

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 20, 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	Absent
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
Media:		
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Monica Zalaznik	Present - GTM
Record Delta	Noah Jeffries	Present

Guests: Tammy Reger, UC Chamber of Commerce; Catherine Norko, Charles W. Gibson Library; Jerry Henderson, Baxa Inn; Jason Campbell, JC Films Studio.

*Council of the City of Buckhannon Public Meeting Agenda
7:00 PM | Thursday, November 20, 2025
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: Regular Meeting: 11/06/25
5. Recognition of Guests
 - a. JCFilms Studio- Upcoming Hank’s Christmas Wish Screening & Support Request
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approve Payment of Bills
 - b. Municipal Home Rule Program 2025 Progress Report
 - c. Approve City Hall Closure on December 16, 2025, from 12:00 Noon to 2:00 pm for City Hall Staff
Christmas Party
8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
9. Police Department Report – Chief Matthew Gregory
 - a. Approval Mutual Aid Agreement between the BPD & Upshur County Sheriff’s Office
 - b. Erica Bennett, Peer Liaison-First Choice Peers Program Annual Report
10. City Attorney’s Report – Thomas J. O’Neil
 - a. Approve Resolution 2025-13 Support for the FEMA Grant for E-911 Addressing Project
 - b. Approve Resolution 2025-14 Support for the FEMA Grant for Taylor Street Storm Sewer Collection System Project
 - c. Approve Resolution 2025-15 Designating an Authorized Agent for the FEMA Grant for Taylor Street Storm Sewer Collection System Project
11. New Business Discussions
 - a. City’s Appointment of Lily Hicks to the Upshur County Convention & Visitors Bureau
 - b. City’s Appointment to the Upshur County Recreation Board

12. Council Members' Remarks and Announcements

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

- a. Report of Events, Correspondence, and Information
 - i. UCRC 5k 11/27/25 7:30am Jawbone Park
 - ii. BFD Christmas Parade 12/05/25 6:00pm
 - iii. Cancellation of the City Council Meeting January 1, 2026 due to Holiday
 - iv. FOIA Request & Fulfillment from Mark Best re: WTP Feasibility Report
 - v. Public Notice of Change in Water Rates re: Ordinance # 476
- b. Upcoming Events at The Event Center at Brushy Fork
 - i. November 22, 2025-Holly Jolly Craft Show
 - ii. December 05, 2025- Screening of Hank's Christmas Wish 3
 - iii. December 06, 2025- Holiday "FURtastic" Elimination Dinner

14. Mayor's Remarks and Announcements

15. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on November 17, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/443910693>, or by phone, call: (571) 317-3112, access code: 443-910-693.*

1. Call to Order: At 7:00 p.m., Mayor Robbie Skinner called the November 20, 2025, regular meeting of the Buckhannon City Council to order.

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

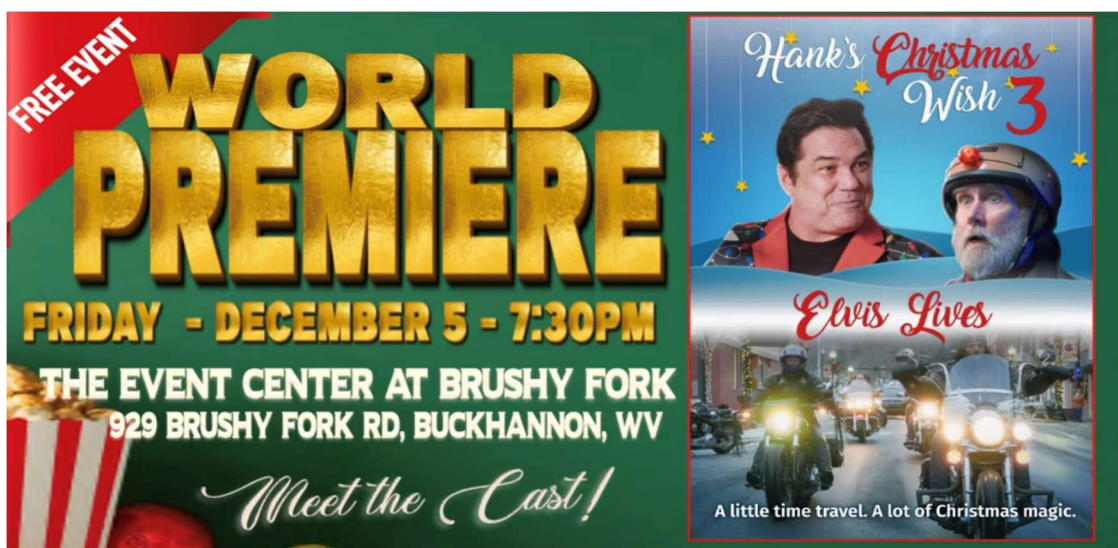
3. Pledge of Allegiance: Skinner invited those in attendance to recite the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: Regular Meeting: 11/06/2025 – Mayor Skinner noted that the Meeting Minutes for November 6, 2025 were available for consideration.

Reger/Zuliani motioned to approve the minutes for the Regular Meetings for November 6, 2025 as presented. The motion carried.

5. Recognition of Guests – Mayor Skinner acknowledged Jason Campbell for the following:

a. JCFilms Studio- Upcoming Hank's Christmas Wish Screening & Support Request - Jason Campbell provided an overview of the ongoing Hank's Christmas Wish Screening movie project, now entering its fourth year. The series features Dean Cain as the Mayor each year, with guest stars including Richard Grieco and, this year, Kevin Sorbo as the "Vice Mayor." Approximately 40–50 participants travel from across the country to take part, contributing to local economic activity through lodging and dining. The premiere of Hank's Christmas Wish 3 will be held on December 5, 2025, after the BFD Christmas parade, at The Event Center at Brushy Fork, free to the public, followed by filming of Hank's Christmas Wish 4: The Lost Letters, which will feature scenes at the library. JC Films emphasized its mission to produce faith-and-family films nationwide and its engagement of residents in productions. Mr. Campbell expressed appreciation for the City's past support, noting that even modest funding significantly supports the City's volunteer-driven projects. Distribution of Hank's Christmas Wish 3 is scheduled for release on 2BN, Hulu, and Pure Flix. He requested \$2,500 in monetary support as well as the use of city properties, noted in the request, for the movie premiere and filming. Discussion took place.





2025 GRANT RENEWAL REQUEST
Hank's Christmas Wish 4: *The Lost Letter*
Presented to the Buckhannon City Council

WHAT WE ARE REQUESTING

We respectfully request a **renewed \$2,500 grant** from the City of Buckhannon to help partially fund the next installment of our locally beloved film series: **Hank's Christmas Wish 4: *The Lost Letter***.

WHO WE ARE

JCFILMS STUDIOS is a West Virginia-based nonprofit film production company dedicated to creating inspiring, faith-and-family feature films. With more than **90 films produced**, our mission is to create uplifting movies that encourage, inspire, and showcase the beauty of our communities, especially right here in West Virginia.

ABOUT THE HANK'S CHRISTMAS WISH SERIES

The **Hank's Christmas Wish** franchise is a joyful, family-friendly series about a retired elf who has made **Buckhannon, WV** his home. Each film highlights kindness, community spirit, and the magic of Christmas while featuring the charm of Buckhannon.

- **Hank's Christmas Wish (2022):** A retired elf rediscovering Christmas with support from the Buckhannon community.
- **Hank's Christmas Wish 2 (2023):** Hank helps a local dance studio bring *The Nutcracker* to the stage.
- **Hank's Christmas Wish 3: *Elvis Lives* (2024):** Hank must save Christmas when a biker gang threatens the holiday spirit.

This year, we propose the next film in the series:

HANK'S CHRISTMAS WISH 4: *THE LOST LETTER* (2025)

A whimsical new adventure where Buckhannon once again becomes the heart of Christmas magic.

WHY THIS SERIES MATTERS TO BUCKHANNON

Our goal is to establish *Hank's Christmas Wish* as a **cherished annual tradition** in Buckhannon. Families look forward to the filming, the community involvement, and the yearly world premiere.

Success So Far

- The first films are streaming on **Amazon, Pure Flix**, and more than 41 platforms worldwide.
- Hundreds of visitors and volunteers have participated in the productions.
- The annual premieres have become beloved community events.

CELEBRITY INVOLVEMENT

The Hank series continues to attract recognizable, family-friendly talent including:

Dean Cain – *Lois & Clark: The New Adventures of Superman*

Kevin Sorbo – *Hercules, God's Not Dead*

Eddie McClintock – *Warehouse 13, Friends, Desperate Housewives*

Mickey Bell – National Christian comedian and social-media personality

Cydney Chase – Actress and daughter of comedy legend **Chevy Chase**

Richard Grieco – Known for his role as Detective Dennis Booker on the TV series *21 Jump Street*.

WHY WE WANT TO KEEP MAKING THIS MOVIE IN BUCKHANNON

- **Strong local involvement** every year
- **Stunning filming locations** that elevate production quality
- **Highly talented local actors, extras, and youth**
- **Tourism impact**, with fans visiting the real filming locations
- **Positive messaging** that reflects West Virginia in a beautiful, uplifting light

ECONOMIC IMPACT TO THE CITY

Hotels: 10–15 rooms booked for cast & crew

Dining: Over 10 meals per day purchased from local restaurants

Local purchases: Props, supplies, décor, and location rentals

Tourism: Viewers are inspired to visit Buckhannon after watching the films

CREATING OPPORTUNITIES FOR YOUTH

We provide hands-on access to a real film set for local teens and aspiring filmmakers. Many students earn:

- Acting opportunities
- IMDb credits
- Behind-the-scenes production experience
- Mentorship from professional filmmakers and actors
- We want to continue building pathways for West Virginia youth to pursue creative careers—**right here at home**.

THE FILM (2025 PRODUCTION OVERVIEW)

- Full-length narrative Christmas feature
- Total production budget: **\$60,000**
- Distribution on Amazon, Pure Flix, Tubi, and international platforms
- 50+ community volunteers

- Hollywood-level cast
- Filmed entirely in **Buckhannon, WV**
- A detailed budget is available upon request.

EXPOSURE FOR BUCKHANNON

Each film is released to a global audience, appearing on major streaming platforms and in multiple languages.

We also host the **World Premiere in Buckhannon every December**, bringing cast, visitors, and press into the community.

