

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

A regular meeting of the Buckhannon City Council was held on Tuesday, July 15, 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 - GTM
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	Absent
Buckhannon Police Department	Chief Matt Gregory	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
Media:		
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Uto Dotson; Tammy Reger, B-U Chamber; Shane Whitehair, Region VII; Dr. Tim Reese; Tom Aman, Steptoe & Johnson - GTM; Lacy Ramsey, Upshur County CVB.

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM | Tuesday, July 15, 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: Regular Meeting: 06/17/25, 07/03/25
5. Recognition of Guests
 - Lacy Ramsey-Executive Director-UCCVB-Annual Report
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approve Payment of Bills
8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Approval to Accept Bid Opening Results- Paving Services
 - b. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
9. Police Department Report – Chief Matthew Gregory
10. City Attorney’s Report – Thomas J. O’Neil
11. Old Business Discussions
 - a. North Locust Street Sidewalk/Lighting Project Grant Application
 - b. West Main St/North Locust Street Intersection Sidewalk/Lighting Project Grant Application
12. New Business Discussions
 - a. Water Treatment Plant Project
 - i. Water Board Recommendation Resolution 2025-03 which would approve proceeding with design and pre-construction activities for Water Treatment Plant improvements and appurtenances, as well as replacement of water lines, the financing of same by the City pursuant to a Bond Anticipation Note, the enactment by City of official actions authorizing the Bond Anticipation Note and any related water rates necessary in connection with same
 - ii. To consider for adoption on first reading a Note Authorizing Ordinance No. 474 of the City which authorizes the issuance by the City of its outstanding Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt) in an amount not to exceed \$6,000,000 for the

- purpose of financing design, property acquisition and pre-construction activities relating to future improvements to the waterworks system of the City as well as costs of issuance of such Note and related costs
- b. Approval City of Buckhannon Appointments FY 2025/2026

13. Council Members' Remarks and Announcements

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

- a. Report of Events, Correspondence, and Information
 - i. July 12-20, 2025 - The Colonial Arts Center Hosts BCT's Mamma Mia!
 - ii. August 5, 2025, 6-10pm - National Night Out at the Upshur County Recreation Pool
- b. Upcoming Events at The Event Center at Brushy Fork
 - ii. July 12-27, 2025- WVARNG Summer Drill
 - iii. August 15, 2025- St. Joseph's Hospital/Rotary Blood Drive
 - iv. August 18-September 30, 2025- No Events for Parking Lot Pavement Project

15. Mayor's Remarks and Announcements

- a. Meeting Announcement- Stockert Youth & Community Center Board of Directors 4:30 PM August 7, 2025 City Council Chambers

16. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, July 10, 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 July 15, 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: Regular Meeting: 06/17/25, 07/03/25—Mayor Skinner noted that the minutes for the regular meetings of 06/17/25 and 07/03/25 were available, and he asked for any corrections, additions, or a motion to approve.

Randall/Zuliani motioned to approve the minutes from the regular meetings of 06/17/25 and 07/03/25. The motion carried.

5. Recognition of Guests – Lacy Ramsey, Executive Director-UCCVB-Annual Report: Mayor Skinner recognized Lacy Ramsey, Executive Director of the Upshur County Convention & Visitors Bureau, who reviewed the UCCVB's annual report, which was also part of the meeting packet. Mayor Skinner led a discussion regarding the assistance the city may offer to help the UCCVB promote the area through video and graphic initiatives for use on various social media platforms, utilizing appropriate equipment. An additional Q&A took place.



2024 - 2025
OVERVIEW

This year, we've continued to shine a spotlight on Buckhannon and Upshur County as the go-to destination for a Small Town Getaway with Big Time Charm. Our welcoming Main Street continues to draw recognition for its unique character, while outdoor recreation opportunities throughout the county are expanding and attracting more visitors each year.

A few highlights from the past year:

- Buckhannon Tygart River Water Trail Brochures
- Strawberry Festival Schedule of Event Posters & Brochures
- Completed Accreditation Application for 2025-2028
- Collaborated with other CVB's for regional marketing co-ops
- Editorials with national magazines

For 2025-2026, the Upshur County CVB is focused on fresh, creative ways to promote our "small town getaway with big time charm." We're excited to work with production companies like Mtn Craft to expand and update our library of photo and video assets—tools that will help elevate both print and digital marketing campaigns.

We're also continuing to build partnerships across the region. By collaborating with other CVBs in the Mountain Lakes area, we can amplify our reach and showcase the unique experiences that make central West Virginia so special.

Growing our social media presence is another priority. With more consistent and engaging content, we aim to spotlight everything from local events and outdoor adventures to our welcoming downtown and small businesses. By investing in quality content, meaningful partnerships, and strategic outreach, we hope to inspire more visitors to explore, stay, and fall in love with Upshur County.

LOOKING
AHEAD
2025 - 2026

YEAR IN
Review



WEBSITE - - - - - 44,502 views

E-NEWSLETTER - - - - - 18,346 emails

FACEBOOK - - - - - 156K views

HIGHLIGHT OF 2024-2025 EVENTS
ATTENDED OR SUPPORTED:

- WV's Largest Yard Sale
- Chamber Events (Annual Dinner, State of the Corridor, and others)
- WVACVB Governor's Conference
- WVHTA Hospitality University
- Shriners Annual Dinner
- NRA Elimination Dinner
- West Virginia Strawberry Festival
- Almost Heaven BBQ Bash
- Try This WV Youth Summit & Conference
- Leadership Upshur

