

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

A regular meeting of the Buckhannon City Council was held on Thursday, November 06, 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 - GTM
Council Member	Jack Reger	Present
Council Member	Robert Zuliani	Present
Council Member	Scott Randall	Present
Council Member	Vacant	Vacant
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Fire Department	Chief JB Kimble	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
City Engineer	Jay Hollen	Present

Media:		
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Brian Bergstrom	Present
Record Delta	Noah Jeffries	Present

Guests: Brett Belt. Upshur County Senior Center; Elizabeth O'Neill; Todd Dingess, CPA, Smith Cochran & Hicks, Pllc; Tim Ball, Potesta & Associates; Shane Whitehair, Region VII; Jody Light; Anita DeLaHunt; Jerry Henderson; Carl Weaver; Robyn Simons; Mark Best, Mary Ann Best; Vito Syski; Lynn Linger; Rhoda Helmick; Arnold Hinzman; Brian Dressler; Kelten Cowger; Josh Cowger; Chris Garrett, R.S; Amanda Hayes.

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM | Thursday, November 06, 2025
Council Chambers | 70 East Main Street*

- 1. PUBLIC HEARINGS
 - I. TO CONDUCT A PUBLIC HEARING REGARDING ORDINANCE NO. 476 OF THE CITY OF BUCKHANNON, AN ORDINANCE: (1) AMENDING ORDINANCE NOS. 207, 228, 342, 369, 392, AND 451 OF THE CITY OF BUCKHANNON, AND (2) SPECIFICALLY ESTABLISHING NEW WATER RATES FOR WATER DISTRIBUTION SERVICES PROVIDED BY THE WATER BOARD OF THE CITY OF BUCKHANNON.
 - II. TO CONDUCT A PUBLIC HEARING REGARDING THE CONVEYANCE OF NONCONTROLLED ACCESS RIGHT OF WAY AND TEMPORARY CONSTRUCTION EASEMENT ACROSS TRACTS OR PARCELS DESCRIBED AS FOLLOWS PARCEL 2 AND PARCEL 2-1 TO THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS.
- 2. Call to Order
- 3. Moment of Silent Reflection
- 4. Pledge of Allegiance
- 5. Approval of Previous Meeting Minutes: Regular Meeting: 10/02/25, 10/16/25, Special 10/16/25
- 6. Recognition of Guests
 - a. Upshur County Tobacco Prevention Coalition: Amanda Hayes & Chris Garrett
 - i. Great American Smokeout Presentation & Proclamation
- 7. Public Comment – Motion to Open & Close Requested
- 8. Financial Report – Director of Finance Amberle Jenkins
 - a. Approve Payment of Bills
 - b. Approve 2026 Holiday Schedule
- 9. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
- 10. Fire Department Report – Chief JB Kimble
- 11. City Attorney’s Report – Thomas J. O’Neil
 - a. Approval Ordinance No. 476 New Water Rates for Water Distribution Services 3rd/Final Reading
 - b. WVDOH Route 20 Turn Lane Project- Real Estate Conveyance to WVDOT for Public Road Purpose
 - i. Approval Resolution 2025-08 (Project CMAQ-0020 (433) D: Parcel 2) 2nd/ Final Reading
 - ii. Approval Resolution 2025-09 (Project CMAQ-0020 (433)D: Parcel 2-1) 2nd /Final Reading

- c. Approval Resolution 2025-10 Designating an Authorized Agent for the FEMA Grant for E-911 Addressing Project
- d. Update on American Legal Publishing Codification

- 12. Old Business Discussions
- 13. New Business Discussions
 - a. City’s Appointment to the Upshur County Recreation Board
 - b. Cancel/Reschedule the City Council Meeting January 1, 2026 due to Holiday
- 14. Council Members’ Remarks and Announcements
- 15. City Recorder’s Report, Remarks, and Announcements
 - a. Report of Events, Correspondence, and Information
 - i. Buckhannon Water Treatment Plant Project-Frequently Asked Questions (FAQ)
 - b. Upcoming Events at The Event Center at Brushy Fork
 - i. November 8, 2025-Mountain Heart Training Event
 - ii. November 22, 2025-Holly Jolly Craft Show
 - iii. December 06, 2025- Holiday “FURtastic” Elimination Dinner
 - iv. December 09, 2025- Private Holiday Event
- 16. Mayor’s Remarks and Announcements
- 17. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on November 03, 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. Public Hearings: At 7:00 p.m., Mayor Robbie Skinner used the Chair's prerogative and called to order the November 6, 2025, Public Hearing known as:

II. TO CONDUCT A PUBLIC HEARING REGARDING THE CONVEYANCE OF NONCONTROLLED ACCESS RIGHT-OF-WAY AND TEMPORARY CONSTRUCTION EASEMENT ACROSS TRACTS OR PARCELS DESCRIBED AS FOLLOWS: PARCEL 2 AND PARCEL 2-1 TO THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS.

PUBLIC NOTICE

To: Residents of the City of Buckhannon

Notice is hereby given that on or following the 6th day of November, 2025, the City of Buckhannon, a municipal corporation and political subdivision of the State of West Virginia, will sell and convey unto the West Virginia Department of Transportation, Division of Highways, certain nonpossessory rights in and to those tracts or parcels of land situate in Buckhannon Corporation District, Upshur County, West Virginia, bounded and described as follows (Parcel 2):

A noncontrolled access right of way and temporary construction easement across those tracts or parcels of land situate in Buckhannon Corporation District, Upshur County, West Virginia, bounded and described as follows:

TRACT 1 – NONCONTROLLED ACCESS RIGHT OF WAY

Beginning at a point in the division line between Huade Jiang, et, al., and The City of Buckhannon, said point being in the eastern existing right of way line of WV Route 20 and 20 feet right of and at right angle to WV Route 20 centerline at Station 6+07.91, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, meandering with said existing right of way line 49 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 20 feet right of and at right angle to centerline at Station 6+52.55;

thence, northeasterly, meandering with said existing right of way line 17 feet, more or less, to a point in the eastern proposed non-controlled access right of way line of WV Route 20, said point being 29.0 feet right of and at right angle to centerline at Station 6+66.94.

thence, southeasterly, with said proposed non-controlled access right of way line 16 feet, more or less, to a point 28.9 feet right of and at right angle to centerline at Station 6+50.97;

thence, southeasterly, continuing with said proposed non-controlled access right of way line 45 feet, more or less, to a point in the division line between Huade Jiang, et al and The City of Buckhannon, said point being 22.1 feet right of and at right angle to centerline at station 6+06.88;

thence, southwesterly, with said division line 3 feet, more or less, to the place of beginning and containing 338 square feet, more or less.

TRACT 2 – TEMPORARY CONSTRUCTION EASEMENT

Beginning at a point in the division line between Huade Jiang, et al and The City of Buckhannon, said point being in the eastern proposed non-controlled access right of way line of WV Route 20 and 22.1 feet right of and at right angle to Upshur County Route 20 centerline at Station 6+06.88, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, with said proposed non-controlled access right of way line 45 feet, more or less, to a point 28.9 feet right of and at right angle to centerline at Station 6+50.97;

thence, northerly, meandering with said existing right of way line 144 feet, more or less, to a point in the eastern proposed temporary construction easement line of WV Route 20, said point being 102.7 feet right of and at right angle to centerline at Station 8+60.22;

thence, southeasterly, with said proposed temporary construction easement line 36 feet, more or less, to a point 100.3 feet right of and at right angle to centerline at Station 7+84.40;

thence, southeasterly, continuing with said temporary construction easement line 25 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 88.7 feet right of and at right angle to centerline at Station 7+62.44;

thence, southerly, meandering with said existing right of way line 113 feet, more or less, to the place of beginning and containing 2,560 square feet, more or less.

The tracts of land hereinabove described are a portion of that same real estate conveyed unto The Town of Buckhannon, from L.A. Mullins, by deed and plat dated November 12, 1904, of record in the Office of the Clerk of the County Commission of Upshur County, West Virginia, in Deed Book 38 at Page 172.

Members of the public wishing to comment on this action may do so in writing to City Hall, 70 East Main Street, Buckhannon, West Virginia 26201, or by attending the City Council's Regular Meeting at 7:00pm on November 6, 2025 at City Hall.

Dated this 16th day of October, 2025

THE CITY OF BUCKHANNON, WEST VIRGINIA, a municipal corporation
and political subdivision of the State of West Virginia

By: 
ROBERT N. SKINNER, III, Mayor


RANDALL H. SANDERS, Recorder


PAMELA M. BUCKLEW, Council Member


JACK L. REGER, Council Member


ROBERT ZULIANA, Council Member


SCOTT RANDALL, Council Member


J. DAVID THOMAS, Council Member

PUBLIC NOTICE

To: Residents of the City of Buckhannon

Notice is hereby given that on or following the 6th day of November, 2025, the City of Buckhannon, a municipal corporation and political subdivision of the State of West Virginia, will sell and convey unto the West Virginia Department of Transportation, Division of Highways, certain nonpossessory rights in and to those tracts or parcels of land situate in Buckhannon Corporation District, Upshur County, West Virginia, bounded and described as follows (Parcel 2-1):

A noncontrolled access right of way and temporary construction easement across those tracts or parcels of land situate in Buckhannon Corporation District, Upshur County, West Virginia, bounded and described as follows:

TRACT 1 – NONCONTROLLED ACCESS RIGHT OF WAY

Beginning at a point in the eastern existing right of way line of Chancery Street, said point being in the eastern existing right of way line of WV Route 20 and 20 feet right of and at right angle to WV Route 20 centerline at Station 6+52.55, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, meandering with said existing right of way line 34 feet, more or less, to a point in the western existing right of way line of Chancery Street, said point being 20 feet right of and at right angle to centerline at Station 6+86.19;

thence, northerly, meandering with said existing right of way line 16 feet, more or less, to a point in the eastern proposed non-controlled access right of way line of WV Route 20, said point being 29.1 feet right of and at right angle to centerline at Station 6+99.59;

thence, southeasterly, with said proposed non-controlled access right of way line 33 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 29.0 feet right of and at right angle to centerline at Station 6+66.94;

thence, southerly, meandering with said existing right of way line 17 feet, more or less, to the place of beginning and containing 299 square feet, more or less.

TRACT 2 – TEMPORARY CONSTRUCTION EASEMENT

Beginning at a point in the eastern existing right of way line of Chancery Street, said point being in the eastern proposed non-controlled access right of way line of WV Route 20 and 29.0 feet right of and at right angle to WV Route 20 centerline at Station 6+66.94, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, with said proposed non-controlled access right of way line 33 feet, more or less, to a point in the western existing right of way line of Chancery Street, said point being 29.1 feet right of and at right angle to centerline at Station 6+99.59;

thence, northwesterly, continuing with said proposed non-controlled access right of way line 17 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 29.0 feet right of and at right angle to centerline at Station 6+66.94;

thence, northerly, meandering with said existing right of way line 37 feet, more or less, to a point in the eastern proposed temporary construction easement line of WV Route 20, said point being 48.5 feet right of and at right angle to centerline at Station 6+98.05;

thence, southeasterly, with said temporary construction easement line 96 feet, more or less, to a point in the division line between Huade Jiang, et, al., and The City of Buckhannon, said point being 27.8 feet right of and at right angle to centerline at station 6+04.00;

thence, southwesterly, with said division line 6 feet, more or less, to the place of beginning and containing 721 square feet, more or less; and,

The tracts of land hereinabove described are a portion of that same real estate conveyed unto The City of Buckhannon, a municipal corporation and political subdivision of the State of West Virginia, from Warren S. Linger and Ralda H. Linger, husband and wife, by deed dated July 1, 1966, of record in the Office of the Clerk of the County Commission of Upshur County, West Virginia, in Deed Book 192 at Page 345.

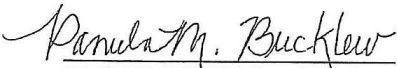
Members of the public wishing to comment on this action may do so in writing to City Hall, 70 East Main Street, Buckhannon, West Virginia 26201, or by attending the City Council’s Regular Meeting at 7:00pm on November 6, 2025 at City Hall.