THE FUTURE WITH YOUR SUPPORT

Your continued support will:

- Increase opportunities for local aspiring actors
- Strengthen West Virginia’s presence in the faith-and-family film industry
- Continue building Buckhannon’s reputation as a “Christmas movie town”
- Bring national and international attention to Buckhannon every holiday season

“Nothing echoes faith and family more than the City of Buckhannon. With your support, the world gets to see the beauty, charm, and heart of this community.”

REQUEST SUMMARY

Grant Requested: \$2,500

Purpose: Partial funding for *Hank’s Christmas Wish 4: The Lost Letter*

Filming Dates: December 2025

Location: Buckhannon, WV

Producer: JCFILMS Studios (Nonprofit)

FOR MORE INFORMATION

Visit: www.JCFilms.org. We look forward to continuing this wonderful partnership and making Buckhannon shine once again this Christmas season.

Sanders/Zuliani motioned to approve the JCFilms Studio upcoming Hank’s Christmas Wish screening and support request as presented. The motion carried.

6. Public Comment—Motion to Open & Close Requested: Without objection, the Public Comment Period was opened and closed as no one had requested to be recognized.

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

Amby report 11-20-25

Balances in the Enterprise Funds October, 2025

Waste Collection Board	mm/cking	\$1,898,776	cd/sav \$324,418
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,146,561.	work/capital & savings -\$935,020
Water Project Fund (from \$6million loan)		\$5,936,848	
Sanitary Board	mm/cking	\$928,655	work capital/cds \$496,732
Storm water Fund	mm/cking	\$322,603	

Home Rule Report 2025

Planks:

- Property Nuisance Abatement
- Part-time Police Officer expanding maximum age
- Online Sale or Disposition of Municipal Property
- Non-intoxicating beer, wine and alcohol may be sold in licensed restaurants on Sundays outside of times authorized by state code.
- Enterprise Zones-tax rebates to commercial or industrial business based on a tiered system of new capital investment and number of full-time jobs generated in the city limits.
- Municipal Sales Tax- authorizes state treasurer to collect 1% sales tax on qualified purchases and remit to the City of Buckhannon

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

NOV 1-15, 2025 GENERAL FUND PAYMENT OF BILLS

\$5,428.00 – AMERICAN LEGAL PUBLISHING – CODIFICATION OF ORDINANCES

\$5,000.00 – FOCUS MARKETING CO.- COLLABORATIVE PROJECT FOR TOURISM/BUSINESS WITH UPSHUR COUNTY COMMISSION

\$10,790.27 – TRADEWORX – POCAHONTAS STREET CURBS

\$3,645.00 – FORMTECH – CONCRETE FORMS

\$4,703.25 – TRADEWORX – LABOR AT PUBLIC SAFETY TRAINING FACILITY BURN BOXES

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DISBURSEMENTS 11-01-25 to 11-15-25

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	BUSINESS CRI	
		409-341-00	MAYOR'S SUPPLIES & M	BUILDING PEF	
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 J	
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF NOV 2025	
		409-105-00	MAYOR'S INSURANCE	GF NOV 2025	
	ASSOCIATION OF STATE FLOODPL	409-341-00	MAYOR'S SUPPLIES & M	PCRD-2026 CI	
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	OCT 25 CC FE	
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	PCRD-HIGHLIC	
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHEI	
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WI1	
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-PENS T7	
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-OCT 25	
	FP MAILING SOLUTIONS	409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGI	
		409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGI	
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	NOV 2025 POS	
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	RECDESK OCT	
	WV NEWS	409-220-00	MAYOR'S LEGAL PUBLIC	LEGAL AD RT	
		409-220-00	MAYOR'S LEGAL PUBLIC	LEGAL AD RT	
		409-220-00	MAYOR'S LEGAL PUBLIC	LEGAL AD RT	
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-OCT 202	
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	ROSSMAN & C	
	BEENVERIFIED	409-341-00	MAYOR'S SUPPLIES & M	PCRD-MONTHL	
	AMERICAN LEGAL PUBLISHING	409-341-00	MAYOR'S SUPPLIES & M	CODIFICATION	
	**PAYROLL EXPENSES			11/01/2025 -	
COUNCIL	FOCUS MARKETING COMPANY	410-568-00	CONTRIBUTIONS OUTSID	UC COLLABOR	
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 10-2 TO 11-2-25	0.94
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF NOV 2025 RETIREES	12.00
		413-105-00	TREASURER'S GROUP IN	GF NOV 2025 HEALTH INS	1.98
	DAVID L HOWELL CPA	413-224-00	AUDIT	JUN 30, 2025 AUDIT PROGRES	62.50
	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
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	427.31
				TOTAL:	537.42
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 10-2 TO 11-2-25	0.43
	WV MUNICIPAL LEAGUE	416-221-00	POLICE JUDGE TRAININ	PCRD-MUNICIPAL JUDGE TRAIN	120.00
				TOTAL:	120.43
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 10-2 TO 11-2-25	1.23
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	57.10
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	13.36

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DISBURSEMENTS 11-01-25 to 11-15-25