Profit and Loss

Upshur County Convention & Visitors Bureau
July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
INCOME	0
Grant Reimbursement	2,193.50
H/M Tax (City of Buckhannon)	73,929.15
H-M Tax (County)	20,371.40
Shared Expenses	1,096.75
Sub-Lease	6,836.50
Total for INCOME	\$104,427.30
Interest Income	47.85
Uncategorized Income	53.48
Total for Income	\$104,528.63
Cost of Goods Sold	
Gross Profit	\$104,528.63
Expenses	
101 Salaries	0
66000 Payroll Expenses	\$30,566.50
SUTA	157.84
Total for 66000 Payroll Expenses	\$30,724.34
Total for 101 Salaries	\$30,724.34
102 Financial Review	2,000.00
103 Utilities	3,288.74
105 Postage and Shipping	80.29
106 Office Expenses	5,732.03
110 Rent	9,900.00
Bank Service Fees	300.00
Insurance	2,880.00
MARKETING EXPENSES	0
203 Brochures & Literature	1,982.04
211 WV Travel Guide	1,812.32
213 Direct Advertising	28,222.87
215 Memberships & Subscriptions	9,911.82
216 Highway Signs	675.00
217 Phone & Internet	1,079.55
218 Marketing Postage & Shipping	301.73
219 Travel / Mileage / Trainings	2,028.07
221 Computer/Printer/Other Hardware	70.61
Partnership Projects	3,801.45
Sponsorship	50.00
Total for MARKETING EXPENSES	\$49,935.46
Misc Expenses	35.61

Profit and Loss
Upshur County Convention & Visitors Bureau
July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
registration and license	10.00
Total for Expenses	\$104,886.47
Net Operating Income	-\$357.84
Other Income	
Vendor Refund	107.00
Total for Other Income	\$107.00
Other Expenses	
Reconciliation Discrepancies	15.01
Total for Other Expenses	\$15.01
Net Other Income	\$91.99
Net Income	-\$265.85

6. Public Comment—Motion to Open & Close Requested: Without objection, the Chair opened the Public Comment period.

Uto Dotson - Mayor Skinner recognized Uto Dotson, who spoke about speeding on Reger Avenue, which appears to be worsening. He was also concerned with the water flow, which has changed since the recent paving. His driveway is now level with the road, which causes water to splash into it. Our crews have been working and will continue to work with Mr. Dotson on the problem. The Street Department will consider adding a lip to the street to help prevent water from flowing into the driveway. Mayor Skinner will also bring this up at the next Sanitary Board meeting, which deals with Stormwater. Regarding the speeding, he thanked Officer Loudin of the BPD for his efforts.

Tim Reese - Mayor Skinner recognized Dr. Tim Reese, who presented questions to the City Council, including the codification of city ordinances and the excessive traffic on Smithfield Street during the school year. A discussion regarding both issues took place with input from BPD Chief Matt Gregory.

Tammy Reger - Mayor Skinner recognized Tammy Reger of the Buckhannon-Upshur Chamber of Commerce, who spoke about the Leadership Upshur program. While the Chamber has not been in charge of the program in the past, at a meeting earlier today, the Chamber did assume the operational responsibilities of the program. She requested that the City reconsider contributing to the program at a funding level of \$2,500. A discussion took place. Mayor Skinner recommended that the Chamber prepare a new application to the city, and specifically, the Revenue and Review Committee, which would be considered for potential funding.

Sanders/Randall motioned to close the Public Comment period. The motion carried.

Thomas/Bucklew motioned to advance Agenda Item 12. New Business Discussions, a. i. and a. ii. to the table for discussion and possible action. The motion carried.

Mayor Skinner recognized both Tom Aman, of Steptoe & Johnson, Shane Whitehair of Region VII, and City Attorney Tom O'Neill, who provided an overview of agenda item 12. a i. and ii., to the Council. Mr. Aman spoke first. A Q&A took place.

Sanders/Thomas motioned to accept the Water Board’s recommendation and approve Resolution 2025-03 which approves proceeding with design and pre-construction activities for Water Treatment Plant improvements and appurtenances, as well as replacement of water lines, the financing of same by the City pursuant to a Bond Anticipation Note, the enactment by City of official actions authorizing the Bond Anticipation Note and any related water rates necessary in connection with same. The motion carried. A roll call vote was required, and the results follow:

Thomas – Yes	Reger - Yes
Zuliani – Yes	Bucklew - Yes
Sanders – Yes	Randall - Yes
Skinner – Yes	

THE WATER BOARD
OF THE CITY OF BUCKHANNON

RESOLUTION 2025-03

A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE DESIGN AND OTHER PRE-CONSTRUCTION ACTIVITIES FOR IMPROVEMENTS TO BE CONSTRUCTED TO THE PUBLIC WATERWORKS SYSTEM OPERATED BY THE BOARD (THE “PROJECT”); THE ISSUANCE BY THE CITY OF BUCKHANNON OF ITS WATER REVENUE BOND ANTICIPATION NOTE, IN ONE OR MORE SERIES, IN AN AGREGGATE PRINCIPAL AMOUNT NOT TO EXCEED \$6,000,000 TO BE PURCHASED BY A FINANCIAL INSTITUTION OR INSTITUTIONS TO BE SELECTED BY SUPPLEMENTAL REOLUTION OR CERTIFICATE OF DETERMINATIONS OF THE CITY (THE “NOTE”) IN ORDER TO PAY COSTS OF THE PROJECT, COSTS OF ISSUANCE OF THE NOTE AND RELATED COSTS; APPROVING THE EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF THE NOTE AND THE PROJECT; REQUESTING ENACTMENT BY THE CITY OF ORDINANCES AUTHORIZING AND APPROVING THE ACQUISITION OF THE PROJECT AND THE ISSUANCE OF THE NOTE; AND MAKING OTHER PROVISIONS AS TO THE NOTE.

WHEREAS, the municipal waterworks system (the “System”) of The City of Buckhannon (the “City”) is operated, maintained and managed by The Water Board of the City of Buckhannon (the “Board”);

WHEREAS, the Board deems it necessary and desirable for the health and welfare of the customers of the System that the Board acquire, construct and equip certain extensions, additions, betterments and improvements to the System 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”);

WHEREAS, the Board proposes the issuance by the City of its Water Revenue Bond Anticipation Note, in one or more series, in an aggregate principal amount not to exceed \$6,000,000 (the “Note”) in order to pay costs of the Project, costs of issuance of the Note and related costs;

WHEREAS, the Note is proposed to be purchased by a financial institution or institutions to be identified by Supplemental Resolution or Certificate of Determinations of the City (the “Purchaser”) pursuant to one or more commitment letters to be issued by such Purchaser (the “Commitment Letter”);