Dated this 16th day of October, 2025

THE CITY OF BUCKHANNON, WEST VIRGINIA, a municipal corporation
and political subdivision of the State of West Virginia

By: 
ROBERT N. SKINNER, III, Mayor


RANDALL H. SANDERS, Recorder


PAMELA M. BUCKLEW, Council Member


JACK L. REGER, Council Member


ROBERT ZULIAN, Council Member


SCOTT RANDALL, Council Member


J. DAVID THOMAS, Council Member

This public hearing (II) concerned the lane widening on Locust Street and the intersection project at West Main Street and Locust Street. He asked any member of the public who wished to be heard on the matter to identify themselves. No person responded. He then asked whether there was a motion to close Public Hearing II.

Randall/Reger motioned to close Public Hearing II. The motion carried.

At 7:02 p.m., Mayor Robbie Skinner called to order the November 6, 2025, Public Hearing known as:

I. TO CONDUCT A PUBLIC HEARING REGARDING ORDINANCE NO. 476 OF THE CITY OF BUCKHANNON, AN ORDINANCE: (1) AMENDING ORDINANCE NOS. 207, 228, 342, 369, 392, AND 451 OF THE CITY OF BUCKHANNON, AND (2) SPECIFICALLY ESTABLISHING NEW WATER RATES FOR WATER DISTRIBUTION SERVICES PROVIDED BY THE WATER BOARD OF THE CITY OF BUCKHANNON.

NOTICE OF PUBLIC HEARING OF THE COUNCIL OF THE CITY
OF BUCKHANNON AND OF PROPOSED ADOPTION OF ORDINANCE
BY THE COUNCIL OF THE CITY OF BUCKHANNON

TO: All customers of the City of Buckhannon Water Board

Pursuant to Chapter 24, Article 2, Section 4b of the West Virginia Code, as amended, notice is hereby given to all customers of the City of Buckhannon Water Board that the Council of the City of Buckhannon proposes the third (3rd) reading and adoption of Ordinance No. 476 of the City of Buckhannon, the subject matter and general title of which more particularly appears in said Ordinance as “ORDINANCE NO. 476 OF THE CITY OF BUCKHANNON, AN ORDINANCE: (1) AMENDING ORDINANCES NOS. 207, 228, 342, 369, 392, and 451 OF THE CITY OF BUCKHANNON, AND (2) SPECIFICALLY ESTABLISHING NEW WATER RATES FOR WATER DISTRIBUTION SERVICES PROVIDED BY THE WATER BOARD OF THE CITY OF BUCKHANNON”.

A public hearing on Ordinance No. 476 will be held by the Council of the City of Buckhannon on Thursday, November 6, 2025 at 7:00 p.m. o'clock at Buckhannon City Hall, 70 East Main Street, Buckhannon, Upshur County, West Virginia. The City Council proposes the third (3rd) reading, passage and adoption of Ordinance No. 476 during the regularly scheduled City Council meeting to be held on Thursday, November 6, 2025 immediately following the adjournment of the aforesaid public hearing, also to be held at Buckhannon City Hall. A reasonable number of copies of the proposed Ordinance No. 476 are on file at City Hall. Any member of the public may inspect Ordinance No. 476 during the regular business hours of City Hall.

All interested persons may appear at the public hearing on November 6, 2025 and be heard with respect to the proposed adoption of Ordinance No. 476. The proposed effective dates of the rate increases will be January 1, 2026, January 1, 2027 and January 1, 2028.

Thomas J. O'Neill, City Attorney

RD Publish Dates 10/22/25, 10/29/25

This public hearing concerned the water rate increases to cover the cost of the City of Buckhannon's new Water Treatment Plant and distribution lines. To begin the public hearing, the Mayor recognized Tim Ball of Potesta & Associates, the engineering firm the City selected to handle the projects. Mr. Ball provided an overview of Potesta's feasibility study, including its findings and recommendations for the Water Board and the City. Mayor Skinner then recognized Shae Whitehair of Region VII, who spoke about the grant applications they have submitted on behalf of the Buckhannon Water Board and the City of Buckhannon. Next to be recognized was Todd Dingess of Smith Cochran & Hicks, PLLC, who had conducted the recent water rate study. He provided their findings and recommendations, the state and grant requirements, and the implementation schedule for the rate increase. Mayor Skinner then recognized the attendees who had asked to speak. The persons who spoke were (in this order) Mark Best, Mary Ann Best, Vito Syski, and Robyn Simons. A brief discussion followed before Mayor Skinner asked whether there was a motion to close Public Hearing I.

Sanders/Reger motioned to close Public Hearing I. The motion carried.

2. Call to Order: At 7:51 p.m., Mayor Robbie Skinner called the November 6, 2025, regular meeting of the Buckhannon City Council to order.

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

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

Mayor Skinner asked for a motion to bring agenda item 11. City Attorney's Report – Thomas J. O'Neill sub-item *a. Approval Ordinance No. 476 New Water Rates for Water Distribution Services 3rd/Final Reading* to the table for consideration at this time.

Sanders/Zuliani motioned to bring Approval Ordinance No. 476, New Water Rates for Water Distribution Services, 3rd/Final Reading, to the table for consideration. The motion carried.

City Attorney Tom O'Neill presented Ordinance No. 476, New Water Rates for Water Distribution Services, for its 3rd and Final Reading, reading it by caption.

ORDINANCE NO. 476 OF THE CITY OF BUCKHANNON, AN ORDINANCE:
(1) AMENDING ORDINANCES NOS. 207, 228, 342, 369, 392, and 451 OF THE CITY OF BUCKHANNON, AND (2) SPECIFICALLY ESTABLISHING NEW WATER RATES FOR WATER DISTRIBUTION SERVICES PROVIDED BY THE WATER BOARD OF THE CITY OF BUCKHANNON

WHEREAS, the current rates and charges of the Water Board of the City of Buckhannon for providing water distribution services as were previously adopted by City Ordinances No. 207, 228, 342, 369, 392,

and 451 are presently insufficient to maintain the high quality of water distribution services offered by the Board and City to the residents of Buckhannon and surrounding Upshur County; and,

WHEREAS, the Board and City have not increased water rates since 2021; and,

WHEREAS, the Board and City's cost of providing water distribution services has increased substantially since 2021, including the future costs of designing and constructing a new water treatment facility which are now deemed crucial; and,

WHEREAS, the City's ability to improve and maintain its water distribution operations, including through the necessary construction of a new water treatment plant, are substantially impeded given current revenues realized from the collection of current rates and charges; and,

WHEREAS, state or federal funding sources require a certain financial contribution – supported by ratepayers – to be contributed to the project by the system; and,

WHEREAS, the Buckhannon municipal water system's rates are currently within the top ten percent of the most affordable water rates in the State of West Virginia, with a ranking of 29th out of the 327 water systems in West Virginia for affordability; and,

WHEREAS, the Board and the City recently requested Todd Dingess, CPA of the Accounting Firm Smith Cochran & Hicks PLLC of Charleston, West Virginia, to perform an independent rate study, which study was undertaken with recommendations being submitted to the Board and City, all as is evidenced by that certain written report dated September 9, 2025, tendered to both the Board and City; and,

WHEREAS, the rate study report was presented by Todd Dingess, CPA of the Accounting Firm Smith Cochran & Hicks PLLC, and discussed by the Water Board during a regularly convened, public meeting of the Board on September 11, 2025, the report urging the Board and City to adopt the rates recommended therein; and,

WHEREAS, the Water Board formally resolved during its regularly convened meeting of September 11, 2025 to immediately recommend to the City Council that the City increase Buckhannon's rates and charges for water distribution services pursuant to the aforesaid rate study, said proposed rate and charge schedule being hereinafter described and set forth pursuant to Article II hereof; and,

WHEREAS, the Council of the City of Buckhannon is authorized pursuant to the statutory provisions of Chapter 8, Article 13, Section 13, and Chapter 24, Article 2, Section 4b of the West Virginia Code, as amended, to impose by ordinance upon the users of water distribution services, such reasonable rates, fees and charges as shall be collected in the manner specified by ordinance; and,

WHEREAS, the Council of the City of Buckhannon deems the rates and charges proposed by the Water Board of the City of Buckhannon, and as are set out in the aforesaid September 9, 2025 rate study report, and further which rates and charges are described and set forth pursuant to Article II hereof, to be just and reasonable; and,

WHEREAS, in addition to the newly proposed rates and charges included in the aforesaid rate study report, the Water Board further moved to recommend the establishment of or increases in various administrative fees; and,

WHEREAS, the statutory provisions of Chapter 8, Article 11, Section 3, Paragraph (1), and Chapter 8, Article 13, Section 13 of the West Virginia Code, as amended, specifically provide that the collection of fees of any kind by a municipality shall be by ordinance; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia and further with the rules of the Public Service Commission of West Virginia, hereinafter referred to as "PSC," insofar as the establishment of new water distribution rates and charges is concerned.

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

ARTICLE I - FINDINGS OF COUNCIL: The Council of the City of Buckhannon hereby makes the following findings:

(1) The current rates and charges of the Water Board of the City of Buckhannon for providing water distribution services as were previously adopted by City Ordinances No. 207, 228, 342, 369, 392, and 451 are now, based upon the increased costs of providing services, as well as the need to construct a new water treatment facility, insufficient to maintain the high quality of water distribution services offered by the Board and City to the residents of Buckhannon and surrounding Upshur County;

(2) The Board and City have not sought a water rate increase since 2021, although the Board and City's cost of providing water distribution services has increased substantially since 2021;

(3) The Board and City's opportunities to improve and maintain the City's water distribution operations, including its ability to finance the construction of a new water treatment facility, are substantially impeded given current revenues realized from the collection of current rates and charges;

(4) Following the Board and City's request, Todd Dingess, CPA of the Accounting Firm Smith Cochran & Hicks PLLC conducted an independent rate study respecting Buckhannon's water distribution operations, with findings and recommendations being set forth in a written report dated September 9, 2025;

(5) The rate study report was presented by Mr. Dingess during a regularly convened, public meeting of the Water Board also conducted on September 11, 2025;

(6) The rate study, together with the financing and other funding requirements of the water treatment plant construction project, call for the increase of rates over time, in three steps as outlined below; and,

(7) The Board formally moved and resolved during its September 11, 2025 meeting to recommend to the City Council that the City accept the rate recommendations contained in the required rate study, and that the City increase its rates and charges for water distribution services pursuant to the proposed rate and charge schedule described and set forth pursuant to Article II hereof;

(8) The Council considered the Board's recommendation together with the rate study report during its regularly convened public meeting on September 18, 2025, and directed the drafting of the necessary authorizing Ordinance;

(9) The Council of the City of Buckhannon is authorized pursuant to the statutory provisions of Chapter 8, Article 13, Section 13, and Chapter 24, Article 2, Section 4b of the West Virginia Code, as amended, to impose by ordinance upon the users of water distribution services such reasonable rates, fees, and charges as shall be collected in the manner specified in the ordinance;

(10) The Council of the City of Buckhannon deems all rates and charges proposed by the Water Board of the City of Buckhannon to be just and reasonable, and necessary to secure financing for the construction of a new water treatment plant;

(11) The statutory provisions of Chapter 8, Article 11, Section 3, Subsection (1), and Chapter 8, Article 13, Section 13 of the West Virginia Code, as amended, specifically provide that the collection of fees of any kind by a municipality shall be by ordinance; and,

(12) The Council of the City of Buckhannon desires in all respects to comply with all applicable statutes of the State of West Virginia and the rules of the PSC insofar as the establishment of new water distribution rates and charges is concerned.

ARTICLE II - RATE AND CHARGE SCHEDULE: The following rates and charges shall be paid for water distribution services offered by the Water Board of the City of Buckhannon, upon this Ordinance's effectuation, to be charged on and after the dates noted above. (Note: all rates are expressed as monthly charges):

Step 1: Rates to be charged on and after January 1, 2026, until December 31, 2026

TYPE OF CUSTOMER/SERVICE

(1) Users of 0 – 2,000 gallons of water:	\$9.82 / 1,000 gallons
(2) Users of 2,000 – 14,000 gallons of water:	\$9.46 / 1,000 gallons
(3) Users of 14,000 – 50,000 gallons of water:	\$8.49 / 1,000 gallons
(4) Users of more than 50,000 gallons of water:	\$3.91 / 1,000 gallons

(5) Minimum Monthly bill according to size of meter installed:

(a) 5/8" meter or less	\$19.64
(b) 3/4" meter	\$29.46
(c) 1" meter	\$49.10
(d) 1&1/2" meter	\$98.20
(e) 2" meter	\$157.12
(f) 3" meter	\$294.60
(g) 4" meter	\$491.00
(h) 6" meter	\$982.00

NOTE: No minimum bill will be rendered for less than \$19.64 which is equivalent to 2,000 gallons of water used.