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	913.46
				TOTAL:	985.15
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 10-2 TO 11-2-25	80.01
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF NOV 2025 RETIREES	12.00
		437-105-00	ZONING HEALTH INS	GF NOV 2025 HEALTH INS	514.98
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	1,653.85
				TOTAL:	2,387.36
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	BIT DEFENDER ENDPST SEPT 25	450.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	NOV 25 CH INTERNET	212.50
	STRATEGY LLC	439-230-00	DATA PROCESSING	NOV 2025 IT CONTRACT	1,750.00
				TOTAL:	2,412.50
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 10-2 TO 11-2-25	65.18
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF NOV 2025 RETIREES	12.00
		440-105-00	CITY HALL JANITOR IN	GF NOV 2025 HEALTH INS	1.98
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	49.74
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	28.26
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	111.80
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	26.15
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC 10-13-25	46.59
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC MATS 11-3-2	46.59
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	46.59
		440-216-00	CITY HALL MAINTENANC	CH LOGO MAT 10-16-25	250.00
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	1,818.00
				TOTAL:	2,502.88
POLICE	AXON ENTERPRISE, INC.	700-221-00	POLICE DEPT. TRAININ	PCRD-TASER INSTRUTOR COUR	895.00
	LEAF	700-341-00	POLICE DEPT. MAT & S	POLICE COPIER LSE NOV 25	159.10
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 10-2 TO 11-2-25	985.95
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF NOV 2025 RETIREES	120.00
		700-105-00	POLICE DEPT. GROUP I	GF NOV 2025 HEALTH INS	9,264.78
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	JACKET	122.11
	SHEETZ	700-343-00	POLICE DEPT. AUTO SU	PCRD-FUEL FOR CRUISER #2	54.13
		700-343-00	POLICE DEPT. AUTO SU	PCRD-FUEL FOR CRUISER #2	61.75
	BUCKHANNON POSTMASTER	700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	7.70
		700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	20.60
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	OCT 2025 COURT FEES	1,972.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	1,349.34
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
		700-459-00	POLICE DEPT. NEW EQU	28JXMD 2025 DODGE DURANGO	1,064.30
		700-459-00	POLICE DEPT. NEW EQU	28JXND DODGE DURANGO	1,063.79
		700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 INTERCEPTOR	1.78
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 INTERCEPTOR	803.87
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CITIZENS BANK OF WV WALMART STORES INC -BUCKHANN INTERNAL REVENUE SERVICE LOGO TAGS CHEWY.COM AT&T MOBILITY WILLIAM COURTNEY LEXIPOL RENEE PRESTON PHOTOGRAPHY BODY ARMOR MMA, LLC STAPLES ADVANTAGE FLYERS ENERGY LLC JONATHAN WARNER BIGGERBOOKS.COM TRAVELERS INSURANCE **PAYROLL EXPENSES	700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT NOV 25	2,802.39
		700-341-00	POLICE DEPT. MAT & S	PCRD-GUN CLEANING SUPPLIES	57.43
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,226.25
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	520.65
		700-341-00	POLICE DEPT. MAT & S	PCRD-CHALLENGE COINS	446.19
		700-341-00	POLICE DEPT. MAT & S	PCRD-DOG FOOD FLEA & TICK	267.96
		700-211-00	POLICE DEPT. TELEPHO	PCRD-OCT 25 CELL PHN GEOTA	1,275.10
		700-214-00	POLICE DEPT. TRAVEL	K9 NAFWDA RECERT SHLLW CRK	31.00
		700-341-00	POLICE DEPT. MAT & S	POLICE ON ACADEMY ANNUAL	1,606.36
		700-341-00	POLICE DEPT. MAT & S	PBD COMPOSITE PORTRAIT	240.00
		700-221-00	POLICE DEPT. TRAININ	JIUJITSU TRAINING	225.00
		700-341-00	POLICE DEPT. MAT & S	13 GAL TRASH BAGS	24.77
		700-343-00	POLICE DEPT. AUTO SU	POLICE FUEL BILL OCT 25	3,106.18
		700-214-00	POLICE DEPT. TRAVEL	MEALS TRAINING IN CLBRG	113.40
		700-341-00	POLICE DEPT. MAT & S	PCARD-CPL EXAM STUDY GUIDE	169.99
		700-226-00	POLICE DEPT. INSURAN	DEDUCTIBLE FREEMAN CASE PD	2,572.00
				11/01/2025 - 11/15/2025	36,098.47
				TOTAL:	76,092.85
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	OCT 2025 COURT FEES	2,600.00
				TOTAL:	2,600.00
FIRE	4IMPRINT, INC ENCOVA INSURANCE WV PUBLIC EMPLOYEES INSURANC LOWES BUSINESS ACCOUNTS/SYNC BREATHING AIR SYSTEMS CORP ENTERPRISE FM TRUST CITIZENS BANK OF WV ST JOSEPH HOSPITAL OF BUCKHA INTERNAL REVENUE SERVICE AMAZON.COM FIRST COMMUNITY BANK CORPORA WV PROFESSIONAL FIRE CHIEFS AT&T MOBILITY CAPITAL CITY INDUSTRIES LLC FLYERS ENERGY LLC CINTAS DIAMOND DEALERS **PAYROLL EXPENSES	706-341-01	VOLUNTEER FIREFIGHTE	PCRD-265 WAT BTTLs FIRE PR	799.98
		706-226-00	FIRE DEPT. INSURANCE	WCN6007140 10-2 TO 11-2-25	1,664.01
		706-105-00	FIRE DEPT. GROUP INS	GF NOV 2025 RETIREES	108.00
		706-105-00	FIRE DEPT. GROUP INS	GF NOV 2025 HEALTH INS	7,006.82
		706-341-00	FIRE DEPT. MATERIAL	MISC PVC JOINTS	217.88
		706-216-00	FIRE DEPT. MAINTENAN	SRVCE CALL, LBR	351.45
		706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	716.58
		706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK MOV 25	4,790.11
		706-341-00	FIRE DEPT. MATERIAL	MEDS	212.77
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,276.22
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	298.48
		706-341-00	FIRE DEPT. MATERIAL	PCRD-3PK DOOR KNOBS	29.55
		706-341-00	FIRE DEPT. MATERIAL	PCRD-BATTERY BACKUP SURGE	179.97
		706-459-00	FIRE DEPT. CAPITAL O	NOV 25 BFD BREATHING APPAR	4,338.59
		706-341-00	FIRE DEPT. MATERIAL	ACTIVE MEMBRSH	100.00
		706-211-00	FIRE DEPT. TELEPHONE	PCRD-OCT 25 CELL PHN GEOTA	190.28
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-CCI RADIO STRAP	160.50
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL OCT 25	1,032.66
		706-341-00	FIRE DEPT. MATERIAL	FIRST AID KIT	57.22
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-SHIRTS & JACKET MARCU	210.00
				11/01/2025 - 11/15/2025	20,597.63
				TOTAL:	44,338.70
STREET	BUCKHANNON UTIL BOARDS MON POWER ENVIRONMENTAL SYSTEMS RESEAR LEAF ENCOVA INSURANCE WV PUBLIC EMPLOYEES INSURANC	750-341-00	STREET DEPT. MAT & S	STR WASTE CHARGES NOV 25	177.57
		750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	15.03
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	721.93
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	743.79
		750-341-00	STREET DEPT. MAT & S	ANNUAL GIS SOFTWARE FEES	447.91
		750-341-00	STREET DEPT. MAT & S	COPIER LEASE STREET	57.14
		750-226-00	STREET DEPT. INSURAN	WCN6007140 10-2 TO 11-2-25	1,057.05
		750-105-00	STREET DEPT. GROUP I	GF NOV 2025 RETIREES	108.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	NAPA-AMTOWER AUTO SUPPLY HART OFFICE SOLUTIONS INC HARBOR FREIGHT TOOLS LOWES BUSINESS ACCOUNTS/SYNC BRUFFEY TRUCKING INC STATE EQUIPMENT INC. KAREN SCHRADER BENNY'S BOOT HILL ENTERPRISE FM TRUST TRACTOR SUPPLY CREDIT PLAN WALMART STORES INC -BUCKHANN BENNYS BOOT HILL INTERNAL REVENUE SERVICE AMAZON.COM EBAY FIRST COMMUNITY BANK CORPORA AT&T MOBILITY ROZELLE ENTERPRISES LLC BENJAMIN LEE ARISMAN FORMTECH FREEDOM AG & ENGERY COOPERAT FLYERS ENERGY LLC CINTAS CITYNET LLC MARS BP 59387	750-105-00	STREET DEPT. GROUP I	GF NOV 2025 HEALTH INS	8,185.84
		750-343-00	STREET DEPT. AUTO SU	DEF FLUID PIN AND RETATIN	48.98
		750-341-00	STREET DEPT. MAT & S	454 COLORED COPIES	31.06
		750-341-00	STREET DEPT. MAT & S	PCRD-GLOVES MARKING CRAYON	61.92
		750-343-00	STREET DEPT. AUTO SU	PCRD-DIGITAL TIRE INFLATOR	34.99
		750-341-00	STREET DEPT. MAT & S	PCRD-HEAT GUN, 350W PWR IN	354.98
		750-341-00	STREET DEPT. MAT & S	CABLE TIES FOR X-MAS DECO	210.52
		750-458-05	STREET DEPT PROJECTS	COLD PATCH FOR N FLORIDA	189.80
		750-341-00	STREET DEPT. MAT & S	PCRD-RATCHET STRAPS	39.98
		750-343-00	STREET DEPT. AUTO SU	WIRE & CONNECTORS 8-10	118.43
		750-458-05	STREET DEPT PROJECTS	57'S STONE FOR CONCRETE M	2,956.76
		750-343-00	STREET DEPT. AUTO SU	HYD CYL REPAIR KIT FOR EX	506.81
		750-341-00	STREET DEPT. MAT & S	BOWS	250.00
		750-345-00	STREET DEPT. UNIFORM	PCRD-SAFETY BOOTS BRAD HAW	188.91
		750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500	426.56
		750-459-00	STREET DEPT. CAPITAL	27V9FV 2024 RAM 2500	583.19
		750-459-00	STREET DEPT. CAPITAL	27V9G6 2024 RAM 2500	583.19
		750-459-00	STREET DEPT. CAPITAL	2857P9 2024 RAM 5500	1,646.81
		750-459-00	STREET DEPT. CAPITAL	STREET VEHICLE LEASE NOV 2	31.00
		750-341-00	STREET DEPT. MAT & S	PCRD-HITCH PINS WATER TANK	52.75
		750-341-00	STREET DEPT. MAT & S	PCRD-SWVL SNAPS FOR FLAGS	87.91
		750-343-00	STREET DEPT. AUTO SU	PCRD-TRLR TIRE MARKER LGHT	309.97
		750-341-00	STREET DEPT. MAT & S	PCRD-BOXES FOR BOWS	199.92
		750-345-00	STREET DEPT. UNIFORM	COAT & BOOTS FOR DANNY B	260.95
		750-345-00	STREET DEPT. UNIFORM	COAT & BOOTS FOR CALEB	323.90
		750-345-00	STREET DEPT. UNIFORM	BIBS & BOOTS FOR RON S	314.87
		750-345-00	STREET DEPT. UNIFORM	COAT & BOOTS FOR RANDY	238.40
		750-345-00	STREET DEPT. UNIFORM	BOOTS FOR JAMES	170.91
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,262.65
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	295.30
		750-345-00	STREET DEPT. UNIFORM	PCRD-SAFETY WORK BOOTS	109.95
		750-341-00	STREET DEPT. MAT & S	PCRD-128FT OF CHRISTMAS LI	339.28
		750-341-00	STREET DEPT. MAT & S	PCRD-AMERICAN FLAGS	89.90
		750-341-00	STREET DEPT. MAT & S	PCRD-SCOTCH GUARD FOR BOWS	55.15
		750-341-00	STREET DEPT. MAT & S	PCRD-US FLAG POW FLAG	536.40
		750-341-00	STREET DEPT. MAT & S	PCRD-RIBBON FOR BOWS	137.94
		750-341-00	STREET DEPT. MAT & S	PCRD-RIBBON SCOTCH GUARD B	229.90
		750-343-00	STREET DEPT. AUTO SU	PCRD-25MM PINS HITCH ATTAC	147.95
		750-343-00	STREET DEPT. AUTO SU	PCRD-20,000LB HYDRAULIC WI	1,276.19
		750-459-22	PROPERTY PAYMENT MUDL	NOV 25 PUBLIC WRKS BLDG PY	9,774.80
		750-211-00	STREET DEPT. TELEPHO	PCRD-OCT 25 CELL PHN & GEO	396.67
		750-458-05	STREET DEPT PROJECTS	POCAHONTAS STREET CURBS	10,790.27
		750-341-02	CITY PROPERTY MOWING	2 WEEK MWNG & CRB CLN	7,930.00
		750-341-02	CITY PROPERTY MOWING	2 WEEKS MOWING CITY LOTS	4,280.00
		750-458-05	STREET DEPT PROJECTS	PCRD-CONCRETE FORMS	3,645.00
		750-345-00	STREET DEPT. UNIFORM	BOOTS FOR FRED LANGBEIN	245.99
		750-343-00	STREET DEPT. AUTO SU	STREET FUEL BILL OCT 25	3,826.01
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	257.40
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	257.40
		750-213-00	STREET DEPT. UTILITI	PCRD-FIBER FIRE POL STR WA	100.00
		750-343-00	STREET DEPT. AUTO SU	PCRD-DIESEL FOR ST SWEEPER	76.50

11-19-2025 06:51 PM		DISBURSEMENTS 11-01-25 to 11-15-25			PAGE: 5
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	20,361.87
				TOTAL:	88,160.25
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,760.60
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	244.56
		751-213-00	STREET LIGHTS	110 170 666 488 26 LINCOLN	16.18
				TOTAL:	7,021.34
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	63.00
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	67.94
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	54.85
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	50.82
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	31.71
				TOTAL:	268.32
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	OCT 2025 HOTEL-MOTEL TAX	3,320.15
				TOTAL:	3,320.15
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	OCT 2025 HOTEL-MOTEL TAX	7,747.01
				TOTAL:	7,747.01
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	255.26
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 10-2 TO 11-2-25	55.31
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	59.50
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING PYMT NOV 25	5,220.65
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-PAPER TOWELS VACUUM	113.69
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-SHELVES FOR CAC	132.99
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	56.99
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	13.33
	FRONTIER	906-213-00	CAC UTILITIES	30447389870528214 EVENT CN	123.90
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC 10-13-25	29.65
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC MATS 11-3-2	29.65
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	29.65
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	919.28
				TOTAL:	7,039.85
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	57.32
	RALSTON PRESS INC	907-356-00	YOUTH BASKETBALL	PCARD-BASKETBALL FLYERS	194.06
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	SUPPLIES	84.42
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE 10-25-25	197.62
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 10-2 TO 11-2-25	177.86
	BANDLAND, LLC	907-354-00	DRILL TEAM	PCRD-BATONS	37.99
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF NOV 2025 RETIREES	48.00
		907-105-00	GROUP INSURANCE	GF NOV 2025 HEALTH INS	2,916.90
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	156.95
	CRITES ELECTRICAL SUPPLY INC	907-341-00	MATERIALS & SUPPLIES	FLOURESCENT BULBS	229.80
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	MILK	17.10
		907-361-00	AFTER SCHOOL SUPPLIE	MOLESKIN	14.13
		907-361-00	AFTER SCHOOL SUPPLIE	SUPPLIES	58.68
		907-361-00	AFTER SCHOOL SUPPLIE	CURTAIN BRACKETS	14.37
		907-361-00	AFTER SCHOOL SUPPLIE	91 ALCOHOL, BATTERIES	22.83
		907-361-00	AFTER SCHOOL SUPPLIE	HAM, TORT, APPLES, MAN	38.25
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	555.41
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	129.92