WHEREAS, the Note is planned to be payable solely from and secured by the proceeds of bonds proposed to be issued by the City in the future and/or grants committed to the City and available to permanently finance the Project as well as the construction of the improvements to the System which are the subject of the Project (collectively, the “Permanent Financing”) and a first lien on Surplus Revenues (as defined and described in the Note Ordinance”); and

WHEREAS, the Board desires to proceed with all reasonable dispatch with the acquisition of the Project; the issuance by the City of the Note for the purpose of financing costs of the Project as well as costs of issuance of the Note and related costs; to request the City to proceed with all necessary approvals to authorize the Project, including those approvals required by Chapter 24, Article 2, Section 11 of the West Virginia Code (a “Project Ordinance”), to authorize the City to issue the Note (the “Note Ordinance”) and to provide water rates and charges for the System as necessary and appropriate to provide for the repayment of the Note as well as repayment of the Permanent Financing (the “Water Rate Ordinance”); and the execution and delivery by the appropriate officers of the Board of all documents which are necessary in connection with the Project and the Construction Project, the issuance by the City of the Note and all sources of Permanent Financing for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE WATER BOARD OF THE CITY OF BUCKHANNON AS FOLLOWS:

Section 1. The Board hereby authorizes and approves the acquisition of the Project as a necessary step to the acquisition and construction of improvements to the System which are anticipated to include a new Water Treatment Plant which is anticipated to include but not be limited to the acquisition of real property, new raw water intake, raw water pumping station, chemical storage and feed facilities, rapid mixers, flocculation and sedimentation basins, filters, clearwells, high service pumping station, onsite hypochlorite generation and disinfection, wastewater settling and recycling facilities, laboratory and operation/administration spaces and related treatment processes/facilities, demolition of existing plant structures, replacement, upgrade and/or addition of various transmission and distribution pipelines, water booster stations, water storage tanks and other facilities throughout the service area of the utility, together with all appurtenant facilities (the “Construction Project”);

Section 2. The Board requests that the City enact a Project Ordinance pursuant to Chapter 24, Article 2, Section 11 of the West Virginia Code prior to undertaking the Construction Project which would authorize the undertaking of the Construction Project and set forth the water rates and charges which will be in place to pay costs associated with the Construction Project as well as the operating expenses of the System and debt service on all obligations of the System.

Section 3. The Board requests that the City (i) enact the Note Ordinance, substantially in the form attached hereto as **Exhibit A** with such amendments as may be approved by the City, and (ii) issue the Note, in one or more series, in an aggregate principal amount not to exceed \$6,000,000 for the purpose of financing costs of the Project, the payment of costs of issuance of the Note and related costs in accordance with Chapter 8, Article 19 of the West Virginia Code of 1931, as amended, the City Charter of the City and other applicable provisions of law.

Section 4. The Board authorizes the City to sell the Note to the Purchaser in a private placement transaction after soliciting proposals from various financial institutions for the purchase of same.

Section 5. The Board authorizes the submission of applications by the Board or the City, as appropriate in the circumstances, to appropriate funding agencies for grant and loan funding for the Construction Project and repayment of the Note, including but not limited to U.S. Economic Development Administration, Congressionally Directed Spending, United States Department of Agriculture, West Virginia Water Development Authority, West Virginia Department of Environmental Protection, West Virginia Infrastructure and Jobs Development Council and other State and federal funding sources (collectively, the “Permanent Funding”), compliance with the terms of all funding agreements to which the Board is or may become a party with respect to such Permanent Funding and the utilization of such Permanent Funding to pay costs of the Construction Project and repayment of the Note.


Section 6. The Board authorizes and requests that the City enact, at the appropriate time, a Water Rate Ordinance providing water rates and charges for the System as necessary and appropriate to provide for the repayment of the Note, as well as repayment of the Permanent Financing and the costs of operation and maintenance of the System.

Section 7. The Chair and General Manager, as appropriate, of the Board are authorized to execute and deliver all documents that may be necessary in connection with the Project and the Construction Project by the Board, the issuance of the Note by the City, and all Permanent Funding that may be obtained for the Construction Project and the Secretary of the Board is authorize to impress the seal of the Board thereon and attest the same, as appropriate, including but not limited to a Direct Debit Authorization form for automated withdraw of funds from Board accounts to pay debt service on the Note.

Section 8. The Board hereby approves the engagement by the City of Steptoe & Johnson PLLC as bond counsel for the issuance of the Note and authorizes the execution and delivery of such engagement letters as may be necessary or desirable in connection therewith.

Section 9. This Resolution shall be effective immediately upon adoption.

Adopted this July 10, 2025.

By: 
Chair, The Water Board of the City
Of Buckhannon

CERTIFICATION

The undersigned hereby certifies that they are the duly qualified and acting SECRETARY of THE WATER BOARD OF THE CITY OF BUCKHANNON, and that the foregoing resolution is a true, accurate and complete copy of the resolution duly adopted by The Water Board of the City of Buckhannon at a regular meeting of the Board held on July 10, 2025, pursuant to proper notice, at which meeting a quorum was present and acting throughout, which resolution has not been amended, modified or rescinded and is in full force and effect as of the date hereof.

Dated: July 10, 2025.



Secretary

EXHIBIT A

[Form of Note Ordinance]

(Attached Hereto)

**THE CITY OF BUCKHANNON
(WEST VIRGINIA)**

ii. To consider for adoption on first reading a Note Authorizing Ordinance No. 474 of the City, which authorizes the issuance by the City of its outstanding Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt) in an amount not to exceed \$6,000,000 for the purpose of financing design, property acquisition and pre-construction activities relating to future improvements to the waterworks system of the City as well as costs of issuance of such Note and related costs.

Mayor Skinner presented the Ordinance by caption.

THE CITY OF BUCKHANNON (WEST VIRGINIA)

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.

Motion to adopt on first reading a Note Authorizing Ordinance No. 474 of the City, which authorizes the issuance by the City of its outstanding Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt) in an amount not to exceed \$6,000,000 for the purpose of financing design, property acquisition and pre-construction activities relating to future improvements to the waterworks system of the City as well as costs of issuance of such Note and related costs. The motion carried.