(6) Resale Customer(s): Resale customers shall pay a rate of \$3.01/1,000 gallons regardless as to quantity of gallons of consumed and regardless as to number of meters.

Step 2: Rates to be charged on and after January 1, 2027, until December 31, 2027

TYPE OF CUSTOMER/SERVICE

- | | |
|---|-------------------------|
| (1) Users of 0 – 2,000 gallons of water: | \$11.50 / 1,000 gallons |
| (2) Users of 2,000 – 14,000 gallons of water: | \$11.08 / 1,000 gallons |
| (3) Users of 14,000 – 50,000 gallons of water: | \$9.94 / 1,000 gallons |
| (4) Users of more than 50,000 gallons of water: | \$4.58 / 1,000 gallons |
- (5) Minimum Monthly bill according to size of meter installed:

(a) 5/8" meter or less	\$23.00
(b) 3/4" meter	\$34.50
(c) 1" meter	\$57.50
(d) 1&1/2" meter	\$115.00
(e) 2" meter	\$184.00
(f) 3" meter	\$345.00
(g) 4" meter	\$575.00
(h) 6" meter	\$1,150.00

NOTE: No minimum bill will be rendered for less than \$23.00 which is equivalent to 2,000 gallons of water used.

(6) Resale Customer(s): Resale customers shall pay a rate of \$3.53/1,000 gallons regardless as to quantity of gallons of consumed and regardless as to number of meters.

Step 3: Rates to be charged on and after January 1, 2028

TYPE OF CUSTOMER/SERVICE

- | | |
|---|-------------------------|
| (1) Users of 0 – 2,000 gallons of water: | \$13.18 / 1,000 gallons |
| (2) Users of 2,000 – 14,000 gallons of water: | \$12.70 / 1,000 gallons |
| (3) Users of 14,000 – 50,000 gallons of water: | \$11.39 / 1,000 gallons |
| (4) Users of more than 50,000 gallons of water: | \$5.25 / 1,000 gallons |
- (5) Minimum Monthly bill according to size of meter installed:

(a) 5/8" meter or less	\$26.36
(b) 3/4" meter	\$39.54
(c) 1" meter	\$65.90
(d) 1&1/2" meter	\$131.80
(e) 2" meter	\$210.88
(f) 3" meter	\$395.40
(g) 4" meter	\$659.00
(h) 6" meter	\$1,318.00

NOTE: No minimum bill will be rendered for less than \$13.02 which is equivalent to 2,000 gallons of water used.

(6) Resale Customer(s): Resale customers shall pay a rate of \$4.05/1,000 gallons regardless as to quantity of gallons of consumed and regardless as to number of meters.

The following charges remain unchanged from enactment of Ordinance No. 451

(7) Bulk Water Customer(s): Bulk water customers shall pay the greater of the rate appearing above per thousand gallons purchased, or \$25.00. (new)

(8) Delayed Payment Penalty*: See note below.

(9) Tap/service connection fee**: 3/4" = \$750.00 (unchanged)
1" = \$1,000.00 (unchanged)

Larger than 1" = at actual installation cost. Tap fees for fire service protection shall be the Board's actual cost of materials and labor to bring the connection to the customer's propertyline as set forth in the WV PSC's rules and regs. (unchanged)

(10) Disconnection/Reconnection service charge: \$50.00 per occurrence will be charged whenever the water is turned off for violations of rules, non-payment of bills or at the request of the customer for maintenance on the customer's side of the meter. (unchanged)

(11) Returned Payment Charge***: See note below.

(12) Leak adjustment****: \$0.50/1,000 gallons (increase)

(13) Security Deposit: Not to exceed two-twelfths (2/12) of the annual estimated charge for residential service, or one-sixth (1/6) of annual estimated charge for commercial service, or \$50.00 whichever is greater. (unchanged)

(14) Private hydrant/fire protection fee: \$10.00 per month per hydrant and \$10.00 per fire service connection 4" or less. The monthly rate for each fire service connection greater than 4" is \$20.00. (unchanged)

(15) Meter & associated components damaged by customer (includes radio read components): At actual repair & installation cost. (unchanged)

(16) Re-reading of meter at customer request: \$25.00 (unchanged)

Note: Any customer may request the Water Board to re-read the customer's water meter if the customer believes the meter reading was inaccurate. Any customer may request a meter re-reading once every 12 months at no charge to the customer. If any customer requests additional re-readings within any 12-month period, and the re-reading or re-readings substantiate that the initial reading was accurate, the customer then shall be charged \$25.00 for each additional re-reading. The customer shall not be charged if the initial reading is determined to have been inaccurate by more than five percent (5%).

(17) Meter test \$75.00 (unchanged)

Note: Any customer may request the Water Board to test the customer's water meter to determine the meter's accuracy. The customer shall pay \$75.00 for the meter test in advance of the test. In accordance with Rule 6.5 of the PSC's Water Rules, if upon testing, the meter is determined to be more than two percent (2%) average in error, the meter test fee shall be promptly refunded to the customer. If the meter is not found to be more than two percent (2%) in error, the City shall retain the meter test fee advanced by the customer for the test.

(18) Meter reinstallation \$100.00 (unchanged)

Note: In any event when a water meter is removed by the Water Board to prevent a customer from unlawfully obtaining water following a customer's service being disconnected by the Water Board for customer non-payment, the customer shall pay a water reinstallation fee of \$100.00 before the meter is reinstalled and water service is reinstated. This fee shall be in addition to any other reconnection fees.

***Delayed Payment Penalty** - The above schedule is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

****Tap/service connection fee** - This tap fee will be charged to all customers who apply for service outside of a certificate proceeding before the PSC for each new tap to the service.

*****Returned payment charge** - A service charge equal to \$25.00 will be imposed upon any customer whose check, EFT, ACH, or credit card payment of charges is returned by the financial institution processing payment.

******Leak adjustment** - This amount shall be used when a bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

ARTICLE III - AUTHORITY OF MAYOR TO FILE ANY APPLICATIONS, TARIFF MODIFICATIONS AND/OR OTHER DOCUMENTS WITH THE WEST VIRGINIA PUBLIC SERVICE COMMISSION: The Mayor of the City of Buckhannon is authorized to prepare and file, and/or cause to be prepared and filed, any necessary applications, tariff modifications or other documents with the West Virginia Public Service Commission, and generally to assure the City of Buckhannon's compliance with the West Virginia Public Service Commission's rules and regulations respecting water distribution operations by a municipality. The provisions of Ordinances No. 207, 228, 342, 369, 392, 451, or any other ordinances of the City of Buckhannon addressing water distribution services are hereby amended pursuant to the provisions hereof.

ARTICLE IV - PREVIOUS WATER DISTRIBUTION ORDINANCES: Any other provisions of Ordinances No. 207, 228, 342, 369, 392, 451, or any other ordinance of the City of Buckhannon addressing water distribution services and not expressly amended pursuant to this Ordinance No. 476, remain in full force and legal effect, except for those rates, charges, and ordinance provisions which are expressly amended hereby.

ARTICLE V - PUBLIC SERVICE COMMISSION AND WATER BOARD RULES AND REGULATIONS: This Ordinance is adopted by the City of Buckhannon to comply with all rules of the West Virginia Public Service Commission. Notwithstanding this intention, this Ordinance shall not prohibit the Water Board of the City of Buckhannon from establishing, applying and/or amending from time to time, the Board's own rules and regulations which are not inconsistent with PSC rules and regulations, and which Board-established rules and regulations are promulgated to facilitate the administration and operation of the City's water distribution system.

ARTICLE VI - SEVERABILITY: In the event that any provision(s) of this Ordinance is determined to be unconstitutional or 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 held to be unconstitutional or invalid other than that provision(s) which is specifically determined to be unconstitutional or invalid.

ARTICLE VII - EFFECTIVE DATE: Pursuant to Chapter 24, Article 2, Section 4b, Paragraph (b) of the West Virginia Code, as amended, this Ordinance shall be deemed effective immediately following forty-five (45) days from the third (3rd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., December 21, 2025.

FIRST READING:	October 2, 2025
SECOND READING:	October 16, 2025
THIRD READING, PASSAGE AND ADOPTION:	November 6, 2025

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 476 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on November 6, 2025.

Randall H. Sanders, City Recorder

Reger/Zuliani motioned to approve Ordinance No. 476, New Water Rates for Water Distribution Services, on its 3rd and Final Reading. Recorder Sanders thanked all who attended the Public Hearing. The motion carried unanimously.

5. Approval of Previous Meeting Minutes: Regular Meeting: 10/02/25, 10/16/25, Special 10/16/25- Mayor Skinner noted that the minutes for the Regular Meeting: 10/02/25, 10/16/25, Special 10/16/25 were available for consideration.

Randall/Zuliani motioned to approve the minutes for the Regular Meetings on 10/02/25 and 10/16/25, and the Special Meeting on 10/16/25, as presented. The motion carried.

6. Recognition of Guests – Mayor Skinner acknowledged the following guests

a. Upshur County Tobacco Prevention Coalition: Amanda Hayes & Chris Garrett

i. Great American Smokeout Presentation & Proclamation

Amanda Hayes, Chair of the Upshur County Tobacco Prevention Coalition, accompanied by Chris Garrett, Sanitarian with the Upshur-Buckhannon Health Department, addressed Council regarding tobacco and vape shop regulations. Ms. Hayes reported that several counties and municipalities across the state have adopted ordinances restricting the placement of new smoke and vape shops near schools, churches, and similar institutions. She further noted, based on information provided by Mr. Garrett, that such ordinances also limit signage of existing shops, specifically prohibiting flashing lights, oversized graphics, and youth-targeted imagery. Examples cited included recent ordinances adopted by the Randolph County Commission, Raleigh County, and the City of Beckley. A copy of Beckley's ordinance was provided to the Council for reference. The Coalition requested that the Buckhannon City Council consider adopting a similar ordinance. Mayor Skinner acknowledged receipt of the information. As the matter was not on the current agenda, no action was taken. The issue will be scheduled for consideration at a future meeting.

Mayor Skinner then presented the Great American Smokeout Presentation & Proclamation to Ms. Hayes and Mr. Garrett.



The American Cancer Society sponsors the Great American Smokeout on the third Thursday of November each year, challenging smokers to give up cigarettes for 24 hours as an effort toward reducing or quitting entirely. If you or a loved one smokes cigarettes, consider joining the movement, and take the first step toward quitting cigarettes forever!

E-cigarette use, or vaping, among adults and youth is an **epidemic** in West Virginia. Vaping use rates among teens in West Virginia are the highest in the nation. More than 1 in 3 (35.7%) West Virginia high school students report current use of e-cigarettes. This is a 150% increase from 2017 to 2019 alone. The high school tobacco use rate is 40.6%.

Studies show that second and third-hand smoke also poses health risks. Secondhand smoke can increase lung cancer by 20 – 30%. Smoke from the end of a cigarette has a higher concentration of the cancer-causing chemicals than the smoke exhaled by a smoker. The US EPA says secondhand smoke is among the most dangerous substances known to

cause cancer. Thirdhand smoke refers to the toxins from cigarette smoke that stick to soft surfaces. Thirdhand smoke not only affects adults but also babies, children, and even pets.

NOW, THEREFORE, BE IT PROCLAIMED that the City of Buckhannon hereby recognizes and supports the American Cancer Society's **GREAT AMERICAN SMOKEOUT** on November 20, 2025, in Buckhannon, West Virginia, and encourages all citizens who smoke, use chew or dip tobacco, vape, or any other devices to ingest nicotine to demonstrate to themselves and to their children that they can quit by joining the American Cancer Society's Great American Smokeout.