11-19-2025 06:51 PM		DISBURSEMENTS 11-01-25 to 11-15-25			PAGE: 6
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	APRIL E SMALL	907-368-02	YOGA FITNESS CLASS	KICKBOXING INSTR OCT 25	16.00
	AMAZON.COM	907-341-00	MATERIALS & SUPPLIES	PCRD-AFTER SCHL SNACKS	166.95
		907-341-00	MATERIALS & SUPPLIES	PCRD-WV FLAGS	11.36
	LYNX WV INC	907-213-00	UTILITIES	SYC NOV EQUIP RENTAL ANTNN	145.00
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-OTC 25 GEOTAB	38.85
	STATE FIRE MARSHALL	907-341-01	OPERATING EXPENSES	FIRE SAFETY INSPECTION	25.00
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTION OCT 25	604.00
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	614.90
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-TRASH BAGS	75.78
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC FUEL BILL OCT 25	491.96
	KIMBERLY DAWN GIFFORD	907-368-02	YOGA FITNESS CLASS	KANGOO INSTRUCTION OCT 25	48.00
	CINTAS	907-216-00	MAINTENANCE	SYC MATS & MOPS 10-27-25	83.39
		907-216-00	MAINTENANCE	SYC MATS & MOPS 11-3-25	83.39
		907-216-00	MAINTENANCE	SYC MATS & MOPS 11-10-25	83.39
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	YOGA INSTRUCTOR OCT 25	612.00
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	8,958.26
				TOTAL:	17,009.84
CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 10-2 TO 11-2-25	6.04
	WEBSTAUARNTSTORE	910-341-00	EVENT CENTER SUPPLIE	PCRD-CLEAR CUPS FOR EVENT	66.47
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1.31
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	0.30
	AT&T MOBILITY	910-213-00	UTILITIES-ADJUTANT G	PCRD-OCT 25 CELL PHN	51.15
	**PAYROLL EXPENSES			11/01/2025 - 11/15/2025	21.00
				TOTAL:	146.27
PUBLIC SAFETY	VALLEY STEEL SERVICE	976-459-01	PUBLIC SAFETY TRAINI	MISC METAL	1,318.86
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	223.40
	LOWES BUSINESS ACCOUNTS/SYNC	976-459-01	PUBLIC SAFETY TRAINI	ALL PRPSE SND RED SQR STN	773.50
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	NOV 25 PD WATCH GUARD	150.00
	ROZELLE ENTERPRISES LLC	976-459-01	PUBLIC SAFETY TRAINI	LABOR, BRN ROOMS, TRAINNG	4,703.25
	CUMMINS SALES & SERVICE FAIR	976-216-00	SAFETY COMPLEX MAINT	4Q FULL SERV GEN PSC	2,254.18
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC 10-13-25	30.70
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC MATS 11-3-2	30.70
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	30.70
	CITYNET LLC	976-213-00	SAFETY COMPLEX UTILI	PCRD-FIBER FIRE POL STR WA	670.68
				TOTAL:	10,185.97

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

b. Municipal Home Rule Program 2025 Progress Report - Mrs. Jenkins presented an overview of the report to the Council. No action was necessary.

MUNICIPAL HOME RULE PROGRAM 2025 PROGRESS REPORT CITY OF BUCKHANNON

West Virginia State Code §8-1-5a (m) provides:

“Commencing December 1, 2015, and each year thereafter, each participating municipality shall give a progress report to the Municipal Home Rule Board and commencing January 1, 2016, and each year

thereafter, the Municipal Home Rule Board shall give a summary report of all the participating municipalities to the Joint Committee on Government and Finance.”

The Municipal Home Rule Board has developed this standard format for Home Rule Program participating municipalities to prepare and submit their respective Annual Progress Reports. The intent of this standard format is to gather and compile information in a consistent, easily understood, and efficient manner that will be used to develop a concise and practical summary report to the Joint Committee on Government and Finance.

Annual Progress Reports must be submitted electronically as an individual file in PDF format no later than the close of business on the first business day of December, by emailing to WV Municipal Home Rule Board at MunicipalHomeRule@wv.gov.

A. General Information		
Name of Municipality: CITY OF BUCKHANNON		
Certifying Official:	Title: Mayor	
Contact Person:	Title: Assistant Recorder	
Address: 70 E Main St		
City, State, Zip: Buckhannon, WV 26201		
Telephone Number: 304-472-1651	Fax Number: 304-472-0934	
E-Mail Address: amby.jenkins@buckhannonwv.org		
2020 Census Population: 5186		
B. Municipal Classification		
<input type="checkbox"/> Class I	<input type="checkbox"/> Class II	XX Class III <input type="checkbox"/> Class IV
C. Attest		
I hereby confirm that I am the authorized official for this municipality and certify that the information submitted herein and attached hereto is true and accurate and that this report addresses each and every initiative included in the original Home Rule Pilot Program Plan Application for this municipality and any subsequent amendments, if applicable.		
Type Name of Certifying Official	Signature of Certifying Official	Date

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative : Property Nuisance Abatement – Tax Lien – On-Site Citations
Was this non-tax initiative a part of your original plan application X or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? July 19, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.

<p>Forty one violations were issued in fiscal year 2024-25. Tightening up the timeframe to allow issuance of citations has helped for a positive outcome of compliance.</p> <p>We have had no success in trying to place a tax lien on the property. See narrative in “lessons learned” below. The on-site citations help to remediate un-kept and vacant properties.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>More Legislative action needs taken to make County Assessors and their software vendor recognize the benefit to this strategy. Tax liens have proven to be challenging. The Upshur County Assessor will not place the liens on the property taxes because Software Solutions, the company that controls the tax software will not recognize this as a tax lien. Until they are directed to do so in writing by state law or State Auditor the liens will not be recognized or placed on the property.</p>

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

<p>Initiative: Part-time police officer and expanding maximum age.</p>
<p>Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/>?</p>
<p>Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, when was the ordinance enacted? August 21, 2016</p>
<p>If no, please describe challenges faced in enacting the related ordinance(s).</p>
<p>SUCCESES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>The last time that Council authorized hiring a part time police officer was in May 2017. This was an asset until June 2020 when the certified part time officer could no longer serve in that capacity. The process to advertise, hire, train and certify a full-time police officer is lengthy. The process to recruit then train and certify an officer takes six to 12 months. A part time police officer can fill the void and continue police services without putting more burden on existing staff.</p> <p>The police department has been unable to recruit a certified part time police officer since 2020. In general, it has been very difficult to attract qualified persons for the position of police officer.</p> <p>In 2022 Buckhannon shifted the funds that would have been allocated toward the part time position to the Chief of Police for taking on the added responsibility to handle CALEA certification management. Buckhannon may still utilize the part time certified officer position in the future as it is a valuable tool.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>It is difficult to recruit a certified part time police officer.</p>

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Online Sale or Disposition of Municipal Property
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? December 15, 2016
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCCESSIONS – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>In the 2020 report we noted that the first online auction was held in 2019. All of our departments compiled a list of surplus equipment to be auctioned. We drafted an RFP to select an auctioneer. JJ Kane Auctioneers was awarded our auction service. This proved very successful. It exposed our items to a much larger audience. We received over \$61,000 for all of our departments, in combined revenue.</p> <p>We did not hold an auction in 2020 or 2021.</p> <p>In 2022 the City auctioned a problem property (Sedgwick St \$45,500) that was obtained in a tax sale. A second property (Upper Drive) was obtained but did not receive a minimum bid at auction. The house, which was in very poor condition, was demoed by the city.</p> <p>We did not hold an auction in 2023 or 2024. We used Partner Auctions in September 2025 to auction off surplus equipment and received \$50,876.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>Using a professional auction service is more very beneficial.</p>

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Change hours that non-intoxicating beer, wine and alcoholic liquor may be sold or dispensed from 1:00 pm to 10:00 am on Sundays in the City of Buckhannon
Was this non-tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input checked="" type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? March 2, 2017
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCCESSIONS – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p>

The purpose of this initiative was to attract persons to downtown area for social gatherings at our local businesses that serve non-intoxicating beer, wine and alcoholic liquor on Sunday morning.

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

There was some public opposition to this, however, we have not experienced any negative affects to this measure.

Nothing significant to report in 2024 or 2025.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Enterprise Zones-Municipal Real and Personal Property Rebates.

Was this tax initiative a part of your original plan application ☒ or a plan amendment ☐ or N/A ☐

Has the ordinance(s) needed to implement this initiative been enacted? ☒ Yes ☐ No

If yes, when was the ordinance enacted? August 15, 2015

If no, please describe challenges faced in enacting the related ordinance(s).

REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance.

As of this date, No revenues have been realized through this initiative

SUCCESSIONS – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.

No business has taken advantage of this at this time.

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Municipal Sales Tax and reduction of B&O tax.

Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment X Yes <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? Home Rule Nov 1, 2018, Sales Tax-Feb 7, 2019
If no, please describe challenges faced in enacting the related ordinance(s).
<p>REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance.</p> <p>B&O was reduced. In addition to the already existing \$1,000.000.00 exemption, the tiered rates were reduced from \$0.25 per hundred to \$0.20 per hundred and \$0.50 per hundred to \$0.45 per hundred.</p> <p>The City of Buckhannon received from sales tax the following; \$5574,685 January 2025 \$530,960 April 2025 \$586,648 July 2025 \$600,485 October 2025 The budget for fy 2025-26 calls for use of \$2.3 million dollars from sales tax fund for the City’s General Fund.</p>
<p>SUCCESES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.</p> <p>This report summarizes expenses supplemented with sales tax revenue.</p> <p>Council designation toward community</p> <ul style="list-style-type: none">• Contribution toward free community summer activity every Friday during the summer in downtown Buckhannon \$10,000• Contribution toward the WV Strawberry Festival. This draws thousands of people to Buckhannon during the week-long event. Contributed \$25,000 Jan 2025 for fiscal year (24-25)• Outside entity funding program. This program give opportunity through an application process for 501(c)(3) organization to apply for funding that enhance community activities. Such as a non-profit filming company that showcases Buckhannon (Hank’s Christmas) \$2,500; Bar-BQ Bash draws competitors form several states to Buckhannon \$10,000.• Contribution toward public transit. \$15,000• The local Airport Authority asked for an additional \$20,000 contribution, due to lost revenue, for a total contribution of \$40,000 for the fiscal year 2025-26.• Upshur County Development Authority was allocated a total of \$80,000. \$20,000 to fund a façade improvement program in Buckhannon; \$25,000 to fund new small business start up grant; \$35,000 for the Development Authority. <p>City Hall</p> <ul style="list-style-type: none">• Repairs to building (budget for fy 2025-26) \$10,000 <p>Parks:</p> <ul style="list-style-type: none">• City Park – General Fund budgeted \$100,000 for park in fiscal year 2025-26.• Mowing of cemetery and city owned lots are outsourced so they are on regular schedules \$124,000 was allocated for this. <p>Police Department:</p> <ul style="list-style-type: none">• Maintenance of K-9 purchased for department• In 2024, continued the program to rotated and lease financed cruisers. This ensures reliable cruisers for department use.• Police software annual maintenance• Continued funding for CALEA. Accreditation was achieved through the help that funds were available for needed expenses to certify the department• New for 2022, added one new police officer position. This will be an ongoing cost• Pay increases in 2022 will be an ongoing cost• Annual cost of mobile radios were budgeted \$33,700• Newly budgeted for fiscal year 2025-26 are replacement of ballistic vests \$14,000 and replacement of tasers \$30,000 <p>Fire Department:</p> <ul style="list-style-type: none">• Budgeted for three new fire fighters in 2021. This will be an ongoing cost.• In 23-24 \$60,000 was allocated toward a training facility. 24-25 \$50,000 and 25-26 \$50,000

- In 2022 the City starting paying 100% of the insurance premium for the Volunteer Fire Department. This is an ongoing cost
- In 2022 a new fire truck was delivered and has been financed. This is an ongoing cost to 2031
- In 2023 a new truck for the Fire Chief was obtained through the Enterprise vehicle lease program
- In 2023 funding was allocated for Lifepak equipment
- Pay increases in 2022. This is an ongoing expense.
- In 25-26 budget funds were allocated toward recruitment and equipment and training for volunteer fire fighters. \$15,000
- 24-25 budget also includes SCBA Airpaks this is an ongoing expense of \$52,152 annually

Street Department:

- Concrete truck and silo continue to be financed. We have seen a savings owning this in-house for small concrete jobs.
- Property and buildings were purchased on the Mudlick Road in 2020. The Street Department functions were moved to this complex and are shared with the Waste Collection Department. Waste Department moved a large portion of their operations to this facility which will enable use of a large building for a fire and police training facility. Annual property payment is \$117,300.
- \$265,000 was allocated in the 25-26 budget for Street Department Projects
- \$90,114 was allocated in the 25-26 budget for lease finance payments and for equipment
- \$400,000 is allocated toward paving projects 25-26.
- \$100,000 will be contributed to the Stormwater Department of the Sanitary Board

Stockert Youth Center:

- Annual maintenance of Software obtained to help track various youth activities \$3,900 annual
- \$100,000 is allocated in the fiscal year 2025-26 for building repairs or upgrades of doors, cameras, computers, foundation work.

Colonial Arts Center:

- This facility is a former theatre that was in a dilapidated condition. Council voted to obtain the property in 2016. Since then, some grants were obtained and some donations were received and fundraising activities conducted since then. The building was renovated and is now in full use as an arts center owned and operated by the City of Buckhannon. New seating for the facility is \$64,000 annually.

LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Prior to applying for this plank, the Buckhannon City Council established a Revenue Review Committee to explore options to increase revenue and identify projects and activities that the revenues would fund prior to public meeting and discussions with City Council.

c. Approve City Hall Closure on December 16, 2025, from 12:00 Noon to 2:00 pm for City Hall Staff Christmas Party – Mrs. Jenkins presented the request to the Council.

Sanders/Zuliani motioned to approve City Hall Closure on December 16, 2025, from 12:00 Noon to 2:00 pm for the City Hall Staff Christmas Party. The motion carried.

8. 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
November 20, 2025

Street:

- We are continuing to work on the North Florida Street sidewalk.
- Working on a section of the sidewalk along Cooper Street as part of the sidewalk participation program.
- Curbing along Pocahontas Street is nearly complete along the western portion of the street.
- Finished Christmas decorations except for Main Street, which will be completed the week after Thanksgiving.

Horticulture

- Sedgwick- 5 maples
- Latham- 8 crabapples and redbuds, on either end of the street.
- Meade- 2 crabapples near the church parking lot/ playground

- Barbour- A mix of crabapples and dogwoods near 90, 98 (2), 106 (2), 110 (2), 126 (3), and 140 (2). There are still several available spots on this street.
- Pocahontas- A mix of crabapples and redbuds at or near 102 (2), 108 (2), 110(2), and between 132 and 132. There are six more available spots near the Marion end, I have two that will be planted in the spring after some corrections.
- Fayette – There are 2 crabapples near 136 Fayette. Most of this street already has trees or power/ utility lines in prime planting locations.
- College Ave. – One maple at 42 College, another will be going in at 46 College Ave.

Parks

- We have ordered the new playground equipment for North End Park. We are going to begin removing the equipment in the next couple of weeks in preparation for the new equipment.

Waste:

- The Transfer Station will be closed November 27 – 30th for Thanksgiving
- Hiring a new Waste Collection Driver with applications due tomorrow.

Sewer:

- Continuing to work on the Henry Street sanitary sewer upgrade.
- Completed the Mon Street lift station upgrade.
- We have been repairing several taps and service line issues.
- Completed some upgrades to the headworks of the plant.

Stormwater

- Continuing to work on the Taylor Street Storm sewer project as we have received appraisals for properties necessary to complete the project and met with a couple of property owners.

Water:

- Replaced a fire hydrant on Lumber Street
- Repaired a significant leak in the rook of the WTP.
- Continuing to work on property purchases and design relative to the new water treatment plant.
- 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 –Colonial Arts Center – Continuing with HVAC return duct installation 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, including the relocation of stage and theater lights and the installation of sprinkler lines.
- FEMA / WVEMD – Taylor Street Storm sewer grant application – The four (4) property appraisals were received last week, so I am continuing to work on the FEMA grant application. Due to the federal government shutdown, the deadline for the application submittal is January 9, 2026.

- 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 #76771 - #76782
11/06/2025 - 11/19/2025

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
76777	Goldilocks Pediatrics Mongold Medical Services	1 Bobcat Lane	J.A.M. HOME IMPROVEMENT LLC	Change of Use, Signage on Building 4'x5', Wayfinding Signage Vinyl Decal Replacement & Electrical	1,999.00	100.00	A Commercial Property	No	11/12/2025	No	N/A	No	
76771	CBS House of Hair	33 S Florida St		Electrical Compliance Inspection, Window Door Decal Signage	1,999.00	100.00	A Commercial Property		11/5/2025	Yes	N/A	No	
76773	KANAWH A LOUNGE-AMBIKA HOSPITALITY	18 S KANAWH A ST	WILLIAM R SHARPE LLC	EMERGENCY EXIT LIGHTING (PER FIRE MARSHAL), INTERIOR LIGHTING FIXTURES, (NO RECEPTABLES INSTALL) EXISTING MARQUEE LIGHTING, PAINTING & CARPET REPLACEMENT	2,500.00	100.00	A Commercial Property	No	11/7/2025	Yes	Zone AE	Yes-Elevation Cert. Not Required	No
					6,498.00	300.00							

Group Total: 3

Group: Commercial-Industrial (nonresidential)

76780	CHAPEL HILL	88 S KANAWH A ST	NESBITT CONTRACTING	PITCH ROOF ON EXISTING FLAT ROOF WITH 1 FOOT OVERHANG	6,000.00	57.00		No	11/14/2025		N/A	No	No
76779	HILL FOLK MARKET	1 COLLEGE AVE SUITE 103		30 SQ FT SIGN (5'X6') on building	500.00	15.00		No	11/12/2025	Yes	N/A	No	No
76777	Goldilocks Pediatrics Mongold Medical Services	1 Bobcat Lane	J.A.M. HOME IMPROVEMENT LLC	Change of Use, Signage on Building 4'x5', Wayfinding Signage Vinyl Decal Replacement & Electrical	1,999.00	15.00	A Commercial Property	No	11/12/2025	No	N/A	No	
76771	CBS House of Hair	33 S Florida St		Electrical Compliance Inspection, Window Door Decal Signage	1,999.00	15.00	A Commercial Property		11/5/2025	Yes	N/A	No	

					10,498.00	102.00							
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Group Total: 4

Group: Demolition

76774	CITIZENS BANK	THORPE LN	HIGH POINT CONSTRUCTION	RAZING A METAL BLDING	23,250.00	20.00		Yes -If yes attach report		Yes	N/A	No	No
76775	CITIZENS BANK	3 FRANKLIN ST	HIGH POINT CONSTRUCTION	RAZING A BRICK BLDING	23,250.00	20.00		Yes -If yes attach report		Yes	N/A	No	No
					46,500.00	40.00							

Group Total: 2

Group: Residential (non-commercial)

76781	SCHYLER SMITH	382 BEECH ST		(25'X35') GARAGE (20' HEIGHT), EXTENDING EXISTING GRAVEL DRIVEWAY	3,070.00	33.77	B1 Single Family Residential (New Construction)	No	11/19/2025	No	N/A	No	No
76782	JOANNE MCCARDLE	199 S FLORIDA ST		(5'X10') FRONT PORCH, 19' ADA RAMP TO THE CITY STREET	400.00	10.00		No	11/19/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No
76778	DEVIN LANDIS	224 POCAHONTAS ST		6' VINYL FENCE	3,500.00	38.50		No	11/5/2025	No	N/A	No	No
76776	MEGAN ROSENCRANCE	136 POCAHONTAS ST	REGER COMPANIES, LLC	REROOF	4,300.00	47.30		Yes -If yes attach report		No	N/A	No	No
76772	GREG PATTISON	50 SMITHFIELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPROOFING	10,300.00	113.30	B2 Single Family Residential (500 sq ft)	No	10/10/2025	Yes	N/A	No	No
					21,570.00	242.87							