Mayor Skinner also referred to Agenda Item 12. B, and without objection, tabled the approval of the City of Buckhannon Appointments FY 2025/2026.

7. Financial Report – Director of Finance Amberle Jenkins: Mrs. Jenkins presented the current financial reports and provided an overview of several topics.

Balances in the Enterprise Funds June, 2025

Waste Collection Board mm/cking \$2,004,796 cd/sav \$324,418
Plus a letter of credit for \$64,000

Waste Department is taking delivering of a new mechanics crane truck. The cost of the truck is \$199,000.

Water Board mm/cking \$1,100,466 work/capital & savings -\$933,703
Sanitary Board mm/cking \$832,197 work capital/cds \$483,468
Storm water Fund mm/cking \$299,981

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

July 2-15, 2025 GENERAL FUND PAYMENT OF BILLS

\$61,000.00– DISBURSEMENT ACCT – 2025-26 HSA FEES TO PAYFLEX/INSPIRA FINANCIAL

07-15-2025 02:32 PM		DISBURSEMENTS 07-02-25 TO 07-15-25			PAGE: 1	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
MAYOR'S OFFICE	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	84.29	
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	94.51	
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	11.15	
	DISBURSEMENTS ACCOUNT-ALL DE	409-105-00	MAYOR'S INSURANCE	GF 2025-26 HSA FEES	4,000.00	
		INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	105.15
			409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	64.38
	COLLECTION ACCOUNT 2	409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	24.59	
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	15.05	
		409-341-00	MAYOR'S SUPPLIES & M	RECDESK JUN 2025 CC FEES	243.19	
	**PAYROLL EXPENSES			7/02/2025 - 7/15/2025	1,050.05	
			TOTAL:	5,692.36		
COUNCIL	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00	
		410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00	
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50	
				TOTAL:	94.50	

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	10.70
		411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
			TOTAL:		48.95
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	38.46
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	38.46
	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			7/02/2025 - 7/15/2025	427.32
			TOTAL:		569.62
COURT	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
			TOTAL:		54.19
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	82.21
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	82.21
	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			7/02/2025 - 7/15/2025	913.47
			TOTAL:		1,218.81
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	148.85
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	148.85
	DISBURSEMENTS ACCOUNT-ALL DE	437-105-00	ZONING HEALTH INS	GF 2025-26 HSA FEES	1,000.00
		437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54
	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.	MEDICARE WITHHELD & MATCHE	23.98
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98
				7/02/2025 - 7/15/2025	1,653.85
	**PAYROLL EXPENSES		TOTAL:		3,204.59
CITY HALL	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	137.70
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	136.89
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	93.95
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	93.39
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.97
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.84
	**PAYROLL EXPENSES			7/02/2025 - 7/15/2025	1,521.00
			TOTAL:		2,026.74
POLICE	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,768.37
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,806.87
	DISBURSEMENTS ACCOUNT-ALL DE	700-105-00	POLICE DEPT. GROUP I	GF 2025-26 HSA FEES	1,000.00
		700-105-00	POLICE DEPT. GROUP I	GF 2025-26 HSA FEES	17,000.00
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,391.72
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,422.41
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,221.51
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,270.40

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	519.53
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	530.98
	**PAYROLL EXPENSES			7/02/2025 - 7/15/2025	36,810.56
			TOTAL:		66,742.35
FIRE	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	957.93
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	870.58
	DISBURSEMENTS ACCOUNT-ALL DE	706-105-00	FIRE DEPT. GROUP INS	GF 2025-26 HSA FEES	14,000.00
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,191.43
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,286.57
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,528.12
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,595.29
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	357.39
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	373.10
				7/02/2025 - 7/15/2025	24,809.33
	**PAYROLL EXPENSES		TOTAL:		46,969.74
STREET	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	STREET JUL CONCRETE PYMT	76.35
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,020.98
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,072.93
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	838.64
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	800.68
		750-105-00	STREET DEPT. GROUP I	GF 2025-26 HSA FEES	16,000.00
	DISBURSEMENTS ACCOUNT-ALL DE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,281.28
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,290.93
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	299.68
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	301.91
	**PAYROLL EXPENSES			7/02/2025 - 7/15/2025	20,817.87
			TOTAL:		43,801.25
ARTS-THEATRE	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	3.53
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	6.22
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	91.67
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	79.70
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	21.44
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	18.64
	**PAYROLL EXPENSES			7/02/2025 - 7/15/2025	1,285.41
			TOTAL:		1,506.61
STOCKERT YOUTH CENTER	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	231.43
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	218.79
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	221.75
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	234.81
	DISBURSEMENTS ACCOUNT-ALL DE	907-105-00	GROUP INSURANCE	GF 2025-26 HSA FEES	1,000.00
		907-105-00	GROUP INSURANCE	GF 2025-26 HSA FEES	7,000.00
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	842.82
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	801.45
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	197.10
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	187.44

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			7/02/2025 - 7/15/2025	12,926.28
				TOTAL:	23,861.87
CONVENTION CENTER	WV PUBLIC EMPLOYEES RETIREME	910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	46.45
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	3.28
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	130.45
		910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2.25
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	30.51
	**PAYROLL EXPENSES	910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	0.53
				7/02/2025 - 7/15/2025	36.40
				TOTAL:	249.87