Robert N. Skinner, III, Mayor
City of Buckhannon



Amanda Hayes, Mayor Skinner, Chris Garrett

Brett Belt, Director of the Upshur County Senior Center - Next, Mayor Skinner recognized Mr. Brett Belt, Director of the Upshur County Senior Center. Mr. Belt addressed the Council regarding the Senior Center's annual snow removal expenses. He noted that the Center spent \$8,040 on snow removal services the previous year. He emphasized that such funds could otherwise support approximately 730 meals or 500 hours of in-home care services for senior citizens. Mr. Belt requested consideration of an in-kind donation of snow removal services by the City of Buckhannon, proposing that the Senior Center be added to the City's snow removal route. Mayor Skinner explained that the request must first be reviewed by the Consolidated Public Works Board, which manages City streets and equipment. If approved, the matter would then be referred back to the City Council for final consideration. The Mayor noted that the Public Works Board is scheduled to meet on December 4, 2025, immediately before the next regular City Council meeting. Councilman Reger commended Mr. Belt's leadership at the Senior Center, stating that he has revitalized the program and is performing admirably in his role.

7. Public Comment—Motion to Open & Close Requested: Without objection, the Public Comment Period was opened, and Mayor Skinner recognized the following who had requested to be heard:

Jody Light – Mayor Skinner recognized Jody Light of the Almost Heaven BBQ Bash. Recorder Sanders stated that he and Councilman Zuliani attended the recent Barbecue Bash VIP Banquet, where businesses and major supporters were recognized. The City of Buckhannon was honored as the 2025 Diamond Sponsor for its generous support. Tonight, Ms. Light will formally present the plaque to the Mayor and the entire City Council. She also recognized various City Departments (Fire, Police, EMS, and Public Works) for their contributions and assistance. Jody and the committee expressed gratitude for the City's financial support and operational help from City staff. She then gave an overview of the initiatives for the upcoming year, built around a Lego theme, featuring edible Lego treats and Lego building contests for all ages. There will be displays and contests to attract families and visitors from across the state and the world. She and her committee expressed excitement about expanding activities in 2026 and pledged that the focus will remain on family-friendly programming, community involvement, and attracting visitors to Buckhannon.



Jack Reger, Rob Zuliani, Jerry Henderson, Mayor Skinner, Jody Light, Randy Sanders, Scott Randall

Jerry Henderson – Mayor Skinner recognized Jerry Henderson who addressed the Council with regret, noting that the long-standing annual Christmas event she and her committee have held for children at the Baxa Inn will be cancelled this year. Although the committee had planned an expanded program, business demands and health concerns made it impossible to host the event. The setup, which involves construction, tents, and 157 decorated Christmas trees, would restrict access for emergency vehicles and customer traffic. Instead, the organizers will provide exterior drive-by lighting displays and arrange several smaller, anonymous activities at other locations, including children's events, a partnership with a pregnancy center, and programming for older adults. These will not be open to the general public as in past years. Mrs. Henderson expressed appreciation for the Council's past support and noted that she was using this meeting to inform the public of the cancellation. Council members expressed their disappointment but understanding, and offered support should circumstances change or if a scaled-back version of the event becomes feasible.

Without objection, the Public Comment Period was closed.

8. Financial Report – Director of Finance Amberle Jenkins: Mrs. Jenkins presented the current financial reports.

Council 11-6-25

Balances October 2025

General Fund mm checking \$1,443,811 (moved \$500,000 from Sales Tax; collected \$217T B&O collected \$11T SYCC Basketball signups; collected \$27T Misc Rev of which \$12T from auction items and \$15T check from Upshur County)

Historic Landmark savings \$3,045

Coal Tax \$45,605

Municipal Stabilization Fund \$971,639 and CD 89,167

Flood Control Acct \$78,368

Consolidated Public Works Board \$185,280 Cem CD \$241,798

Sales Tax \$2,024,829

American Rescue Plan Acct Balance is now zero. The remaining funds were used toward the Water Plant Project

Opioid Account \$106,166

Stockert Youth Center capital/donations \$307,961

General Fund – revenues \$1,122,525

and Expenditures were \$502,980

Invoices to note—see attached

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

OCT 16-31, 2025 GENERAL FUND PAYMENT OF BILLS

\$6,000.00 – WV DEPT OF TOURISM – PARTNERSHIP OUT OF AREA PROMOTION

\$3,240.00 – BISER’S RADIO SERVICE –8 MOTOROLA PAGERS FOR FIRE DEPT

\$7,569.43 – HERITAGE FIRE EQUIPMENT – INSPECT & REPAIRS ENGINE I, II, 1101,1102 AND TRUCK II

\$1,261.54 – ESO SOLUTIONS – FIRE REPORTING SOFTWARE

\$10,616.80 – LOWES – WREATHS

\$1,800.00 – ACE MATERIALS – 10YDS CONCRETE N FLORIDA ST SIDEWALK

\$5,766.00 – TRADEWORX – LABOR AT PUBLIC SAFETY TRAINING FACILITY BURN BOXES

11-05-2025 01:18 PM		DISBURSEMENTS 10-16-25 to 10-31-25			PAGE: 1
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	GIS SVCS FOR SEPT 25	162.50
	LEAF	409-341-00	MAYOR'S SUPPLIES & M	CH COPIER LEASE 11-18-25	170.20
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	89.51
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	87.17
	MAYOR'S RETIREMENT	409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	11.15
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	11.15
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	1,000.00
		409-218-00	MAYOR'S POSTAGE	BILL ADDRESS RETURN OCT 20	75.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	SEPT 25 AA FEES	214.78
	ST JOSEPH HOSPITAL OF BUCKHA	409-341-00	MAYOR'S SUPPLIES & M	LAB TEST JAMES S HOLLEN	68.00
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	108.73
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	25.44
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF OCT 2025 HSA FEES	6.50
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-AUG 25 CELL PHN & GEO	39.90
		409-211-00	MAYOR'S TELEPHONE	PCRD-SEP 25 CELL PHN & GEO	40.20
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	OCT 25 MAILER & INSERT PYM	94.31
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-SEPT 2025 RECDESK CC	15.50
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	SEPT 25 DEBT COLLECTION	1.34
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	119.20
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	BEENVERIFIED	409-341-00	MAYOR'S SUPPLIES & M	PCRD-BACKGROUND CHECK SERV	6.44
11-05-2025 01:18 PM		DISBURSEMENTS 10-16-25 to 10-31-25			PAGE: 2
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
COUNCIL	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	1,765.42
				TOTAL:	4,125.46
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	NOV 25 ATTORNEY FEES	1,354.17
	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
	WEST VIRGINIA DEPARTMENT OF	410-567-00	CONTRIBUTE TO OTHER	PARTNER FOR OUT OF AREA PR	6,000.00
	TRAVELERS INSURANCE	410-226-00	COUNCIL INSURANCE (P	INS PREM AUTO LIAB NOV 25	541.47
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	1,000.00
				TOTAL:	8,990.14
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	10.70
	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			10/16/2025 - 10/31/2025	500.00
				TOTAL:	548.95
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.	MEDICARE WITHHELD & MATCHE	6.20
	PAYFLEX - INSPIRA	413-105-00	TREASURER'S GROUP IN	GF OCT 2025 HSA FEES	3.25
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	427.30
			TOTAL:	540.16	
COURT	WV MUNICIPAL LEAGUE	416-226-00	POLICE JUDGE INS BON	GF 3RD QTR 2025 UNEMPLOYME	26.56
	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			10/16/2025 - 10/31/2025	708.33
				TOTAL:	789.08
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	MEDICARE WITHHELD & MATCHE	13.36
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	913.47
			TOTAL:	1,148.35	
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
	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
	PAYFLEX - INSPIRA	437-105-00	ZONING HEALTH INS	GF OCT 2025 HSA FEES	3.25
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	1,653.85
				TOTAL:	2,081.32
DATA PROCESSING	HEWLETT PACKARD FINANCIAL SE	439-230-00	DATA PROCESSING	PLOTTER RENT AUG 25	78.91
				TOTAL:	78.91
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110 088 782 062 70 E MAIN	1,277.71
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CH PEST CONTROL OCT 25	33.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	134.46
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	139.32

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	91.72
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.45
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	GF OCT 2025 HSA FEES	3.25
	CAPITOL BUSINESS EQUIPMENT I	440-459-00	CITY HALL CAPITAL	CHAIRS FOR AMBY'S OFFICE	182.00
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	46.59
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC 10-27-25	46.59
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	1,494.00
				TOTAL:	3,470.09
POLICE	BENCHMARK PROFESSIONAL SEMIN	700-221-00	POLICE DEPT. TRAININ	FIRST LINE SUPERVISION	1,327.00
	QUICK SLICK OIL CHANGE	700-343-00	POLICE DEPT. AUTO SU	OIL CHNG TASK FORCE	62.70
		700-343-00	POLICE DEPT. AUTO SU	OIL CHNG DGE DURRANGO	25.46
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES	114.25
	SHEETZ	700-343-00	POLICE DEPT. AUTO SU	PCRD-GAS FOR CRUISER #2	20.00
		700-343-00	POLICE DEPT. AUTO SU	PCRD-FUEL FOR CRUISER #2	57.73
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,839.23
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,791.06
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,448.83
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,381.78
	WV LAW ENFORCEMENT DISTRIBUT	700-341-00	POLICE DEPT. MAT & S	9MM AMMO	780.00
		700-341-00	POLICE DEPT. MAT & S	12 GAUGE AMMO, SHOTGUNS	944.50
	STERICYCLE INC	700-341-00	POLICE DEPT. MAT & S	HAZMAT PICKUP	112.93
	WALMART STORES INC -BUCKHANN	700-343-00	POLICE DEPT. AUTO SU	PCRD-WINDSHIELD WASHER FLU	35.88
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,311.96
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	540.70
	AMAZON.COM	700-341-05	POLICE VIPS EXPENSES	PCRD-BODY CAMS FOR VIPS	1,139.94
		700-341-00	POLICE DEPT. MAT & S	PCRD-DESK CALENDAR	55.30
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	GF OCT 2025 HSA FEES	32.50
	DETECTACHEM	700-341-00	POLICE DEPT. MAT & S	PCRD-FENTANYL TEST STRIP K	133.70
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCARD-AUG 25 CELL PHN & GE	1,268.87
		700-211-00	POLICE DEPT. TELEPHO	PCARD-SEP 25 CELL PHN & GE	1,268.87
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	EXACT INDEX	112.45
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42
	PHILLIP E LEMON	700-341-00	POLICE DEPT. MAT & S	RADAR CALIBRATION	540.00
	STRATEGY LLC	700-459-00	POLICE DEPT. NEW EQU	DELL DESKTOP PC	1,009.83
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	INS PREM AUTO LIAB NOV 25	2,115.62
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	37,480.81
				TOTAL:	58,085.32
FIRE	BISER'S RADIO SERVICE	706-341-01	VOLUNTEER FIREFIGHTE	MOTOROLA PAGER	3,240.00
	J T MARTIN COMPANY INC	706-343-00	FIRE DEPT. AUTO SUPP	INSPECT FIRE EXTINGUISHER	242.90
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE PEST CONTROL OCT 25	44.00
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	930.39
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	829.75
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,304.33
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,051.94
	HERITAGE FIRE EQUIPMENT LLC	706-343-00	FIRE DEPT. AUTO SUPP	BRAKE VLAVE, PTO, SHIPPIN	1,191.28
		706-343-00	FIRE DEPT. AUTO SUPP	ENGINE I	810.00
		706-343-00	FIRE DEPT. AUTO SUPP	ENGINE II	290.00
		706-343-00	FIRE DEPT. AUTO SUPP	ENGINE 1102	290.00
		706-343-00	FIRE DEPT. AUTO SUPP	ENGINE 1101	290.00
		706-343-00	FIRE DEPT. AUTO SUPP	ENGINE II	2,666.28
		706-343-00	FIRE DEPT. AUTO SUPP	TRUCK II	587.40
		706-343-00	FIRE DEPT. AUTO SUPP	ENGINE I	1,444.47
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB TEST JOSHUA BOWERS	68.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,625.83
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	380.22
	AMAZON.COM	706-221-00	FIRE DEPT. TRAINING	PCRD-STRENGTHS FINDER 2.0	558.40
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-PANTS & SHOES LINN BA	224.97
		706-343-00	FIRE DEPT. AUTO SUPP	PCRD-TORQUE SCREWDRIVER	27.97
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF OCT 2025 HSA FEES	29.25
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCARD-AUG 25 GEOTAB	190.28
		706-211-00	FIRE DEPT. TELEPHONE	PCARD-SEPT 25 GEOTAB	190.28
	ESO SOLUTIONS, INC.	706-341-00	FIRE DEPT. MATERIAL	FIRE REPORTING SOFTWARE	1,261.54
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	160.20
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	SERVICE CABINET RESTOCK	75.82
	PUBLIC SAFETY STORE	706-341-00	FIRE DEPT. MATERIAL	PCRD-SCBA MASK BAG	188.94
		706-341-01	VOLUNTEER FIREFIGHTE	PCRD-SCBA MASK BAG	913.21
	ALL AMERICAN FIRE EQUIPMENT	706-341-00	FIRE DEPT. MATERIAL	IQ WARRIOR TURNOUT EQ	8,964.73
	LOCALITY MEDIA LLC	706-341-00	FIRE DEPT. MATERIAL	ANL FIRE REPORT SOFTWARE	5,450.00
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE	INS PREM AUTO LIAB NOV 25	992.58
	IDENTOGO	706-341-00	FIRE DEPT. MATERIAL	BACKGROUND CK J BOWERS	34.00
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	25,682.73
				TOTAL:	62,231.69
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	PCRD-STREET DEPT MISC WAST	14.46
	A F WENDLING INC	750-341-00	STREET DEPT. MAT & S	BOTTLED WATER	467.04
	REGION VII PLANNING PDC	750-341-00	STREET DEPT. MAT & S	GIS SVCS FOR SEPT 25	422.50
	J F ALLEN CO	750-461-00	STREET PAVING	BLACKTOP FOR PATCHING STR	1,676.20
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	AIR BRAKE FITTING S-10	20.08
		750-343-00	STREET DEPT. AUTO SU	LIGHT AND PLUG FOR S-10	3.44
	HARBOR FREIGHT TOOLS	750-341-00	STREET DEPT. MAT & S	PCRD-TORCH KIT GLOVES AIR	237.96
	LOWES BUSINESS ACCOUNTS/SYNC	750-341-00	STREET DEPT. MAT & S	PCRD-LIGHT BULBS	151.14
		750-341-00	STREET DEPT. MAT & S	PCRD-WREATHS	10,616.80
		750-458-05	STREET DEPT PROJECTS	3/16 SDS DRILL BIT	24.66
		750-458-05	STREET DEPT PROJECTS	50# ASPHT, ALUM CNCRT RAK	235.38
		750-341-00	STREET DEPT. MAT & S	PCRD-WATERLINE FITTINGS	27.25
		750-341-00	STREET DEPT. MAT & S	CONCRETE AND BOW RAKES	176.60
		750-341-00	STREET DEPT. MAT & S	TAPE MEASURES CABLE & CLA	100.99
		750-458-05	STREET DEPT PROJECTS	50# PERMNT ASPHALT	227.76
	GEORGE L. WILSON INC.	750-458-05	STREET DEPT PROJECTS	MAG SKREED AND FORM PINS	646.81
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	NOV 25 CONCRETE TRK PYMT	2,753.72
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,046.89
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,054.71
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	809.87
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	821.25
	DISBURSEMENTS ACCOUNT-ALL DE	750-105-00	STREET DEPT. GROUP I	HSA FOR RSWINDLER	2,000.00
	TRACTOR SUPPLY CREDIT PLAN	750-458-05	STREET DEPT PROJECTS	PCRD-3/4" MALE HOSE BIBB W	14.99
		750-458-05	STREET DEPT PROJECTS	PCRD-46 GAL WATER TANK,HOS	232.96
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STR DEPT EXCAVATOR PYMT NO	2,736.13
	CRITES ELECTRICAL SUPPLY INC	750-341-00	STREET DEPT. MAT & S	TOGGLE SWITCH FOR DIESEL	5.17
	ST JOSEPH HOSPITAL OF BUCKHA	750-341-00	STREET DEPT. MAT & S	LAB TEST MARK WOODY	68.00
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT. MAT & S	PCRD-PAPER TOWELS,TOILET P	333.41
	BENNY'S BOOT HILL	750-345-00	STREET DEPT. UNIFORM	BOOTS AND BIBS FOR MARK W	296.87
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STREET PEST CONTROL OCT 25	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,279.29
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	299.19
	AMAZON.COM	750-343-00	STREET DEPT. AUTO SU	PCRD-SPRING CLIPS S-14	22.38