Group Total: 5

Group: Residential Electrical Fee

76781	SCHYLER SMITH	382 BEECH ST		(25'X35') GARAGE (20' HEIGHT), EXTENDING EXISTING GRAVEL DRIVEWAY	3,070.00	100.00	B1 Single Family Residential (New Construction)	No	11/19/2025	No	N/A	No	No
76772	GREG PATTISON	50 SMITHFIELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPROOFING	10,300.00	100.00	B2 Single Family Residential (500 sq ft)	No	10/10/2025	Yes	N/A	No	No
					13,370.00	200.00							

Group Total: 2

Group: Zoning Application Fee

76781	SCHYLER SMITH	382 BEECH ST		(25'X35') GARAGE (20' HEIGHT), EXTENDING EXISTING GRAVEL DRIVEWAY	3,070.00	20.00	B1 Single Family Residential (New Construction)	No	11/19/2025	No	N/A	No	No
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76782	JOANNE MCCARDLE	199 S FLORIDA ST		(5'X10') FRONT PORCH, 19' ADA RAMP TO THE CITY STREET	400.00	20.00		No	11/19/2025	No	Zone AE	Yes-Elevation Cert. Not Required	No
76780	CHAPEL HILL	88 S KANAWHA ST	NESBITT CONTRACTING	PITCH ROOF ON EXISTING FLAT ROOF WITH 1 FOOT OVERHANG	6,000.00	20.00		No	11/14/2025		N/A	No	No
76779	HILL FOLK MARKET	1 COLLEGE AVE SUITE 103		30 SQ FT SIGN (5'X6') on building	500.00	20.00		No	11/12/2025	Yes	N/A	No	No
76777	Goldilocks Pediatrics Mongold Medical Services	1 Bobcat Lane	J.A.M. HOME IMPROVEMENT LLC	Change of Use, Signage on Building 4'x5', Wayfinding Signage Vinyl Decal Replacement & Electrical	1,999.00	20.00	A Commercial Property	No	11/12/2025	No	N/A	No	
76778	DEVIN LANDIS	224 POCAHONTAS ST		6' VINYL FENCE	3,500.00	20.00		No	11/5/2025	No	N/A	No	No
76772	GREG PATTISON	50 SMITHFIELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPROOFING	10,300.00	20.00	B2 Single Family Residential (500 sq ft)	No	10/10/2025	Yes	N/A	No	No
76771	CBS House of Hair	33 S Florida St		Electrical Compliance Inspection, Window Door Decal Signage	1,999.00	20.00	A Commercial Property		11/5/2025	Yes	N/A	No	
					27,768.00	160.00							

Group Total: 8

					126,204.00	1,044.87							
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Total Records: 24

11/19/2025

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

9. Police Department Report – Chief Matthew Gregory – Chief Gregory noted that he had no additional items beyond regular operations, referencing his monthly report that was in the meeting packet. He opened the floor for questions; the Council raised none.

POLICE ACTIVITIES

MONTH: October

YEAR: 2025

ACTIVITIES:

Parking Tickets Issued:	
By Parking Enforcement Officer:	6
By Officers:	1
TOTAL ISSUED:	7
Citations Issued:	95
Misdemeanor Arrests:	26
Felony Arrests:	7
Calls Answered:	420
Complaint Reports:	42
Accidents Investigated:	11
Community Policing Hours:	44
Patrol Mileage:	12,330

a. **Approval Mutual Aid Agreement between the BPD & Upshur County Sheriff's Office** – Chief Gregory provided an overview of the agreement, noting there were no significant changes from the previous agreement.

MUTUAL AID AGREEMENT

THIS AGREEMENT, made and entered into this 6th day of November, 2025, by and between the Buckhannon Police Department and the Upshur County Sheriff's Office;

WHEREAS, the statutory provisions of Chapter 15, Article 10, Sections 2-4 of the West Virginia Code specifically provide that each political subdivision within the State is empowered to make and enter into MUTUAL AID AGREEMENTS with other contiguous, political subdivisions within the State, in order to most effectively allocate law enforcement and other public safety services; and,

WHEREAS, the undersigned law enforcement departments as parties to this agreement desire to realize additional law enforcement protection for the citizens of their several political subdivisions which they serve during emergency and other situations by making the most efficient use possible of the law enforcement personnel of the several political subdivisions, and specifically of the two (2) aforementioned law enforcement departments; and,

WHEREAS, each of the law enforcement departments hereto agree to voluntarily aid and assist each other in the event that emergency and other situations should occur, by the interchange of law enforcement services and the exchange of criminal investigative and other information; and,

WHEREAS, the parties hereto further invoke this voluntary aid and assistance agreement on a continuing basis for the interchange of law enforcement services in their day-to-day operations, particularly relating to drug and violent crime investigations; and,

WHEREAS, it is reasonable, necessary, and proper that this written, MUTUAL AID AGREEMENT be executed to formalize the agreement for the interchange of such mutual aid on a municipal, countywide, and regional basis.

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the law enforcement departments hereto, as follows:

- 1) As used herein, the phrase "Emergency Situation" means an actual or potential condition within the jurisdiction of one or more of the law enforcement departments that poses an immediate threat to life or property that exceeds the resources and capability of the jurisdiction(s) to successfully bring the situation under control.

- 2) Each department agrees that in the event of any emergency situation, each other party to this Agreement shall furnish such personnel, equipment, facilities, or services as is, in the opinion of the assisting member, available. Provided, however, that each party reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it is determined that such actions are necessary for the continued protection of the assisting department's primary jurisdiction.
- 3) The following officers shall have the authority to invoke this agreement:
- Sheriff's Office
 - A. Sheriff
 - B. Chief Deputy
 - C. Lieutenant
 - D. Sergeant
 - Police Department
 - A. Chief of Police
 - B. Lieutenant
 - C. On Duty Shift Supervisor

All parties shall provide each other with an updated list at least semi-annually, specifying the name, position, telephone number, and any other pertinent contact information of the above officials.

- 4) In order to invoke mutual aid under the provisions of this agreement, the designated official from the requesting department shall be required to contact the designated official of the responding party by telephone, radio, in writing, in person, or by any other reasonable communication. The responding department may request such information from the requesting department as is necessary to confirm the emergency situation and assess the type and amount of assistance that shall be provided.
- 5) During an emergency situation, all personnel from responding agencies shall report and work under the direction and supervision of the designated supervisor of the requesting agency at the emergency site. Provided, however, that at all times, the officers shall adhere to the policies and procedures of their own department, and shall only be required to render assistance, whenever it is determined that such action is violative of their own departmental policies and procedures.
- 6) Personnel responding to any call for mutual aid outside of their appointed jurisdiction shall possess those law enforcement powers as provided for by the State of West Virginia.
- 7) In the event of any mutual aid request involving actual or potential mass arrests, responding department law enforcement officers shall make such arrests only for offenses directly related to the incident, and shall assist in the processing of arrestees as follows:
- a. Identification of arrestees
 - b. Control of property obtained from arrestees
 - c. Completion of arrest reports
 - d. Transportation of arrestees
 - e. Complete proper arrest warrant and prosecutorial procedures, and
 - f. Court duty pertaining to arrests.
- 8) In any emergency situation where the MUTUAL AID AGREEMENT has been invoked, radio communications shall be established between all responding departments.
- 9) Each department providing personnel under the scope of this Agreement agrees to be exclusively responsible for the wages, pension, and workers' compensation benefits incurred by their own personnel as a result of any emergency situation.
- 10) Each department providing equipment under the scope of this Agreement agrees to be exclusively responsible for any damage or destruction resulting thereto as a consequence of acting in response to this Agreement.
- 11) Each department shall be responsible for maintaining and providing to each other on a semi-annual basis, from the date of both parties signing the Agreement, an accurate account of available resources including, but not limited to, available personnel per shift, equipment, and specialized units.
- 12) All parties shall develop and update on a regular basis, a plan providing for the effective mobilization of all of its resources, equipment, and facilities to cope with any type of emergency situation or unusual occurrence.
- 13) Mutual aid operational directives shall be cooperatively developed and updated on a regular basis by the parties hereto, and are operative between the parties in accordance with the provisions of such directives.
- 14) All parties agree to meet on a semi-annual basis to review all mutual aid plans and the provisions of this Agreement.
- 15) This Agreement shall become effective as to each party's law enforcement department when approved and executed by that department's political subdivision's governing body, and a copy of said Agreement is filed with the office of the Circuit Clerk of the county in which the law enforcement departments involved operate. The Agreement shall remain in effect as between all parties until terminated in writing. Either party to this Agreement may terminate participation in this Agreement upon written notice

addressed to the designated law enforcement officials of the other signatory law enforcement departments which are party to this Agreement.

- 16)The execution of this Agreement shall not give rise to any liability or responsibility for failure to respond to any request for assistance made pursuant to this Agreement. This Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third party.
- 17)All departments to this Agreement expressly agree to: (1) waive any and all claims against all the other departments hereto that may arise out of their activities performed outside their primary jurisdictions pursuant to this Agreement, and (2) indemnify, defend, save, and hold harmless the other departments to this Agreement from any and all claims asserted by any third parties or personal injury that may arise out of the activities of the other parties performed pursuant to this Agreement, and outside their primary jurisdictions under this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed and approved and is effective and operative as to each of the departments as herein provided.

BUCKHANNON POLICE DEPARTMENT

_____ Matthew Gregory, Chief of Police	_____ Date
_____ Robert Skinner III, Mayor of the City of Buckhannon	_____ Date

UPSHUR COUNTY SHERIFF'S OFFICE

_____ J. Michael Coffman, Sheriff	_____ November 6, 2025 Date
_____ Samuel R. Nolte, President, Upshur County Commission	_____ 11/6/2025 Date

Sanders/Zuliani motioned to approve the Mutual Aid Agreement between the BPD & Upshur County Sheriff's Office. The motion carried.

b. Erica Bennett, Peer Liaison-First Choice Peers Program Annual Report – Chief Gregory recognized and introduced Erica Bennett. The Chief noted that Ms. Bennett serves as the peer liaison embedded with the Buckhannon Police Department through First Choice Services. Since joining in spring 2024, she has provided vital support addressing substance use disorder, homelessness, and behavioral health issues. Ms. Bennett has made a significant impact in the community and will continue to provide regular updates to the Council on her activities.