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Cintas	MATS, TOWELS, UNIFORMS, 1 ST AID CAB	2968.50
Buckhannon Utility Bd	Theatre waste	22.50
Buckhannon-Upshur Airport Auth	1 st half fy 25-26	20,000.00
Citizens Bank	CAC SEATING	5220.65
	POLICE RADIO	2802.39
	2021 PUMPER TRK	4790.11
Collection Acct	Credit Card Fees	2381.95
Consolidated PWB	1 st half FY 25-26	50,000.00
Country Roads Transit	1 st half FY 25-26	7500.00
Flyers	Syc, Fire, Police fuel bill	4079.95
John Slaughter	Cat Trappings	60.00
Matthew Bender & Co	WV Leg Review Serv 2025	273.10
Lowes		83.93
Guardian Data Solutions, Inc	BIT DEFENDER ENDPOINT SECURITY	48.12
Lynx	Syc Equip Rental	145.00
Mon Power	GF Electric	9892.05
Mountain State Pest	Syc & Street Pest control	72.00
Optimum B2B	July 25 CH Internet	214.63
Region VII Planning	Assessment dues for FY 2026	5964.00
Sanitary Board Storm Water	1 st half FY 25-26	50000.00
St. Joseph's Hospital	RANDOM DRUG SCREENINGS	204.00
Strategy LLC	IT Contract	1750.00
Tate Comm	Security Sys work	37.50
Upshur Co Health Dept	1 st half FY 25-26	2500.00
Upshur County Commission	Feline Activity June 25	30.00
Upshur County Development	1 st half FY 25-26	27500.00
Jonathan Warner	Oil Change Reimb	16.95
WV News	Plan Com Legal Ad	23.09
WVWC	FY 25-26 Art Gallery Mgmt	6000.00
AF Wendling	Bottled Water Street	506.52
AirGas USA	Cylinder Oxygen Charge Fire & Street	270.04
Wanderscape	Lawn mowings	4280.00
Jenkins Ford	2018 Dodge Ram Inspection	580.97
Leaf	SYCC/STR COPIER	233.20
Wal-Mart	After School Sup/CH office Sup	130.42
Hart Office Solutions	PD COPIER OVERAGE	7.54
Lowes	Asphalt Pocahontas St/screws supplies	292.16
RDR Utility	10 yds concrete Pocahontas sidewalks	2157.50
Sealcoat Concepts	Clean/Paint Curbs	1600.00
10-42 Tactical LLC	Service plate	44.00
Zinn's R US	4 Porta Pots for July 4 th Celebration	650.00

Bucklew/Sanders motioned to approve the payment of bills. The motion carried unanimously.

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

Street:

- Finishing the final pour on Pocahontas Street this week, pending there are no more requests for replacements.
- Moving past Colorado Avenue along Island Avenue on the sidewalk replacement project.
- Cleaning up several trees that have fallen during storms.

Waste:

- Advertising for several pieces of equipment.

Sewer:

- Begun work on a major sanitary sewer upgrade along Chestnut Street.
- Continuing to work on a minor sanitary sewer upgrade between College Avenue and Tucker Street.
- Continuing to review and make comments on the Wastewater Treatment Plant study, completed by Potesta & Associates.
-

Water:

- Continuing with the Meade Street services.
- Continuing to evaluate the inventory.

Zoning and Code Enforcement

- Continuing to deal with high grass
- Working on several zoning applications and building permits.

Engineering:

Nothing to report.

A Q&A took place.

a. Approval to Accept Bid Opening Results- Paving Services – Mr. Crosten reviewed the earlier bids regarding paving and recommended that we accept the WV Paving bid.

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.

Bid packet
Paving Services
Fiscal Years 2025 - 2027

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	Paving Bid - Checklist Error! Bookmark not defined.
	Completion Certification..... Error! Bookmark not defined.

I. Introduction and Purpose

The City of Buckhannon (City) is soliciting bids for paving, resurfacing, and milling surfaces for the Street Department. The purpose of the services is to provide complete resurfacing activities identified by the Street Department and Buckhannon City Council.

The selected firm will be responsible for providing labor, equipment, and proper employee oversight to complete the identified project assigned by the Director of Public Works (DPW) or his designee.

The awarded contractor shall be able to provide services beginning July 1st, 2025 (Fiscal Year 2025) and be valid through June 30th, 2028 (Fiscal Year 2027). There will be an evaluation in June of 2026, prior to the end of fiscal year 2025, to discuss the contractor’s performance and whether the City wishes to extend the contract. If the Contractor has provided satisfactory work, the contract will be extended through the 2027 fiscal year, ending June 30th, 2028.

At the commencement of each fiscal year (2025, 2026) the contractor who is awarded the bid will have the opportunity to adjust original bid prices for the following fiscal with proof of material or labor increases. Proof must be from material supplier invoices, letters from vendor, or other approved documentation by the DPW.

II. Scope of Services

The City is searching for a contractor that can provide specified skilled labor to assist the City crews in completion of resurfacing projects. The firm shall not be considered an employee of the City for any purpose, including, but not limited to, the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, and the State of West Virginia Unemployment Compensation Law. The general contractual services are outlined below:

- A. **Services:** To provide general paving services such as but not limited to:
Resurfacing, overlay, milling and other activities related to City Street restoration.
- B. **Documents:** All tasks will be assigned by the DPW or his designee using a task order. The task order will list all expected outcomes for the portion of the project assigned to the firm The firm shall provide an estimated completion date for each task order assigned.
- C. **Responsiveness:** The firm must commit to provide services to the City in a timely manner, without unreasonable delays, as determined by the City.

III. Point of Contact

Contractors shall restrict all contact and questions regarding this Request for Proposal to Ethan Crosten - Director of Public Works at the following address:

Ethan Crosten - Director of Public Works
City of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201

Office: (304) 472-1651, extension 1000
Cell: (304) 591-3342
Fax: (304) 473-1038
Email: ethan.crosten@buchhannonwv.org

Other than the Director of Public Works, firms are prohibited from contacting the Mayor, any City Council member, or any City employee for the purpose of lobbying to secure this contract. All requests for information shall be sent directly to the Director of Public Works. Failure to comply with this clause shall be grounds for rejection of their respective Request for Proposal as non-responsive.

IV. Evaluation and Selection

The evaluation and selection will be based on the unit prices provided by the contractor on the **Bid Cover Sheet**. The lowest summation of unit prices of **Product 1** (HMA Base 2), **Product 2** (HMA Wearing), and **Product 3** (Milling) shall be awarded the bid. Product 4 (Mobilization) will be considered when awarding the bid.

The City of Buckhannon Consolidated Public Works Board (CPWB) shall evaluate bids received based on price, specifications, reference satisfaction, service availability, and quality. **Buckhannon CPWB reserves the right to reject any and all bids and to waive any informalities.**

V. Specifications

The specifications listed will be the minimum accepted standard for each component. All bids must meet or exceed these specifications. The successful contractor will be the certified asphalt contractor for the City of Buckhannon for the period of three (3) years after the effectuation date of the contract. A bid bond of 10% of the total bid will be required. The winning bidder must also provide a performance bond in the total amount of the contract. All bidders must submit a copy of a valid West Virginia Contractor’s License, proof of West Virginia Workers Compensation Coverage, and Contractor’s General Liability Insurance (CGL).

