.77%, far below the 1.25% threshold considered the minimum for funding eligibility. Low rates actually make Buckhannon less competitive for grants and loans.

11. Is this increase permanent?

Yes, the rate increase is intended to support long-term infrastructure investments and operating costs for the new facility. It will become part of the City's ongoing utility rate structure.

12. Will there be opportunities for public input?

Yes. There will be:

- Public meetings
- Ordinance readings

Residents will have chances to learn more and provide feedback before final rates are adopted.

13. What's the timeline for construction?

The design is expected to take approximately two years, with interim financing required beforehand to purchase the property and initiate design work. Construction will commence once the design and funding are in place, with an anticipated start date of September 2027.

14. What is interim financing, and why is it needed?

Before permanent loans and grants are secured, the city will need to borrow from local banks to cover early costs, such as design and property acquisition. These will be short-term, interest-only loans.

15. What official steps has the City taken so far?

- Submitted a Rule 42 and project application filing to the West Virginia Infrastructure and Jobs Development Council

- Voted to proceed with the project and the necessary rate increase process

16. What happens next?

- Interim financing discussions will continue
- The rate ordinance will be finalized before any loan closing
- Public meetings will occur
- Design and planning will begin once interim short term financing is secured

17. Why is this project important?

The current plant is aging. While it continues to produce safe, clean, and reliable water, the cost of repairs is becoming increasingly high and critical plant components are becoming scarce. A new plant ensures Buckhannon will continue its award-winning water service for years to come. It also supports continued growth, economic development, and the promotion of public health in Buckhannon, Upshur County, and portions of Barbour, Harrison, Lewis, Randolph, and Webster counties, whose PSD’s purchase water from the City of Buckhannon Water Treatment Plant.

- iv. July 2025 Report of Cat & Dog Activity from the Upshur County Commission
- v. FOIA Request from SBA Communications re: New Communication Towers
- vi. Colonial Arts Center Stand-Up Comedy 08/28/25 7:00 pm
- vii. Children’s Festival at SYCC on 09/20/25 10 am-2 pm

- b. Upcoming Events at The Event Center at Brushy Fork
 - i.August 18- September 30, 2025- No events for the Parking Lot Pavement Project
 - ii.October 11, 2025 - Real Shoot Wrestling Event
 - iii.October 18, 2025 - BUHS Class of 1970 Reunion
 - iv.November 8, 2025 - Mountain Heart Training Event
 - v.November 22, 2025 - Holly Jolly Craft Show
 - vi.November 29, 2025 - Real Shoot Wrestling Event
 - vii.December 06, 2025 - Fur Ball Fundraiser
 - viii.December 09, 2025 - Private Holiday Event
 - ix.December 20, 2025 - Real Shoot Wrestling Event

Mr. Sanders concluded by complimenting Chief Gregory and those who were responsible for their handling of the traffic situation today.

15. Mayor’s Remarks and Announcements – Mayor Skinner reminded all that we have an Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters. He thanked everyone for a great meeting and those who were responsible for their handling of the traffic situation today.

16. Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters

17. Declaration of Adjournment

At 9:18 p.m., Thomas/Sanders motioned to move into an Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters. The motion carried.

At 10:20 p.m., Thomas/Zuliani motioned to leave the Executive Session. The motion carried.

Mayor Skinner noted that at 10:20 p.m., the Council exited an Executive Session, as per WV Code § 6-9A-4, Personnel & Property Matters, and that no decisions had been made.

At 10:21 p.m., Thomas made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____