Erica Bennett reported that recent efforts have focused on sustaining long-term recovery and housing stability while strengthening community partnerships. September’s Save-A-Life Day marked a milestone, with 132,959 doses of Narcan distributed nationwide, including 1,278 in Upshur County, where every recipient was trained. Local overdose rates and deaths have declined, supported by expanded training, awareness, and collaboration with St. Joseph’s Hospital Emergency Department. The peer liaison program, initially a three-year grant, has shown strong outcomes and is expanding statewide, with future funding opportunities under discussion. Overall, the initiative is delivering measurable impact—fewer individuals living on the streets, more sustained recoveries, and stronger community engagement. The Council overwhelmingly thanked and congratulated Ms. Bennett on her successful work.

Peer Liaison Report - November 2025

MARCH (95 mi)	APRIL (506 mi)	MAY (416 mi)
	Male to UM Shelter (106)	
	4 people to HUD (118)	
		WORKSHOP
		Grand opening @ Recovery Center
		Narcan Distribution-spike alert
	Upshur Co. Coalition Mtg.	
	Recovery Day @ Capitol (236)	
Narcan Distribution	Male to DHHR & UM Shelter	
Upshur Co. Coalition Mtg.		
		Narcan Training @ Weston Arbor, female to sleep lab (98)
		Upshur Co. Coalition Mrg.
	TRAINING	Strawberry Festival Booth
	CoRRN MTG-Weston	Strawberry Festival Booth
Male to WisePath-Williamson	Male to Social Security-Clarksburg	
Spoke @ Citizen's Academy		
Narcan Distribution @ FRN,CIT meeting (40)		
		Female to UHC & Center for Hope & Healing (203)
		CIT & CoRRN (35)
		RRW & Task Force (46)
	CIT-Weston VFD, Grand Opening @ Arch Recovery	Female to St. Joe's Hospital
	RRW, Task Force Mtg (46)	
	SALD Mtg	
RRW @ Mt. Cap, Client to food bank, Task Force Mtg (51)		
	Female to UHC	Mental Health Awareness Event-Weston RC (34)
	WORKSHOP	Female to St. Joe's Hospital
1 person to tx	2 people to shelter	1 person to tx

Peer Liaison Report - November 2025

JUNE (616 mi)	JULY (564 mi)	AUGUST (1081 mi)
		Obtained State SUD Certificaton (148)
	Male to Food Banks, intake with WVCEH, and back go	
	Hodgesville (18)	
Female to St. Joe's Hospital		Female to SJRC-Parkersburg (221)
		Female to hotel (Women's Aid in Crisis) (29)
		Female to St. Joe's Hospital and Social Security -Elkins (60)
		Female to HUD, Women's Aid in Crisis, UM Shelter (181)
		Mtg. @ Recovery Center-Weston (32)
	Upshur Co. Coalition Mtg.	Recover Out Loud @ Jawbone Park
Backpack/Meal Distribution		
		FRN Mtg., Female to Harmony Ridge-Walker (199)
		2 females to Social Security-Elkins (50)
		Female to HUD & Housing Authority (54)
	CoRRN & Female to Harmony Ridge-Walker (264)	
Female to Social Security-Elkins & Food Banks (50)	Tour @ WestCare facility	
CIT & CoRRN (35)		
2 females to SJRC-Parkersburg (235)		CIT (35)
CIT Summit-Charleston (114)		
CIT Summit-Charleston	WV goes Purple Signing, Task Force (46)	
CIT Summit-Charleston (114)	TRAINING	Female to Feed My Sheep for free groceries
Libera Training (34)		
Libera Training (34)		Female to Harrison County Courthouse
		Narcan Training @ Jerry's Junkyard, Task Force (72)
	Male to UM Shelter (103)	
		Benefit Dinner/Candlelight Vigil for OD Awareness
2 people to tx	2 people to shelter/tx	3 people to shelter/tx

Peer Liaison Report - November 2025

SEPTEMBER (336 mi)	OCTOBER (326 mi)
	Problem Gambler presentation @ Recovery Center
SALD planning meeting	Suicide Prevention Walk @ WVWC
Weston for SALD materials (32)	
	Peer Retreat @ Glade Springs (140)
	Peer Retreat @ Glade Springs (46)
	Peer Retreat @ Glade Springs
	Peer Retreat @ Glade Springs (140)
WVPRSS & Recovery Housing Conference-Charleston (237)	
Upshur Co. Coalition Mtg.	
Assisted Mt. Cap w/ helping elderly lady move from Rock Cave to Buckhannon (67)	
Followup w/ lady from yesterday	
Female to Anchor Point-St. Albans	
	Meal Distribution @ Parish House
Female to UM Shelter	
Rally for Recovery-Parsons	
SALD Planning Mtg.	CIT & Female to WisePath-Williamson
	2 females to HUD & Task Force
SAVE A LIFE DAY (1278 doses of Narcan distributed)	
Run For It event in Davis	
Female to UHC & Harrison County Courthouse	
2 people to shelter/tx	1 person to shelter/tx

10. City Attorney's Report – Thomas J. O'Neill - Mayor Skinner recognized City Attorney Tom O'Neill who presented these three resolutions, Items 10. a –c, to the Council, which cover two separate projects. Resolution 2025-13 supports a grant application for the 9-1-1 addressing project, which would allow the City to pursue FEMA funding. Resolutions 2025-14 and 2025-15 relate to a storm sewer mitigation project along Camden Avenue between Taylor and Preston Streets. Resolution 2025-14 expresses the City's support for the project, while Resolution 2025-15 authorizes the Mayor to sign necessary documents and designates City Engineer Jay Hollen as the primary contact with FEMA. Mr. O'Neill emphasized that these resolutions do not commit City funds but simply enable the pursuit of public funding.

- a. Approve Resolution 2025-13 Support for the FEMA Grant for E-911 Addressing Project**
- b. Approve Resolution 2025-14 Support for the FEMA Grant for Taylor Street Storm Sewer Collection System Project**
- c. Approve Resolution 2025-15 Designating an Authorized Agent for the FEMA Grant for Taylor Street Storm Sewer Collection System Project**

Reger/Sanders motioned to Resolution 2025-13 Support for the FEMA Grant for E-911 Addressing Project, Resolution 2025-14 Support for the FEMA Grant for Taylor Street Storm Sewer Collection System Project, Resolution 2025-15 Designating an Authorized Agent for the FEMA Grant for Taylor Street Storm Sewer Collection System Project in a single vote, followed by a roll call confirming support. The motion carried unanimously.

Roll Call: Reger – Yes; Skinner – Yes; Sanders – Yes; Zuliani – Yes; Bucklew – Yes.

RESOLUTION NO. 2025-13

RESOLUTION NO. 2025-13 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY DESIGNATING SUPPORT 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 National Emergency Number Association (NENA) 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 911 addressing requirements; and

WHEREAS the City of Buckhannon has submitted an application to the West Virginia Emergency Management Division (WVEMD) for a Federal Emergency Management Agency (FEMA) 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 WVEMD's and FEMA's regulations related to the grant administration, civil rights and other applicable Federal and State laws will be followed; and


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


Hereby resolves to support the FEMA 5% Initiative Grant application associated with the request for 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

Recognizes that the FEMA 5% Initiative Grant E-911 Addressing Project is consistent with the Region VII Hazard Mitigation Plan under Goal 1 through Goal 3 through in Section 3.0 Mitigation Strategy on Page 426; and

The City Recorder shall certify the passage and adoption of this Resolution, No. 2025-13.

VOTE ON RESOLUTION

(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. 2025-13 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on November 20, 2025.



Randall H. Sanders, City Recorder

RESOLUTION NO. 2025-14

RESOLUTION NO. 2025-14 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY DESIGNATING SUPPORT FOR THE FEMA HAZARD MITIGATION GRANT PROGRAM (HMGP) GRANT FOR THE CITY OF BUCKHANNON’S TAYLOR STREET STORM SEWER COLLECTION SYSTEM PROJECT.

WHEREAS, the City of Buckhannon is consistently striving to make improvements to its existing storm sewer collection systems; and

WHEREAS, the City of Buckhannon’s recognizes that the existing storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street is experiencing difficulties in transmitting water in the respective watershed; and

WHEREAS the City of Buckhannon has submitted an application to the West Virginia Emergency Management Division (WVEMD) from the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) to request funding for the purpose of the construction of a new storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street; and

WHEREAS the City of Buckhannon shall give assurance that the WVEMD’s and FEMA’s regulations related to the grant administration, civil rights and other applicable Federal and State laws will be followed; and

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

Hereby resolves to support the FEMA HMGP application associated with the request for funding for the purpose of the construction of a new storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street; and

Hereby recognizes the Taylor Street Storm Sewer Collection Project is consistent with the Region VII Hazard Mitigation Plan which states in Section 3.0 Mitigation Strategy on Page 525 under Item BUC-3 that the City of Buckhannon will continue to “Enhance storm sewer capabilities throughout the City.”; and

The City Recorder shall certify the passage and adoption of this Resolution, No. 2025-14.

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. 2025-14 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on November 20, 2025.



Randall H. Sanders, City Recorder

RESOLUTION NO. 2025-15

**RESOLUTION NO. 2025-15 OF THE COUNCIL OF THE CITY OF BUCKHANNON
FORMALLY DESIGNATING AN AUTHORIZED AGENT FOR THE FEMA HAZARD
MITIGATION GRANT PROGRAM (HMGP) GRANT FOR THE CITY OF
BUCKHANNON’S
TAYLOR STREET STORM SEWER COLLECTION SYSTEM PROJECT.**

WHEREAS, the City of Buckhannon is consistently striving to make improvements to its existing storm sewer collection systems; and

WHEREAS, the City of Buckhannon’s recognizes that the existing storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street is experiencing difficulties in transmitting water in the respective watershed; and

WHEREAS the City of Buckhannon has submitted an application to the West Virginia Emergency Management Division (WVEMD) from the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) to request funding for the purpose of the construction of a new storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street; and

WHEREAS the City of Buckhannon shall give assurance that the WVEMD’s and FEMA’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 a Primary Contact to act on its behalf in association with the application and execute all necessary program documents; and




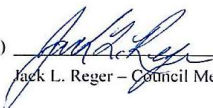

WHEREAS the City of Buckhannon shall designate an Authorized Agent to execute all necessary legal documents and/or agreement, act on behalf of the City of Buckhannon and approve all matching funds.