After the bid is awarded to the successful bidder, all work must be completed within 30 days of beginning a project.

Contractor’s General Liability Insurance: The Contractor shall maintain commercial general liability (CGL) coverage with limits not less than:

a. Table V.1 General Specifications

General Aggregate	\$2,000,000.00
Products Completed Operations Aggregate	\$2,000,000.00
Personal & Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Fire Damage	\$50,000.00
Medical Expense Limit	\$5,000.00

All HMA must be no greater than 9.5 mm aggregate size, considered as a wearing course.
All work must be in accordance with the West Virginia Division of Highways Standards.
SURFACE COURSE – The surface / wearing course shall be installed uniformly, to all finished lines and grades, smooth, durable, skid-resistant, impervious thus protecting lower layers, and stable.
The compacted wearing course thickness will be an average of 2”

TACKING OR PRIMING –Emulsified asphalt will be applied to all horizontal and vertical surfaces of either an existing pavement for overlay or between lifts of asphalt/concrete in repair areas this will ensure proper bonding of the asphalt surfaces.

COLD-MILLING AND/OR GRINDING – shall be used to ensure that the asphalt edges at concrete abutments such as approaches, sidewalks, curbing, and drainage basins have smooth transitions.
All materials removed will be property of the City of Buckhannon and transported to the City of Buckhannon Solid Waste Complex located at 444 Mudlick Rd. Buckhannon, WV 26201.

STREET ELEVATION – A crown not less than 2% and not to exceed 4% or existing will be maintained to insure proper drainage into the gutters. All intersection crossovers will be elevated in such a way to direct drainage into the storm sewer catch basins if applicable.

TRAFFIC CONTROL – Traffic control shall be maintained at all times allowing residential access whenever possible. All workers must wear high visibility NEMA class 2 vests or equivalent at all times. Portions of the project will be on WVDOH right of way you will be required to comply with WVDOH Traffic Control Standards when in these areas.

EXISTING SURFACES – All existing surfaces to receive HMA must be clean prior to installation. All loose debris, vegetation, and excessive oil spots must be removed to allow proper bonding.

VI. Liquidated Damages

A project will officially commence on the date identified on the completion certificate. Once the contractor completes the project, he will notify the City of Buckhannon Public Works Director (PWD) or his designee. The PWD will inspect the completed project for adherence to the specifications. Upon the successful inspection the Project Completion Form will be finalized and a request for payment may be made. Any project that extends past the 30-day completion deadline will be assessed a \$250.00 per day liquidated damage charge not to exceed 50% of the project cost.

Payment – Payment will be on a verified tonnage basis. All invoices must contain scale tickets showing the tonnage of HMA applied. All invoices must be approved by the City of Buckhannon Street Commissioner. Payment will be made on a 30-day net after receipt of approved verified invoice.

VII. Requirements:

- A. All proposals will be sealed and marked as “Proposal to Provide Paving Services” and delivered to Buckhannon City Hall at 70 East Main Street, Buckhannon, WV 26201.
- B. Bid Packets must be delivered to the above address no later than **June 16th, 2025 at 2:00PM**, where the bids will be opened and read aloud in the City Council Chambers located in Buckhannon City Hall.
- C. All proposals shall be submitted with the attached “Cover Sheet – Paving bid” showing the cost per unit for each service you can provide.
- D. The City reserves the right to select one, multiple or no candidate firm in response to this Request for proposal.
- E. The firm must include the documentation listed below with the sealed bid submission in the order it is listed below:
 - 1. Bid Cover Sheet
 - 2. Completed and Signed Check list
 - 3. West Virginia Contractors License
 - 4. General Liability Insurance
 - 5. Proof of Workers compensation Coverage
 - 6. All Material Specifications
 - 7. Bid Bond.
- F. The City reserves the right to terminate the agreement, if so desired, at any time.

① = \$13,444.44 mobilization per event

City of Buckhannon
Paving Services

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 Croston	City of Blm	ethan.croston@buckhannonwv.org	304-591-3342				
Steve Snyder	WV Paving, Inc	ssnyder@wvpaving.com	304-257-7738	\$116/ton	\$124/ton	\$6/5Y	\$234/ton + \$6/5Y ①
Jay Hollen	City of Buckhannon	jay.hollen@buckhannonwv.org	304-613-8002				
		J F Allen	304-472-8090	\$122/ton	\$126/ton	\$4.96/5Y	\$252/ton + \$4.96/5Y

Bucklew/Thomas motioned to accept the Paving Services bid from WV Paving. The motion carried.

b. Approve Building and Wiring Permits – The Building and Wiring permit applications were presented to the Council for approval.

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



Permit Fee Report #76628 - #76640
07/03/2025 - 07/14/2025

Permit #	Applicant Name	Applicant Address	Primary Contractor	Description	Project Cost	Fee Amount	Electrical Property Type	Asbestos Inspection	Zoning Approval Date	Historic Property	Flood Zone Area	Flood Zone /Elevation Certificate	FEMA Accessory Use
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Group: Commercial-Industrial (nonresidential)

76640	First Baptist Church	42 Hart Ave	Willet Stained Glass Studios LLC	1 Window Replacement, 32 Window Repair	95,000.00	617.50		No		Yes	N/A	No	
76633	HENZLER DENTAL	86 E MAIN ST	SUNSET GRAPHICS	REPLACEMENT SIGNAGE PANEL - SAME SIZE	1,000.00	15.00		No	6/27/2025	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76629	Wares Glass	99 W Main St	LEIGH ENTERPRISES LLC	Re-Roof Shingles	13,000.00	110.50		Yes -If yes attach report		Yes	Zone AE	Yes-Elevation Cert. Not Required	
					109,000.00	743.00							
76628	GREG KELLEY	146 POCAHONTAS ST		CONCRETE APRON ON CITY R.O.W & SIDEWALK REPLACEMENT	2,963.00	0.00		No	7/2/2025	No	N/A	No	No
					2,963.00	0.00							