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB TEST JOSHUA BOWERS	68.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,625.83
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	380.22
	AMAZON.COM	706-221-00	FIRE DEPT. TRAINING	PCRD-STRENGTHS FINDER 2.0	558.40
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-PANTS & SHOES LINN BA	224.97
		706-343-00	FIRE DEPT. AUTO SUPP	PCRD-TORQUE SCREWDRIVER	27.97
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF OCT 2025 HSA FEES	29.25
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCARD-AUG 25 GEOTAB	190.28
		706-211-00	FIRE DEPT. TELEPHONE	PCARD-SEPT 25 GEOTAB	190.28
	ESO SOLUTIONS, INC.	706-341-00	FIRE DEPT. MATERIAL	FIRE REPORTING SOFTWARE	1,261.54
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	160.20
	CINTAS	706-341-00	FIRE DEPT. MATERIAL	SERVICE CABINET RESTOCK	75.82
	PUBLIC SAFETY STORE	706-341-00	FIRE DEPT. MATERIAL	PCRD-SCBA MASK BAG	188.94
		706-341-01	VOLUNTEER FIREFIGHTE	PCRD-SCBA MASK BAG	913.21
	ALL AMERICAN FIRE EQUIPMENT	706-341-00	FIRE DEPT. MATERIAL	IQ WARRIOR TURNOUT EQ	8,964.73
	LOCALITY MEDIA LLC	706-341-00	FIRE DEPT. MATERIAL	ANL FIRE REPORT SOFTWARE	5,450.00
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE	INS PREM AUTO LIAB NOV 25	992.58
	IDENTOGO	706-341-00	FIRE DEPT. MATERIAL	BACKGROUND CK J BOWERS	34.00
	**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	25,682.73
				TOTAL:	62,231.69
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	PCRD-STREET DEPT MISC WAST	14.46
	A F WENDLING INC	750-341-00	STREET DEPT. MAT & S	BOTTLED WATER	467.04
	REGION VII PLANNING PDC	750-341-00	STREET DEPT. MAT & S	GIS SVCS FOR SEPT 25	422.50
	J F ALLEN CO	750-461-00	STREET PAVING	BLACKTOP FOR PATCHING STR	1,676.20
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	AIR BRAKE FITTING S-10	20.08
		750-343-00	STREET DEPT. AUTO SU	LIGHT AND PLUG FOR S-10	3.44
	HARBOR FREIGHT TOOLS	750-341-00	STREET DEPT. MAT & S	PCRD-TORCH KIT GLOVES AIR	237.96
	LOWES BUSINESS ACCOUNTS/SYNC	750-341-00	STREET DEPT. MAT & S	PCRD-LIGHT BULBS	151.14
		750-341-00	STREET DEPT. MAT & S	PCRD-WREATHS	10,616.80
		750-458-05	STREET DEPT PROJECTS	3/16 SDS DRILL BIT	24.66
		750-458-05	STREET DEPT PROJECTS	50# ASPHT, ALUM CNCRT RAK	235.38
		750-341-00	STREET DEPT. MAT & S	PCRD-WATERLINE FITTINGS	27.25
		750-341-00	STREET DEPT. MAT & S	CONCRETE AND BOW RAKES	176.60
		750-341-00	STREET DEPT. MAT & S	TAPE MEASURES CABLE & CLA	100.99
		750-458-05	STREET DEPT PROJECTS	50# PERMNT ASPHALT	227.76
	GEORGE L. WILSON INC.	750-458-05	STREET DEPT PROJECTS	MAG SKREED AND FORM PINS	646.81
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	NOV 25 CONCRETE TRK PYMT	2,753.72
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,046.89
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,054.71
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	809.87
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	821.25
	DISBURSEMENTS ACCOUNT-ALL DE	750-105-00	STREET DEPT. GROUP I	HSA FOR RSWINDLER	2,000.00
	TRACTOR SUPPLY CREDIT PLAN	750-458-05	STREET DEPT PROJECTS	PCRD-3/4" MALE HOSE BIBB W	14.99
		750-458-05	STREET DEPT PROJECTS	PCRD-46 GAL WATER TANK,HOS	232.96
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STR DEPT EXCAVATOR PYMT NO	2,736.13
	CRITES ELECTRICAL SUPPLY INC	750-341-00	STREET DEPT. MAT & S	TOGGLE SWITCH FOR DIESEL	5.17
	ST JOSEPH HOSPITAL OF BUCKHA	750-341-00	STREET DEPT. MAT & S	LAB TEST MARK WOODY	68.00
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT. MAT & S	PCRD-PAPER TOWELS,TOILET P	333.41
	BENNY'S BOOT HILL	750-345-00	STREET DEPT. UNIFORM	BOOTS AND BIBS FOR MARK W	296.87
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STREET PEST CONTROL OCT 25	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,279.29
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	299.19
	AMAZON.COM	750-343-00	STREET DEPT. AUTO SU	PCRD-SPRING CLIPS S-14	22.38

11-05-2025 01:18 PM		DISBURSEMENTS 10-16-25 to 10-31-25			PAGE: 5		
FUND: GENERAL FUND							
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
		750-343-00	STREET DEPT. AUTO SU	PCRD-SUCTION HOSE LEAF VAC	425.00		
		750-343-00	STREET DEPT. AUTO SU	PCRD-FUEL PUMP W/FILTER	198.78		
		750-341-00	STREET DEPT. MAT & S	PCRD-WEED EATER TRIMMER HE	67.27		
		750-105-00	STREET DEPT. GROUP I	GF OCT 2025 HSA FEES	29.25		
		750-211-00	STREET DEPT. TELEPHO	PCRD-AUG 25 CELL PHN & GEO	390.79		
		750-211-00	STREET DEPT. TELEPHO	PCRD-SEP 25 CELL PHN & GEO	382.58		
		750-343-00	STREET DEPT. AUTO SU	UPPER GLASS FOR EXCAVATOR	220.68		
		750-343-00	STREET DEPT. AUTO SU	CABIN AIR FILTERS SY155	111.36		
		750-341-02	CITY PROPERTY MOWING	2 WEEKS MOWING CITY LOTS	4,280.00		
		750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	157.36		
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	244.69		
		750-345-00	STREET DEPT. UNIFORM	WAS T/S STR UNIFORMS 10-23	244.69		
		750-458-05	STREET DEPT PROJECTS	10YDS CONCRETE N. FLORIDA	1,800.00		
		750-213-00	STREET DEPT. UTILITI	230000160518 395 MUDLICK R	288.39		
		750-341-00	STREET DEPT. MAT & S	PCRD-UNLIMITED & REVOLVER	120.00		
		750-226-00	STREET DEPT. INSURAN	INS PREM AUTO LIAB NOV 25	2,211.57		
		**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	20,630.41	
					TOTAL:	60,660.22	
		STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 088 782 484 E MAIN ST	140.41
				751-213-00	STREET LIGHTS	110 100 156 733 107 E MAIN	140.46
				751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CA	12.92
				751-213-00	STREET LIGHTS	110 160 309 701 31 S KANAW	32.49
						TOTAL:	326.28
		TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 087 174 485 S KANAWHA	37.04
				752-213-00	TRAFFIC SIGNALS POWE	110 088 235 830 REGER ST	40.10
						TOTAL:	77.14
ARTS-THEATRE		DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL OCT 2	102.00	
		WV MUNICIPAL LEAGUE	906-226-00	CAC INSURANCE & BOND	GF 3RD QTR 2025 UNEMPLOYME	46.65	
		WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	2.99	
			906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	0.36	
		INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	56.31	
			906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	13.17	
		EBAY	906-450-01	THEATRE BLDG	PCRD-PWR PK DIMMING MODULE	120.00	
		CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	29.65	
			906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC 10-27-25	29.65	
		**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	908.25	
					TOTAL:	1,309.03	
STOCKERT YOUTH CENTER		907-213-00	UTILITIES	110 084 592 119 SYC	1,093.41		
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	13.06		
		907-341-01	OPERATING EXPENSES	NEW COPIER LEASE	274.50		
		907-341-01	OPERATING EXPENSES	OLD COPIER PARTIAL MO	106.01		
		907-354-00	DRILL TEAM	PCRD-BATONS	37.99		
		907-341-00	MATERIALS & SUPPLIES	SCREWS FOR DOOR	25.43		
		907-226-00	INSURANCE & BONDS	GF 3RD QTR 2025 UNEMPLOYME	593.90		
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	238.36		
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	246.87		
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	212.42		
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	210.14		
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	9.72		
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	25.39		
		11-05-2025 01:18 PM DISBURSEMENTS 10-16-25 to 10-31-25 PAGE: 6					
FUND: GENERAL FUND							
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
		907-361-00	AFTER SCHOOL SUPPLIE	REY POP, CHERRY, WIPES	25.49		
		907-361-00	AFTER SCHOOL SUPPLIE	MILK, P BUT, APPLES	43.21		
		907-361-00	AFTER SCHOOL SUPPLIE	91 ALCOHOL	7.96		
		907-361-00	AFTER SCHOOL SUPPLIE	APPLES, MAN	7.93		
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	35.96		
		907-458-01	SYC CHILDRENS FESTIV	PCRD-POPCORN PAPER TOWELS	78.38		
		MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC PEST CONTROL OCT 25	38.50	
		INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	546.58	
			907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	127.83	
		AMAZON.COM	907-458-01	SYC CHILDRENS FESTIV	PCRD-FREEZER POP BAGS CHIL	140.91	
			907-458-01	SYC CHILDRENS FESTIV	PCRD-PAINT SUPPLIES CHILDR	119.97	
			907-341-00	MATERIALS & SUPPLIES	PCRD-2026 PLANNER BOOK	33.92	
		PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF OCT 2025 HSA FEES	16.25	
		LNX WV INC	907-213-00	UTILITIES	SYCC ANTENNA RENTAL OCT 25	145.00	
		AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-AUG 25 GEOTAB	50.88	
			907-211-00	TELEPHONES	PCRD-SEPT 25 GEOTAB	51.12	
		SAMS CLUB	907-458-01	SYC CHILDRENS FESTIV	PCRD-CHILDREN'S FESTIVAL S	59.42	
			907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	778.70	
		FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	489.85	
		CINTAS	907-216-00	MAINTENANCE	SYC MATS & MOPS 10-13-25	54.61	
			907-216-00	MAINTENANCE	SYC MATS & MOPS 10-20-25	83.39	
		TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB NOV 25	466.44	
		**PAYROLL EXPENSES			10/16/2025 - 10/31/2025	8,815.71	
					TOTAL:	15,280.01	
CONVENTION CENTER		910-457-00	CONFERENCE CENTER PA	CONF CENTER NOV 25	3,351.00		
		910-341-00	EVENT CENTER SUPPLIE	CLS OF 1970 REUNION LINEN	178.35		
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	46.17		
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	0.19		
		910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	133.52		
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	31.23		
		910-213-00	UTILITIES-ADJUTANT G	PCRD-AUG 25 CELL PHN	50.88		