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. 2025-15.

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. 2025-15 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on November 20, 2025.



Randall H. Sanders, City Recorder

11. New Business Discussions

a. City's Appointment of Lily Hicks to the Upshur County Convention & Visitors Bureau – Mayor Skinner made this recommendation to the Council.

Sanders/Zuliani motioned to approve the appointment of Lily Hicks to the Upshur County Convention & Visitors Bureau as a City Representative. The motion carried.

b. City's Appointment to the Upshur County Recreation Board – This item was carried forward to a future meeting.

12. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall was absent.

Jack Reger: Mr. Reger expressed appreciation for the excellent work being done by Erica Bennett, our Peer Liaison, and extended warm wishes for a happy Thanksgiving to all.

Pamela Bucklew: Mrs. Bucklew reminded everyone that Rudolph the Red-Nosed Reindeer Jr. will open on December 4th at the Colonial Arts Center, followed by the Furtastic Elimination Dinner on December 6th. She noted that tickets are available and encouraged anyone interested to reach out, while also wishing everyone a safe and blessed Thanksgiving with their families.

Robert Zuliani: Mr. Zuliani added his own Thanksgiving greetings and congratulated the Upshur County Special Olympics team for earning a silver medal in volleyball at the Western Union Fall Festival held in Parkersburg on November 2nd.

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

a. Report of Events, Correspondence, and Information – Recorder Sanders reported on the following:

- i. UCRC 5k 11/27/25 7:30am Jawbone Park**
- ii. BFD Christmas Parade 12/05/25 6:00pm**
- iii. Cancellation of the City Council Meeting January 1, 2026 due to Holiday**
- iv. FOIA Request & Fulfillment from Mark Best re: WTP Feasibility Report**
- v. Public Notice of Change in Water Rates re: Ordinance # 476**

Tariff Form No. 12 (Tariff Rule 23.1 et seq.)

PUBLIC NOTICE OF CHANGE IN RATES BY NON-LRR MUNI UTILITY

NOTICE is hereby given that the City of Buckhannon-Water Board, a public utility, has adopted by ordinance #476 at 7:00 pm on November 6, 2025 a tariff containing increased rates, tolls and charges for furnishing Water service to 3,964 customers in the City of Buckhannon and communities in Upshur County and Public Service District that serve parts of Randolph County.

The proposed increased rates and charges will become effective January 1, 2026 for Step 1; January 1, 2027 for Step 2; and January 1, 2028 for Step 3, unless otherwise ordered by the Public Service Commission and will produce approximate annual additional revenues, and percentage increases as described below. The average monthly bill for the various classes of customers will be changed as follows:

STEP 1

The proposed increased rates and charges will become effective January 1, 2026 unless ordered by the Public Service Commission (the “Commission”) and will produce approximately \$574,673 annually in additional revenues, an increase of 20.62%

	\$ Increase	% Increase
Residential (3,400 gallons)	\$ 5.62	20.62%
Commercial (10,000 gallons)	\$ 16.32	20.66%
Public authority (14,000 gallons)	\$ 22.80	20.66%
Sale for Resale (per 1,000 gallons)	\$.51	20.40%

STEP 2

The proposed increased rates and charges will become effective January 1, 2027 unless ordered by the Public Service Commission (the “Commission”) and will produce approximately \$574,674 annually in additional revenues, an increase of 17.12%

	\$ Increase	% Increase
Residential (3,400 gallons)	\$ 5.63	17.12%
Commercial (10,000 gallons)	\$ 16.32	17.12%
Public authority (14,000 gallons)	\$ 22.80	17.12%
Sale for Resale (per 1,000 gallons)	\$.52	17.28%

STEP 3

The proposed increased rates and charges will become effective January 1, 2028 unless ordered by the Public Service Commission (the “Commission”) and will produce approximately \$574,674 annually in additional revenues, an increase of 14.61%

	\$ Increase	% Increase
Residential (3,400 gallons)	\$ 5.63	14.61%
Commercial (10,000 gallons)	\$ 16.28	14.58%
Public authority (14,000 gallons)	\$ 22.80	14.62%
Sale for Resale (per 1,000 gallons)	\$.52	14.73%

Resale customers of the City of Buckhannon-Water Boad include Adrian Public Service District; Mount Hope Water Association; Elkins Road Public Service District and Hodgesville Public Service District.

The increases shown are based on averages of all customers in the indicated class. Individual customers may receive increases that are greater or less than average. Furthermore, the requested rates and charges are only a proposal and are subject to change (increases or decreases) by the Public Service Commission in its review of this filing. The Commission shall review and approve or modify the increased rates only upon the filing of a petition within thirty (30) days of the adoption of the ordinance changing said rates or charges, by:

- (1) Any customer aggrieved by the changed rates or charges who presents to the Commission a petition signed by not less than twenty-five percent of the customers served by such municipally operated public utility; or
- (2) Any customer who is served by a municipally operated utility and who resides outside the corporate limits and who is affected by the change in said rates or charges and who presents to the Commission a petition alleging discrimination between customers within and without the municipal boundaries. Said petition shall be accompanied by evidence of discrimination; or
- (3) Any customer or group of customers of a municipally utility who are affected by said change in rates who reside within the municipal boundaries and who present a petition to the Commission alleging discrimination between said customer or group of customers and other customers of the municipal utility. Said petition shall be accompanied by evidence of discrimination.

All petitions should be addressed to the Executive Secretary, Public Service Commission of West Virginia, 201 Brooks Street, P. O. Box 812, Charleston, West Virginia 25323.

A complete copy of the proposed rates, as well as a representative of the utility to provide any information requested concerning it, is available to all customers, prospective customers, or their agents at any of the following offices of the utility.

Buckhannon City Hall
70 E Main Street
Buckhannon, WV 26201

A copy of the proposed rates is available for public inspection at the office of the Executive Secretary of the Public Service Commission at 201 Brooks Street, P. O. Box 812, Charleston, West Virginia 25323. (Posted in lobby of City Halll on November 7, 2025)

vi. Public Hearing Notice-Submission of the FEMA Grant Application for the Proposed Taylor Street Storm Sewer Collection System Project -December 4, 2025 7:00pm

NOTICE OF PUBLIC HEARING

CITY OF BUCKHANNON SUBMISSION OF FEMA GRANT APPLICATION TAYLOR STREET STORM SEWER COLLECTION SYSTEM PROJECT – PHASE 1

Notice is hereby given that the Council of the City of Buckhannon (the “City”), in accordance with requirements of the Federal Emergency Management Agency (FEMA), will conduct a public hearing on Thursday, December 4, 2025, at 7:00 PM EST in Council Chambers at Buckhannon City Hall.

The purpose of this hearing is to receive public comment regarding the City’s proposed submission of an application under the FEMA Hazard Mitigation Grant Program for funding to construct Phase 1 of the Taylor Street Storm Sewer Collection System Project.

Members of the public are invited to attend and provide oral comments during the hearing.

Written comments may also be submitted in advance or no later than the hearing date to:

City Hall
70 East Main Street
Buckhannon, WV 26201
Attn: Public Hearing – Storm Sewer Project Application

By Order of the Council of the City of Buckhannon
Honorable Robert N. Skinner, Mayor

vii. Public Hearing Notice-Submission of the FEMA Grant Application for the Proposed E-911 Addressing Project-December 4, 2025 7:00pm

NOTICE OF PUBLIC HEARING

THE COUNCIL OF THE CITY OF BUCKHANNON FOR THE SUBMISSION OF THE FEMA 5% INITIATIVE GRANT APPLICATION FOR THE PROPOSED E-911 ADDRESSING PROJECT

Notice is hereby given that the Council of the City of Buckhannon (the “City”), in accordance with requirements of the Federal Emergency Management Agency (FEMA), will conduct a public hearing on Thursday, December 4, 2025, immediately following the previously-scheduled 7:00 PM EST public hearing in Council Chambers at Buckhannon City Hall.

The purpose of this hearing is to receive public comment regarding the City’s proposed submission of an application under the FEMA 5% Initiative Grant Program to support the readdressing of all structures located within the City’s corporate limits to conform with the National Emergency Number Association (NENA) E-911 addressing requirements.

Members of the public are invited to attend and provide oral comments during the hearing.

Written comments may also be submitted in advance or no later than the hearing date to:

City Hall
70 East Main Street
Buckhannon, WV 26201
Attn: Public Hearing – E-911 Addressing Project Application

By Order of the Council of the City of Buckhannon
Honorable Robert N. Skinner, III, Mayor

b. Upcoming Events at The Event Center at Brushy Fork

- i. November 22, 2025-Holly Jolly Craft Show**
- ii. December 05, 2025- Screening of Hank’s Christmas Wish 3**
- iii. December 06, 2025- Holiday “FURtastic” Elimination Dinner**

Recorder Sanders thanked Erica Bennett for her work, and the Charles W. Gibson Library for its continued commitment to the community.

14. Mayor’s Remarks and Announcements -Mayor Skinner encouraged the community to support local businesses during the holiday season, emphasizing their vital role in sustaining Buckhannon’s culture and fabric. He noted that local businesses consistently give back through donations and sponsorships, citing examples such as Buckhannon-Upshur teams benefiting from concession stand proceeds from the Zul’s stand at WVU games. He urged residents to “buy it here” whenever possible, or seek ways to source items locally if they aren’t readily available. Skinner also highlighted the Chamber of Commerce’s upcoming “12 Days of Christmas” initiative, which will showcase twelve member businesses through advertising and sponsorship on social media. He closed by asking everyone to do their part to shop locally and strengthen the community this holiday season.

Mayor Skinner noted a request by the City’s Director of Public Works for an Executive Session to discuss property matters per WV Code WV Code§ 6-9A-4.

At 7:45 PM, Sanders/Reger motioned to move into an Executive Session to discuss property matters per WV Code WV Code§ 6-9A-4. The motion carried.

At 8:33 PM, Sanders/Zuliani motioned to leave the Executive Session. The motion carried.

Mayor Skinner noted that at 8:33 PM, we came out of executive session where we had a discussion relative to property matters as permissible by state code.

15. Declaration of Adjournment

At 8:34 p.m., Reger made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____