Group: Residential (non-commercial)

76638	PHILLIP CRITES	149 POCAHONTAS ST	Bath Fitter Ohio Bath Solutions LLC	TUB TO SHOWER	13,082.00	143.90		No		No	N/A	No	No
76639	BOB WAGG Y	174 RANDOLPH ST		REROOF-SHINGLE	2,000.00	22.00		Yes -If yes attach report		No	N/A	No	No
76636	Jessica Lynch	11 Gilbert St		8'x10' Storage Building	700.00	10.00			7/7/2025	No	N/A	No	
76637	Jon Benjamin	17 Gum St		Install Indoor Wood Burning Stove	2,200.00	24.20				No	N/A	No	
76635	MARY ALICE ANDREWS	116 POCAHONTAS ST	DKM SERVICES	RE-ROOF GARAGE-SHINGLES	4,900.00	53.90		Yes -If yes attach report		No	N/A	No	No
76634	SHALLE ZIRKLE	126 E. MAIN ST		16'X24' STICK BUILT STORAGE/ POLE BLDG	2,500.00	27.50		No	7/7/2025	No	Zone AE	Yes-Elevation Cert. Not Required	Yes- If yes attach Nonconforming Use

76632	CHRIS BRAKE	127 RANDOLPH ST	J B RYAN CONSTRUCTION	REPLACING EXISTING VINYL SIDING	26,000.00	234.00		No		No	N/A	No	No
76630	CLYDE TACKETT	18 W LINCOLN ST	RAVEN CONTRACTING	METAL OVER SHINGLE *NOT DISTURBING THE ROOF	6,500.00	71.50		No		No	N/A	No	No
76631	RALPH MILLER	6 GILBERT ST	CAROLINA CARPORTS INC	(10'X16') STORAGE BLDING	6,095.00	67.05		No	7/7/2025	No	N/A	No	No
					63,977.00	654.05							

Group: Zoning Application Fee

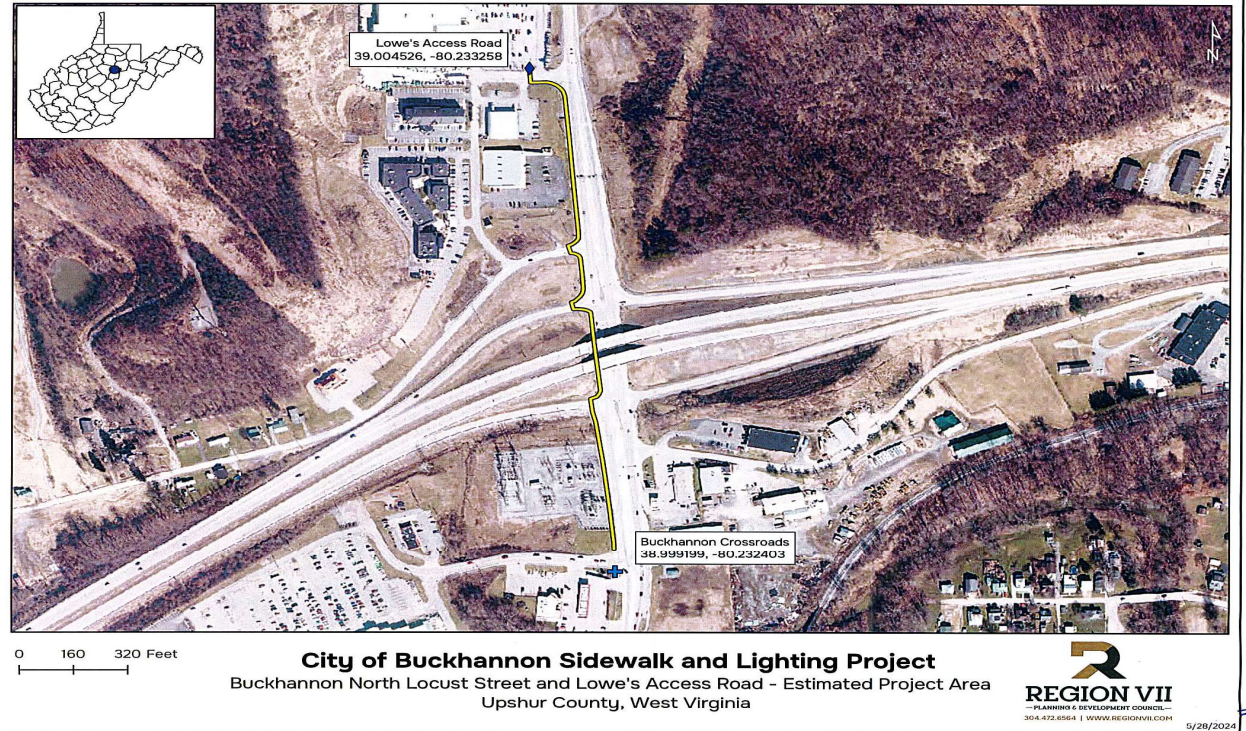
76636	Jessica Lynch	11 Gilbert St		8'x10' Storage Building	700.00	20.00			7/7/2025	No	N/A	No	
76634	SHALL E ZIRKLE	126 E. MAIN ST		16'X24' STICK BUILT STORAGE/ POLE BLDG	2,500.00	20.00		No	7/7/2025	No	Zone AE	Yes-Elevation Cert. Not Required	Yes- If yes attach Nonconforming Use
76631	RALPH MILLER	6 GILBERT ST	CAROLINA CARPORTS INC	(10'X16') STORAGE BLDING	6,095.00	20.00		No	7/7/2025	No	N/A	No	No
76633	HENZLER DENTAL	86 E MAIN ST	SUNSET GRAPHICS	REPLACEMENT SIGNAGE PANEL - SAME SIZE	1,000.00	20.00		No	6/27/2025	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
					10,295.00	80.00							
					186,235.00	1,477.05							