Sanders/Zuliani motioned to approve the Payment of Bills. The motion carried.

b. Approve 2026 Holiday Schedule - Mrs. Jenkins presented the 2026 City Holiday Schedule for consideration and/or approval by the City Council.

City of Buckhannon

2026 Holidays to be approved by City Council

January 1, 2026	Thursday	New Year's Day
January 19, 2026	Monday	Martin Luther King, Jr. Day
February 16, 2026	Monday	President's Day
May 12, 2026	Tuesday	Primary Election
May 25, 2026	Monday	Memorial Day
June 19, 2026	Friday	West Virginia Day
July 3, 2026	Friday	Independence Day
September 7, 2026	Monday	Labor Day
October 12, 2026	Monday	Columbus Day
November 3, 2026	Tuesday	General Election
November 11, 2026	Wednesday	Veteran's Day
November 26, 2026	Thursday	Thanksgiving Day
November 27, 2026	Friday	Thanksgiving Friday
December 25, 2026	Friday	Christmas Day
January 1, 2027	Friday	New Year's Day 2027

Also, any days declared as a holiday by the Governor unless it is optional for municipalities to observe them. Note that these declarations do not generally include municipalities.

Holiday Compensation

For purposes of full-time employee compensation, a holiday is an 8-hour day. Employees who work on a scheduled holiday, other than full-time civil service employees of the Fire Department (whose holiday compensation rules are set by state law), will be paid their regular compensation for time worked, plus 8 hours of holiday pay.

Holiday compensation rules for firefighters are set by West Virginia state code. Full-time, civil service, firefighters are paid 1.5 times the regular rate of pay for twenty-four (24) hours on a holiday.

Firefighters who work the holiday and have worked more than 40 hours in the week at the time of a holiday (i.e., having reached 40 hours during the week in the days preceding the holidays) will receive twice the regular rate of pay for the holiday.

Randall/Zuliani motioned to approve the 2026 Holiday Schedule. The motion carried.

9. Public Works Report – Director of Public Works Ethan Crosten: Mr. Crosten presented the following report:

**Buckhannon City Council
Public Works Director Report
By: Ethan Crosten
October 16th, 2025**

Street:

- We continue to work on the North Florida Street Sidewalk Project
- Finished a sidewalk upgrade along Meadow Street
- Removing several trees which were dead near the Charles Gibson Library.
- We have begun decorating for Christmas and will continue for the next few weeks.

Waste:

- The Transfer Station will be closed November 27 – 30th for the Thanksgiving weekend

Sewer:

- Have both clarifiers back in service.
- Near completion of the Mon Street pump station, upgrade with the new valve vault plumbing completed.
- Continuing to work on the Henry Street sanitary sewer upgrade.

Stormwater

- Continuing to work on the Taylor Street Storm sewer project.

Water:

- Repairing several leaks which have occurred recently.
- Abandoned the old mainline on Meade Street.
- Working on the inventory management program required by funding agencies.

Zoning and Code Enforcement

- Nothing new

Engineering:

- Charles W. Gibson Library Remediation Project – Awaiting results from the asbestos testing that was performed on the two roofs. Continuing to work on the bid package for a roof replacement project for the library that will entail the installation of new roofs on the two sections of the library and addressing a possible low spot in the second story roof.
- WVDOH Transportation Alternative Program (TAP) North Locust Street Sidewalk & Lighting Project (Gateway North) – Waiting to hear back from the fifth property owner on the project. At this time, one property owner does not want to provide access through their property and one property owner is requesting detailed design information. Waiting to hear back from WVDOH as to whether that information can be provided at this time.
- Colonial Arts Center – Continuing with design options for a new HVAC system for the CAC. At this time, there are existing conditions that need to be addressed before proceeding too much further.
- FEMA / WVEMD – Taylor Street Storm sewer grant application – Awaiting results of the four (4) property appraisals so that I can complete the FEMA grant deadline by November 14, 2025. Appraiser was on site last week for the field portion of the appraisal process.

a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits – The Building and Wiring Permits had been circulated for review earlier in the day and also appeared in the Council packet.



Permit Fee Report #76749-#76770
10/16/2025 - 11/05/2025

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
Group: Commercial-Industrial (nonresidential)													
76769	CENTRAL WV CENTER FOR PREGNANCY CARE	8 MEADOW ST		REPLACING 8 WINDOWS, METAL OVER SHINGLES	16,500.00	140.25		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76767	WENDY S	44 S KANAWHA ST	City Neon USA, LLC	REPLACING DAMAGED PANEL	1,755.00	15.00		No		Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76762	JODY LIGHT	139 S FLORIDA ST	ULTIMATE ROOFING WV LLC	SIDING	9,000.00	85.50		No		No	N/A	No	No
76752	BLACK DIAMOND DETAILING-TYSON TOMEY	99 E MAIN ST	THE SIGN GUY	CHANGE OF USE, SIGNAGE (3'X5')	140.00	15.00		No	10/10/2025	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76753	LILLIE FITZGERALD	6 RICHIE ST		REPLACING THE UNDERPINNING	1,000.00	15.00		No		No	N/A	No	No
76754	JERRY HENDERSON	56 CLEVELAND AVE		2 STORAGE BLDING-METAL (8'X12'), WOOD (10'X16')	1,000.00	15.00		No	10/17/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No

					29,395.00	285.75								
--	--	--	--	--	-----------	--------	--	--	--	--	--	--	--	--

Group Total: 6

Group: Residential (non-commercial)

76770	RAY CASADA	30 THURMAN AVE		ROLLED ROOFING OVERLAY ON PORCH, REPLACING A WINDOW, REPLACING COUPLE OF EXISTING TREADS ON STEPS	200.00	10.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76768	ROBERT BUSH	16 BOGGESS ST	SUPERIOR ENVIRONMENTAL/ASBESTOS	REROOF	8,000.00	88.00		Yes -If yes attach report		No	N/A	No	No
76765	LINDA LANTZ	45 BOGGESS ST	EAGER BEAVER HOME IMPROVEMENT	SHOWER REPLACEMENT	8,500.00	93.50		No		No	N/A	No	No
76766	BRENDA POLING	41 N SPRING ST		WINDOWS, PLUMBING, INTERIOR WALL REPAIR	999.00	10.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76763	MONA HELMIK	94 ELM ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	STABILIZE FOUNDATION & BASEMENT WATERPROOFING	35,685.62	321.17	B2 Single Family Residential (500 sq ft)	No	9/17/2025	Yes	N/A	No	No
76764	EDWIN STANTON	9 MYRNA ST	ATLAS GROUP	GARAGE 30'X26'	30,000.00	270.00		No	10/15/2025	No	N/A	No	No
76761	CAROLYN WILFONG	7 CHESTNUT ST	DESIGN ROOFING & SHEET METAL dba Reliable Roofing	REROOF	12,406.47	136.47		Yes -If yes attach report		No	N/A	No	No
76760	Frank Podlasinski	109 Fayette St	HALL CONSTRUCTION LLC	Razing Existing Carport & Garage. Construct 20X30' Garage with 12'x20' Lean to Shed	32,000.00	288.00	B1 Single Family Residential (New Construction)	Yes -If yes attach report	10/20/2025	No	N/A	No	
76758	BARBARA MURRAY	14 W LINCOLN ST	WINDOW WORLD OF FAIRMONT	4 REPLACEMENT WINDOWS	3,450.00	37.95		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76759	GREG POPOVICH	7 MEADE ST	ULTIMATE ROOFING WV LLC	REROOF-METAL OVER SHINGLES, REPLACEMENT OF GUTTERS	19,494.75	214.44		No		Yes	N/A	No	No
76757	BRETT MILLER	98 ELM ST	ALFORD FOUNDATION & CRAWLSPACE	STABILIZATION OF THE FOUNDATION FOR THE SUNROOM, REPAIR EXISTING DRIVEWAY	5,310.92	58.42		No	10/23/2025	Yes	N/A	No	No
76756	SORAN JENKINS	8 REGER AVE	JES BASEMENT SYSTEMS JES	FOUNDATION	13,859.27	152.45		No	9/17/2025	No	N/A	No	No

			CONTRUCTION LLC	STABILIZATION									
76755	PEGGY BUCKLIN	147 FAYETTE ST	David L Beckner - Appalachian Environmental	REROOF-REPLACING SHINGLES ON GARAGE	1,500.00	16.50		Yes -If yes attach report		No	N/A	No	No
76750	JAMIE OBRIEN	65 S FLORIDA ST	TRI COUNTY CONSTRUCTION	Replacement of existing Deck & replacing existing 6' Fence	15,000.00	165.00		No	10/17/2025	Yes	N/A	No	No
76751	XUN LIN	31 REGER AVE		REFACING EXISTING RETAINING WALL 3'H FRONT PORCH RAILING & FASADE	3,000.00	33.00		No	10/16/2025	No	N/A	No	No
76749	ED & SARAH LINGER	20 MT VISTA DR		(30'X40') GARAGE W/LEAN TO SHED (PORCH DESIGN)	28,000.00	252.00	B1 Single Family Residential (New Construction)	No	10/10/2025	No	N/A	No	No
					217,406.03	2,146.90							

Group Total: 16

Group: Residential Electrical Fee

76764	EDWIN STANTON	9 MYRNA ST	ATLAS GROUP	GARAGE 30'X26'	30,000.00	100.00		No	10/15/2025	No	N/A	No	No
76763	MONA HELMIK	94 ELM ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	STABALIZE FOUNDATION & BASEMENT WATERPROOFING	35,685.62	100.00	B2 Single Family Residential (500 sq ft)	No	9/17/2025	Yes	N/A	No	No
76760	Frank Podlasinski	109 Fayette St	HALL CONSTRUCTION LLC	Razing Existing Carport & Garage. Construct 20X30' Garage with 12'x20' Lean to Shed	32,000.00	100.00	B1 Single Family Residential (New Construction)	Yes -If yes attach report	10/20/2025	No	N/A	No	
76749	ED & SARAH LINGER	20 MT VISTA DR		(30'X40') GARAGE W/LEAN TO SHED (PORCH DESIGN)	28,000.00	100.00	B1 Single Family Residential (New Construction)	No	10/10/2025	No	N/A	No	No
					125,685.62	400.00							

Group Total: 4

Group: Zoning Application Fee

76764	EDWIN STANTON	9 MYRNA ST	ATLAS GROUP	GARAGE 30'X26'	30,000.00	20.00		No	10/15/2025	No	N/A	No	No
76763	MONA HELMIK	94 ELM ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	STABALIZE FOUNDATION & BASEMENT WATERPROOFING	35,685.62	20.00	B2 Single Family Residential (500 sq ft)	No	9/17/2025	Yes	N/A	No	No
76760	Frank Podlasinski	109 Fayette St	HALL CONSTRUCTION LLC	Razing Existing Carport & Garage. Construct 20X30'	32,000.00	20.00	B1 Single Family Residential (New	Yes -If yes attach report	10/20/2025	No	N/A	No	

				Garage with 12'x20' Lean to Shed			Constru ction)						
76756	SORAN JENKINS	8 REGER AVE	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	FOUNDATI ON STABILIZAT ION	13,859.27	20.00		No	9/17/2025	No	N/A	No	No
76750	JAMIE OBRIEN	65 S FLORIDA ST	TRI COUNTY CONSTRUCTION	Replaceme nt of existing Deck & replacing existing 6' Fence	15,000.00	20.00		No	10/17/2025	Yes	N/A	No	No
76751	XUN LIN	31 REGER AVE		REFACING EXISTING RETAINING WALL 3'H FRONT PORCH RAILING & FASADE	3,000.00	20.00		No	10/16/2025	No	N/A	No	No
76754	JERRY HENDERSON	56 CLEVELAND AVE		2 STORAGE BLDING-METAL (8'X12'), WOOD (10'X16')	1,000.00	20.00		No	10/17/2025	No	Zon e AE	Yes- Elevati on Cert. Not Require d	No
76752	BLACK DIAMOND DETAILING-TYSON TOMEY	99 E MAIN ST	THE SIGN GUY	CHANGE OF USE, SIGNAGE (3'X5')	140.00	20.00		No	10/10/2025	Yes	Zon e AE	Yes- Elevati on Cert. Not Require d	No
76749	ED & SARAH LINGER	20 MT VISTA DR		(30'X40') GARAGE W/LEAN TO SHED (PORCH DESIGN)	28,000.00	20.00	B1 Single Family Resident ial (New Constru ction)	No	10/10/2025	No	N/A	No	No
					158,684.89	180.00							

Group Total: 9

					531,171.54	3,012.65							
--	--	--	--	--	------------	----------	--	--	--	--	--	--	--

Total Records: 35

11/5/2025

Zuliani/Randall motioned to approve the Building and Wiring Permits. The motion carried with Reger abstaining.

10. Fire Department Report – Chief JB Kimble – Chief JB Kimble reported that the Buckhannon Fire Department is transitioning to new reporting software and therefore did not have a printed report available. He provided a verbal update, noting 93 incidents in September and 850 year-to-date through the end of September, compared to 795 during the same period in 2024. Chief Kimble expressed appreciation to the Council for its continued support of the E911 program, recently highlighted at the WVWC PAC. He also reviewed the October 27, 2025, incident report included in the meeting packet. Chief Kimble then introduced Firefighter First Class Shane Jenkins, serving as the Department’s Fire Prevention Officer. Mr. Jenkins presented an overview of the Fire Prevention Outreach Report, also included in the packet.



Buckhannon Fire Department
22 South Florida Street
Buckhannon, WV 26201
Phone: 304-472-2868

Buckhannon Fire Department
Fire Prevention Outreach Report
October 2025

Introduction

Each October, the Buckhannon Fire Department participates in National Fire Prevention Week to educate youth and community members about fire safety and prevention. This year’s campaign took place **October 5–11, 2025**, and included visits to schools, daycares, and community events throughout the City of Buckhannon and our first due area.

Firefighters provided engaging educational presentations, distributed safety materials, and encouraged families to take proactive steps toward fire safety.

This report summarizes our *reach, engagement, and community impact* for 2025.

Summary Metrics

Category	Number / Description
Total Presentations Given	30
Students Reached	1,269 (Pre-K through 5th grade focus, some middle school)
Daycares / Schools Visited	10
Firefighters Participating	10
Educational Materials Distributed	1,269
Adults Reached (Estimate)	250

School & Community Engagement

Throughout October, the Buckhannon Fire Department visited multiple schools and daycares, and welcomed visitors for tours at the fire station. During sessions, students were introduced to important fire safety practices and had the opportunity to see firefighters in gear to build familiarity and trust.

Key Teaching Points for Students:

- When and how to call 911
- Creating and practicing a family escape plan
- Importance of smoke alarms
- Stop, Drop, and Roll
- “Get Out and Stay Out” message
- Meeting a firefighter in full gear
- Understanding fire engines and equipment

Educational Impact

Our fire prevention outreach goes beyond presentations — it builds lifelong awareness and preparedness for both children and adults.

Topics Covered:

- Fire drills, smoke alarms, and escape plans
- Kitchen and candle safety
- Firefighter trust and comfort for young children
- Reinforcing lessons at home for parents and caregivers

Why It Matters:

Early fire education reduces fear during emergencies, helps families prepare, and ultimately saves lives.

Community Engagement & Partnerships

Our outreach efforts were strengthened through collaboration with local partners and organizations.

Partners & Supporters:

- Upshur County Schools
- Local daycares and child care centers
- Community businesses and sponsors providing educational opportunities
- Social media outreach

Social Media Reach:

Our Fire Prevention Week Facebook post reached over 2,500 people, spreading fire safety messages well beyond classroom walls.

Looking Ahead

The Buckhannon Fire Department remains committed to expanding our outreach and adapting to new fire safety challenges.

Future Goals:

- Expand educational sessions

- Introduce new topics
- Continue and further community partnerships and public engagement

Community Fire Safety Tips

To keep every household in Buckhannon safe:

- Install and test smoke alarms regularly
- Change batteries when clocks change
- Create and practice an escape plan
- If a fire occurs: Get out and stay out
- If you encounter smoke: Get low and crawl
- Keep heat sources clear from combustibles
- Charge into Fire Safety™ : Stay alert with lithium-ion batteries in your home

Conclusion

Through education and engagement, the Buckhannon Fire Department is helping build a safer Buckhannon — one family at a time.

Although this report includes our Fire Prevention Week efforts, safety and fire prevention are an ongoing topic we share with the community. We invite all community members and students to tour the station and check out our apparatus, equipment and department. We would be happy to share our fire safety knowledge and experiences to all.

Thank you for your continued support of our fire prevention efforts.

Buckhannon Fire Department

- 11. City Attorney’s Report – Thomas J. O’Neill**
- a. Approval Ordinance No. 476 New Water Rates for Water Distribution Services 3rd/Final Reading** – Action taken earlier in the meeting.
- b. WVDOH Route 20 Turn Lane Project- Real Estate Conveyance to WVDOT for Public Road Purpose** – Mr. O’Neill, provide an overview of the specific resolutions noted below:
- i. Approval Resolution 2025-08 (Project CMAQ-0020 (433) D: Parcel 2) 2nd/ Final Reading** – Mr. O’Neill presented this to the Council for consideration.
- Reger/Sanders motioned to approve Resolution 2025-08 (Project CMAQ-0020 (433) D: Parcel 2) on its 2nd and Final Reading. The motion carried.**

Roll Call vote taken for Resolution 2025-08 (Project CMAQ-0020 (433) D: Parcel 2) on its 2nd and Final Reading:

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

RESOLUTION 2025-08

A RESOLUTION CONFIRMING THE GRANT OF A NON-CONTROLLED ACCESS RIGHT OF WAY AND TEMPORARY CONSTRUCTION EASEMENT TO THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS.

WHEREAS, the City of Buckhannon, acting by and through its City Council, has agreed to convey to the West Virginia Division of Highways certain nonpossessory rights in and to certain property owned by the City of Buckhannon and situated within the corporate limits of the City, to advance and facilitate certain projects intended to improve the transportation infrastructure within the City of Buckhannon, and finds the objectives of the Division of Highways to be in the public interest; and,

WHEREAS, the interests in real estate to be so conveyed are described as follows:

A noncontrolled access right of way and temporary construction easement across those tracts or parcels of land situate in Buckhannon Corporation District, Upshur County, West Virginia, bounded and described as follows:

TRACT 1 – NONCONTROLLED ACCESS RIGHT OF WAY

Beginning at a point in the division line between Huade Jiang, et, al., and The City of Buckhannon, said point being in the eastern existing right of way line of WV Route 20

and 20 feet right of and at right angle to WV Route 20 centerline at Station 6+07.91, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, meandering with said existing right of way line 49 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 20 feet right of and at right angle to centerline at Station 6+52.55;

thence, northeasterly, meandering with said existing right of way line 17 feet, more or less, to a point in the eastern proposed non-controlled access right of way line of WV Route 20, said point being 29.0 feet right of and at right angle to centerline at Station 6+66.94.

thence, southeasterly, with said proposed non-controlled access right of way line 16 feet, more or less, to a point 28.9 feet right of and at right angle to centerline at Station 6+50.97;

thence, southeasterly, continuing with said proposed non-controlled access right of way line 45 feet, more or less, to a point in the division line between Huade Jiang, et al and The City of Buckhannon, said point being 22.1 feet right of and at right angle to centerline at station 6+06.88;

thence, southwesterly, with said division line 3 feet, more or less, to the place of beginning and containing 338 square feet, more or less.

TRACT 2 – TEMPORARY CONSTRUCTION EASEMENT

Beginning at a point in the division line between Huade Jiang, et al and The City of Buckhannon, said point being in the eastern proposed non-controlled access right of way line of WV Route 20 and 22.1 feet right of and at right angle to Upshur County Route 20 centerline at Station 6+06.88, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, with said proposed non-controlled access right of way line 45 feet, more or less, to a point 28.9 feet right of and at right angle to centerline at Station 6+50.97;

thence, northwesterly, continuing with said proposed non-controlled access right of way line 17 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 29.0 feet right of and at right angle to centerline at Station 6+66.94;

thence, northerly, meandering with said existing right of way line 37 feet, more or less, to a point in the eastern proposed temporary construction easement line of WV Route 20, said point being 48.5 feet right of and at right angle to centerline at Station 6+98.05;

thence, southeasterly, with said temporary construction easement line 96 feet, more or less, to a point in the division line between Huade Jiang, et, al., and The City of Buckhannon, said point being 27.8 feet right of and at right angle to centerline at station 6+04.00;

thence, southwesterly, with said division line 6 feet, more or less, to the place of beginning and containing 721 square feet, more or less; and,

The tracts of land hereinabove described are a portion of that same real estate conveyed unto The City of Buckhannon, a municipal corporation and political subdivision of the State of West Virginia, from Warren S. Linger and Ralda H. Linger, husband and wife, by deed dated July 1, 1966, of record in the Office of the Clerk of the County Commission of Upshur County, West Virginia, in Deed Book 192 at Page 345.

NOW, THEREFORE, be it RESOLVED, The Council of the City of Buckhannon desires to convey to the State of West Virginia, Department of Transportation, Division of Highways, the rights described herein in and to the real estate described herein. The Mayor of the City of Buckhannon, or his designee, is hereby duly authorized and empowered to execute, acknowledge and deliver on behalf of the City of Buckhannon, by such appropriate instruments as may be necessary to effect the

purposes of this resolution, together with any and all other reasonable, necessary or proper documents respecting the conveyance of the interests in real estate described herein to the West Virginia Department of Transportation, Division of Highways.