Total Records: 17

7/14/2025

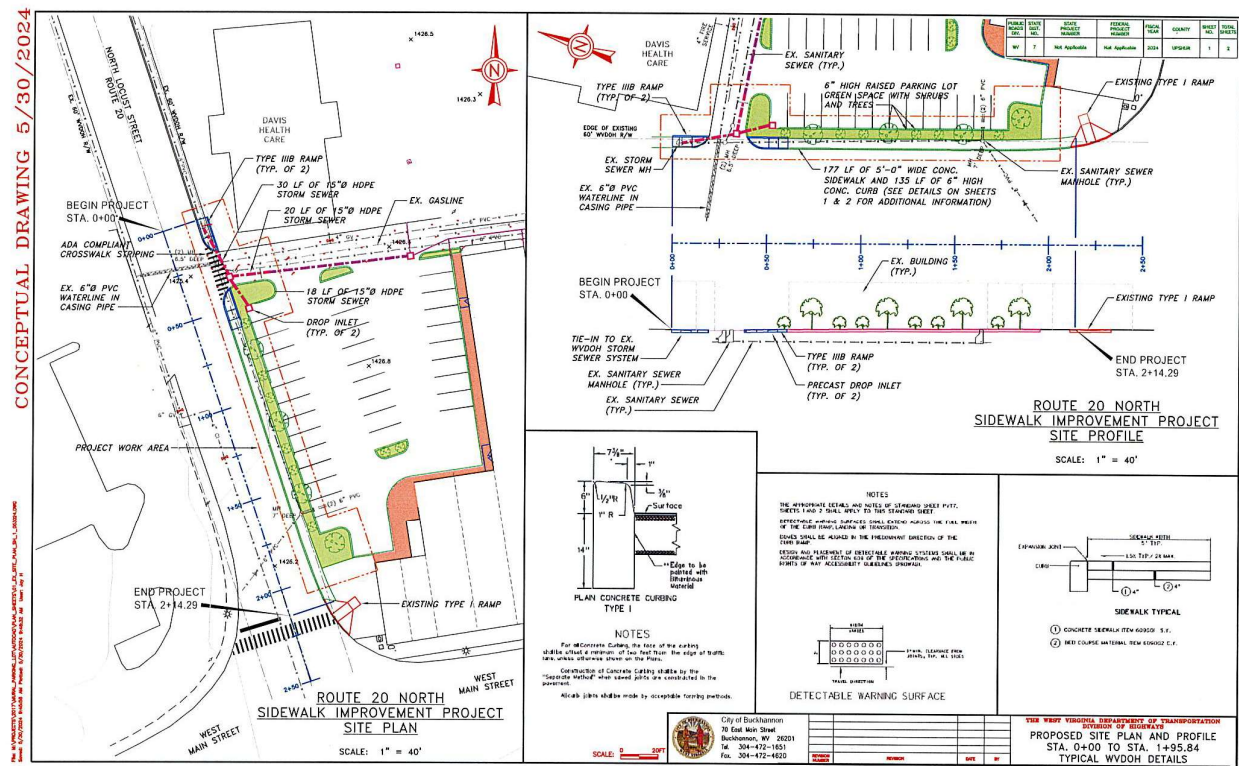
Without objection, Agenda item 11. Old Business Discussions, a. North Locust Street Sidewalk/Lighting Project Grant Application, b. West Main St/North Locust Street Intersection Sidewalk/Lighting Project Grant Application was moved to the table for discussion and possible action. Mayor Skinner provided the Council with the financial details and requested action.

a. North Locust Street Sidewalk/Lighting Project Grant Application. No motion was offered, so the Agenda Item action dies.



b. West Main St/North Locust Street Intersection Sidewalk/Lighting Project Grant Application.

Zuliani/Thomas motioned to approve the West Main St/North Locust Street Intersection Sidewalk/Lighting Project Grant Application as presented. The motion carried.



9. Police Department Report – Chief Matthew Gregory – Mayor Skinner recognized Chief Matt Gregory, who provided the following report:

-The police department remains busy with planning and participating in numerous Special Events being held throughout the City of Buckhannon this summer.

-Our Peer Liaison continues to attend various trainings and work with different community groups.

-As school gears up to get back in session in August, the police and fire departments will once again host WWCRA at the Public Safety Complex on August 15 for safety trainings.

-Central Towing, whom the city had previously contracted with to provide towing services during Special Events, has notified us that they are no longer in operation. Moving forward, the City will need to find another solution for the towing needs during Special Events, and a discussion took place on how to proceed.

10. City Attorney's Report – Thomas J. O'Neill – City Attorney Tom O'Neill has nothing further to report.

11. Old Business Discussions – Action taken earlier in the meeting.

12. New Business Discussions – Action taken earlier in the meeting.

13. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall mentioned that he is focused on infrastructure improvement throughout the city and thanked Mr. Crosten for his insight on the subject. He is interested in all options for each project.

Pamela Bucklew: Mrs. Bucklew asked for an update on the Upshur County Commission's and WVDOH project, which will widen the lanes at the courthouse. Mayor Skinner provided an update. She also announced that she was a part of Mamma Mia and that all shows are sold out.

Dave Thomas: Mr. Thomas had nothing further.

Robert Zuliani: Mr. Zuliani thanked Chief Gregory for the increased activity from the police department.

Jack Reger: Mr. Reger had nothing further.

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

- a. Report of Events, Correspondence, and Information
 - i. July 12-20, 2025 - The Colonial Arts Center Hosts BCT’s Mamma Mia!
 - ii. August 5, 2025, 6-10 pm - National Night Out at the Upshur County Recreation Pool
- b. Upcoming Events at The Event Center at Brushy Fork
 - ii. July 12-27, 2025- WVARNG Summer Drill
 - iii. August 15, 2025- St. Joseph’s Hospital/Rotary Blood Drive
 - iv. August 18-September 30, 2025- No Events for Parking Lot Pavement Project

Mr. Sanders also noted that he has distributed the final FAQ’s for the new Water Plant (as of today). He asked that we all use them as speaking points. He also promoted the Citizens’ Engagement tool for reporting issues that require attention from city employees.

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.

15. Mayor’s Remarks and Announcements -Mayor Skinner thanked everyone for a great meeting.

16. Declaration of Adjournment

At 8:47 p.m., Thomas made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____