BE IT FURTHER RESOLVED that the acceptance of the conveyance of the subject property is without any conditions, except as set forth in the deed of conveyance, of its use and said property may be used by and on behalf of the West Virginia Division of Highways and its contractor(s).

BE IT FURTHER RESOLVED , that this Resolution shall become effective immediately upon its approval by the Mayor and Council of the City of Buckhannon.

ADOPTED AND APPROVED on the 6th day of November, 2025, at the regular meeting of the Council of the City of Buckhannon.


ROBERT N. SKINNER, III, MAYOR


RANDALL H. SANDERS, RECORDER

PAMELA M. BUCKLEW, COUNCIL MEMBER

VACANT


JACK L. REGER, COUNCIL MEMBER


ROBERT S. ZULIANI, COUNCIL MEMBER


SCOTT D. RANDALL, COUNCIL MEMBER

Prepared by:
Thomas J. O'Neill, City Attorney
City of Buckhannon, West Virginia
70 East Main Street
Buckhannon, WV 26201
WV Bar No. 10575

ii. Approval Resolution 2025-09 (Project CMAQ-0020 (433)D: Parcel 2-1) 2nd /Final Reading
– Mr. O'Neill presented this to the Council for consideration.

Sanders/Randall motioned to approve 2025-09 (Project CMAQ-0020 (433) D: Parcel 2-1) on its 2nd and Final Reading. The motion carried.

Roll Call vote taken for Resolution 2025-09 (Project CMAQ-0020 (433) D: Parcel 2-1) on its 2nd and Final Reading:

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

RESOLUTION 2025-09

A RESOLUTION CONFIRMING THE GRANT OF A NON-CONTROLLED ACCESS RIGHT OF WAY AND TEMPORARY CONSTRUCTION EASEMENT CONVEYED TO THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS.

WHEREAS, the City of Buckhannon, acting by and through its City Council, has agreed to convey to the West Virginia Division of Highways certain nonpossessory rights in and to certain property owned by the City of Buckhannon and situated within the corporate limits of the City, to advance and facilitate certain projects intended to improve the transportation infrastructure within the City of Buckhannon, and finds the objectives of the Division of Highways to be in the public interest; and,

WHEREAS, the interests in real estate to be so conveyed are described as follows:

A noncontrolled access right of way and temporary construction easement across those tracts or parcels of land situate in Buckhannon Corporation District, Upshur County, West Virginia, bounded and described as follows:

TRACT 1 – NONCONTROLLED ACCESS RIGHT OF WAY

Beginning at a point in the eastern existing right of way line of Chancery Street, said point being in the eastern existing right of way line of WV Route 20 and 20 feet right of and at right angle to WV Route 20 centerline at Station 6+52.55, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, meandering with said existing right of way line 34 feet, more or less, to a point in the western existing right of way line of Chancery Street, said point being 20 feet right of and at right angle to centerline at Station 6+86.19;

thence, northerly, meandering with said existing right of way line 16 feet, more or less, to a point in the eastern proposed non-controlled access right of way line of WV Route 20, said point being 29.1 feet right of and at right angle to centerline at Station 6+99.59;

thence, southeasterly, with said proposed non-controlled access right of way line 33 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 29.0 feet right of and at right angle to centerline at Station 6+66.94;

thence, southerly, meandering with said existing right of way line 17 feet, more or less, to the place of beginning and containing 299 square feet, more or less.

TRACT 2 – TEMPORARY CONSTRUCTION EASEMENT

Beginning at a point in the eastern existing right of way line of Chancery Street, said point being in the eastern proposed non-controlled access right of way line of WV Route 20 and 29.0 feet right of and at right angle to WV Route 20 centerline at Station 6+66.94, Project U349-20-25.39 00, CMAQ-0020(433)D, Upshur County, West Virginia;

thence, northwesterly, with said proposed non-controlled access right of way line 33 feet, more or less, to a point in the western existing right of way line of Chancery Street, said point being 29.1 feet right of and at right angle to centerline at Station 6+99.59;

thence, northerly, meandering with said existing right of way line 144 feet, more or less, to a point in the eastern proposed temporary construction easement line of WV Route 20, said point being 102.7 feet right of and at right angle to centerline at Station 8+60.22;

thence, southeasterly, with said proposed temporary construction easement line 36 feet, more or less, to a point 100.3 feet right of and at right angle to centerline at Station 7+84.40;

thence, southeasterly, continuing with said temporary construction easement line 25 feet, more or less, to a point in the eastern existing right of way line of Chancery Street, said point being 88.7 feet right of and at right angle to centerline at Station 7+62.44;

thence, southerly, meandering with said existing right of way line 113 feet, more or less, to the place of beginning and containing 2,560 square feet, more or less.

The tracts of land hereinabove described are a portion of that same real estate conveyed unto The Town of Buckhannon, from L.A. Mullins, by deed and plat dated November 12, 1904, of record in the Office of the Clerk of the County Commission of Upshur County, West Virginia, in Deed Book 38 at Page 172.

NOW, THEREFORE, be it RESOLVED, The Council of the City of Buckhannon desires to convey to the State of West Virginia, Department of Transportation, Division of Highways, the rights described herein in and to the real estate described herein. The Mayor of the City of Buckhannon, or his designee, is hereby duly authorized and empowered to execute, acknowledge and deliver on behalf of the City of Buckhannon, by such appropriate instruments as may be necessary to effect the purposes of this resolution, together with any and all other reasonable, necessary or proper documents respecting the conveyance of the interests in real estate described herein to the West Virginia Department of Transportation, Division of Highways.

BE IT FURTHER RESOLVED that the acceptance of the conveyance of the subject property is without any conditions, except as set forth in the deed of conveyance, of its use and said property may be used by and on behalf of the West Virginia Division of Highways and its contractor(s).

BE IT FURTHER RESOLVED , that this Resolution shall become effective immediately upon its approval by the Mayor and Council of the City of Buckhannon.

ADOPTED AND APPROVED on the 6th day of November, 2025, at the regular meeting of the Council of the City of Buckhannon.


ROBERT N. SKINNER, III, MAYOR


RANDALL H. SANDERS, RECORDER

PAMELA M. BUCKLEW, COUNCIL MEMBER

VACANT


JACK L. REGER, COUNCIL MEMBER


ROBERT S. ZULIANI, COUNCIL MEMBER


SCOTT D. RANDALL, COUNCIL MEMBER

Prepared by:

Thomas J. O'Neill, City Attorney
City of Buckhannon, West Virginia
70 East Main Street
Buckhannon, WV 26201
WV Bar No. 10575

c. Approval Resolution 2025-10 Designating an Authorized Agent for the FEMA Grant for E-911 Addressing Project – Mr. O'Neill provided an overview of the resolution.

Randall/Zuliani motioned to approve Resolution 2025-10 designating Mayor Robbie Skinner as the Authorized Agent and City Engineer Jay Hollen as the contact for the FEMA Grant for E-911 Addressing Project. The motion carried.

Roll Call vote taken for Resolution 2025-10 designating Mayor Robbie Skinner as the Authorized Agent and City Engineer Jay Hollen as the contact for the FEMA Grant for E-911 Addressing Project:

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

RESOLUTION NO. 2025-10

RESOLUTION NO. 2025-10 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY DESIGNATING AN AUTHORIZED AGENT FOR THE FEMA 5% INITIATIVE GRANT FOR THE CITY OF BUCKHANNON E-911 ADDRESSING PROJECT.

WHEREAS, the City of Buckhannon is consistently striving to more readily and accurately respond to any 911 calls by its Fire Department and its Police Department and First Responders; and

WHEREAS, the City of Buckhannon's current addressing model is not in compliance with NENA E-911 addressing standards; and

WHEREAS, the City of Buckhannon recognizes the need for readdress all structures with addresses inside the corporation limits so as to conform with the NENA E-911 addressing requirements; and

WHEREAS the City of Buckhannon has submitted an application to the West Virginia Emergency Management Division for a Federal Emergency Management Agency Five Percent (5%) Initiative Grant Program to request funding for the purpose of readdressing all structures with addresses inside the corporation limits so as to conform with the NENA E-911 addressing requirements; and

WHEREAS the City of Buckhannon shall give assurance that the West Virginia Emergency Management Division's and the Federal Emergency Management Agency's regulations related to the grant administration, civil rights and other applicable Federal and State laws will be followed; and

WHEREAS the City of Buckhannon shall designate an Authorized Agent to execute all necessary legal documents and/or agreement, act on behalf of the City of Buckhannon and approve all matching funds; and

WHEREAS the City of Buckhannon shall designate a Primary Contact to act on its behalf in association with the application and execute all necessary program documents.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Buckhannon

(1) Hereby authorizes Robert N. Skinner, III, the Mayor of the City of Buckhannon, in his role as the Authorized Agent, to execute the said application, agreement, contract and any other necessary documents on behalf of the Council of the City of Buckhannon, and that he be empowered to sign the application, the contract and any agreement necessary to obtain these funds as the authorized official in connection with this application and subsequent grant; and




(2) Hereby authorizes James S. Hollen, III, PE, the City Engineer of the City of Buckhannon, in his role as the Primary Contact, oversee the project management and project administration tasks associated with this application; and

(3) The City Recorder shall certify the passage and adoption of this Resolution, No. 2025-10; and,

VOTE ON RESOLUTION

IN FAVOR

OPPOSED

- | | | |
|-----|---|--|
| (1) | 
Robert N. Skinner, III – Mayor | |
| (2) | 
Randall H. Sanders – City Recorder | |
| (3) | _____
Pamela M. Bucklew – Council Member | |
| (4) | 
Scott D. Randall – Council Member | |
| (5) | 
Jack L. Reger – Council Member | |
| (6) | _____
Vacant – Council Member | |
| (7) | 
Robert S. Zuliani – Council Member | |

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder of the City of Buckhannon, a West Virginia municipal corporation, do hereby verify tha the foregoing Resolution No. 2025-10 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on November 6, 2025.



Randall H. Sanders, City Recorder

d. Update on American Legal Publishing Codification –Mr. O’Neill provided an update. No action was necessary.

12. Old Business - None

13. New Business Discussions

a. City’s Appointment to the Upshur County Recreation Board – Noting to report; no action was necessary.

b. Cancel/Reschedule the City Council Meeting January 1, 2026 due to Holiday – Mayor Skinner presented this item to the Council for consideration.

Sanders/Zuliani motioned to cancel the City Council meeting of January 1, 2026 due to holiday. The motion carried.

14. Council Members’ Remarks and Announcements

Pamela Bucklew: Mrs. Bucklew thanked the BBQ Bash for their banquet and report. She thanked all who participated in the Scarecrow promotion. The next Decorating committee meeting is on November 18, 2025. She reminded all of the Veterans Day Parade on 11/11/25.

Scott Randall: Mr. Randall also thanked the Almost Heaven BBQ Bash committee. He also thanked the people who attended the Public Hearing on the Water Rates and the report from Firefighter First Class Jenkins for the fire prevention report. He reminded everyone that even with the new rates, we are still lower than many water systems.

Jack Reger: Mr. Reger appreciated the presentations concerning the Water Rate increase. He thanked Jody Light for her report on the BBQ Bash. He feels bad for Jerry Henderson having to cancel her event.

Robert Zuliani: Mr. Zuliani thanked those who gave the reports concerning the Water Rate increase. He also reminded all to rake and dispose of their leaves from their yards as a courtesy to their neighbors.

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

- a. Report of Events, Correspondence, and Information**
 - i. Buckhannon Water Treatment Plant Project-Frequently Asked Questions (FAQ)**
 - b. Upcoming Events at The Event Center at Brushy Fork**
 - i. November 8, 2025-Mountain Heart Training Event**
 - ii. November 22, 2025-Holly Jolly Craft Show**
 - iii. December 06, 2025- Holiday “FURtastic” Elimination Dinner**
 - iv. December 09, 2025- Private Holiday Event**

Recorder Sanders thanked Upshur County Commissioner Kristie Tenney for her assistance in getting the Mountaineer Mile designation for the Walk Trail.

16. Mayor’s Remarks and Announcements -Mayor Skinner thanked all who participated in the Public Hearing and recommended that all read all public announcements to stay informed of factual information regarding operations of the City.

17. Declaration of Adjournment

At 9:00 p.m., Randall made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____