

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

A regular meeting of the Buckhannon Colonial Arts Center Board was held on November 4, 2025 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	Erika Kolenich	Present
Board Member	Randall Sanders	Present
Board Member	Morgen Miller	Present
Board Member	John Waltz	Present
Board Member	Tabitha Perry	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
CAC Employee	Bryce O’Loughlin	Present
Art Gallery Manager	Robert Howsare	Absent
City Engineer	Jay Hollen	Present

City of Buckhannon Colonial Arts Center Board Meeting Agenda
5:00 PM Tuesday, November 4, 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: 10/07/25
 5. Public Comment – Motion to Open & Close Requested
 6. Recognition of Guests
 7. Financial Report – Director of Finance, Amberle Jenkins
 8. Business Discussions
 - a. Building
 - i. Main Hall-Stage Floor
 - ii. HVAC Update
 - iii. Dimmer Lights
 - b. Use of Space
 - i. Continued Discussion Nicole Davis
 - ii. BCT Tentative 2026 Schedule of Events
 - iii. Other Requests for Discussion
 9. Report of Events, Correspondence, and Information
 10. Board Members’ Remarks and Announcements
 11. Declaration of Adjournment
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1. **Call to Order:** At 5:00 p.m. Chair Kolenich called the November 4, 2025 Colonial Arts Center Board meeting to order.
 2. **Moment of Silent Reflection:** Chair Kolenich invited those in attendance join in a moment of silent reflection.
 3. **Pledge of Allegiance:** Chair Kolenich invited those in attendance join in the Pledge of Allegiance.
 4. **Approval of the Meeting Minutes 10/07/25**
Motion Sanders/Waltz to approve the minutes of the meeting held 10/07/25. Motion carried.
 5. **Public Comment:** None present.
 6. **Recognition of Guests:** None.
 7. **Financial Report:** The following information was submitted by Mrs. Jenkins.

Revenue and Expenditures and payment of bills:

11-04-2025 10:19 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: OCTOBER 31ST, 2025					PAGE: 22
001-GENERAL FUND	% OF YEAR COMPLETED: 33.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PARK 25% TO CPWB =====						
SALARIES & BENEFITS						
001-900-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	36,000	4,703.73	13,542.33	0.00	22,457.67	37.62
TOTAL COMMODITIES	36,000	4,703.73	13,542.33	0.00	22,457.67	37.62
CONTRIBUTIONS						
001-900-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PARK 25% TO CPWB	36,000	4,703.73	13,542.33	0.00	22,457.67	37.62
CVB 75% TO CVB =====						
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	84,000	10,975.38	31,598.78	0.00	52,401.22	37.62
TOTAL CONTRACTUAL SERVICES	84,000	10,975.38	31,598.78	0.00	52,401.22	37.62
TOTAL CVB 75% TO CVB	84,000	10,975.38	31,598.78	0.00	52,401.22	37.62
ARTS & HUMANITIES =====						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	36,840	1,056.62	5,000.34	0.00	31,839.66	13.57
001-906-104-00 CAC FICA	2,850	80.83	382.52	0.00	2,467.48	13.42
001-906-105-00 CAC HEALTH INS	0	0.00	0.00	0.00	0.00	0.00
001-906-106-00 CAC RETIREMENT	720	3.35	22.41	0.00	697.59	3.11
TOTAL SALARIES & BENEFITS	40,410	1,140.80	5,405.27	0.00	35,004.73	13.38
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,000	503.56	3,224.06	0.00	4,775.94	40.30
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	437.95	1,463.19	0.00	7,536.81	16.26
001-906-223-00 CAC PROFESSIONAL SERVICES	1,000	0.00	0.00	0.00	1,000.00	0.00
001-906-226-00 CAC INSURANCE & BONDS	5,000	55.31	3,447.84	0.00	1,552.16	68.96
TOTAL CONTRACTUAL SERVICES	23,000	996.82	8,135.09	0.00	14,864.91	35.37
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	11,000	0.00	353.46	0.00	10,646.54	3.21
001-906-341-01 CAC BOOKINGS	3,000	0.00	1,150.00	0.00	1,850.00	38.33
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	20,000	0.00	7,503.46	0.00	12,496.54	37.52
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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	10,000	120.00	905.95	0.00	9,094.05	9.06
001-906-459-00 CAMP BUCANNEER CAPITAL	64,000	5,220.65	21,139.05	0.00	42,860.95	33.03
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	74,000	5,340.65	22,045.00	0.00	51,955.00	29.79
TOTAL ARTS & HUMANITIES	157,410	7,478.27	43,088.82	0.00	114,321.18	27.37
STOCKERT YOUTH CENTER =====						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	186,240	17,693.76	94,176.48	0.00	92,063.52	50.57
001-907-103-00 CAMP BUCANNEER SALARIES	79,800	582.50	6,604.58	0.00	73,195.42	8.28
001-907-103-01 SYC BUS DRIVERS	0	0.00	0.00	0.00	0.00	0.00
001-907-104-00 FICA TAX	20,500	1,398.15	7,709.89	0.00	12,790.11	37.61
001-907-105-00 GROUP INSURANCE	54,000	2,964.90	20,350.83	0.00	33,649.17	37.69
001-907-106-00 GROUP RETIREMENT	16,290	907.79	4,057.20	0.00	12,232.80	24.91
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	356,830	23,547.10	132,898.98	0.00	223,931.02	37.24
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	4,800	566.65	2,403.78	0.00	2,396.22	50.08
001-907-213-00 UTILITIES	17,000	1,352.81	6,574.42	0.00	10,425.58	38.67
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	454.42	1,776.59	0.00	5,223.41	25.38
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-223-00 PROFESSIONAL SERVICES ENG	0	0.00	0.00	0.00	0.00	0.00
001-907-226-00 INSURANCE & BONDS	13,390	644.30	4,639.50	0.00	8,750.50	34.65
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	0	0.00	0.00	0.00	0.00	0.00
001-907-240-00 SYCC DONATION REFUNDS	307,708	0.00	0.00	0.00	307,708.00	0.00
TOTAL CONTRACTUAL SERVICES	350,923	3,018.18	15,394.29	0.00	335,528.71	4.39
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	7,200	59.35	1,233.42	0.00	5,966.58	17.13
001-907-341-01 OPERATING EXPENSES	3,000	380.51	914.54	0.00	2,085.46	30.48
001-907-343-00 SYC AUTO SUPPLIES	7,000	493.24	1,234.36	0.00	5,765.64	17.63
001-907-354-00 DRILL TEAM	1,000	37.99	37.99	0.00	962.01	3.80
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	30,000	0.00	0.00	0.00	30,000.00	0.00
001-907-357-00 TUTORING	0	0.00	0.00	0.00	0.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	0	0.00	0.00	0.00	0.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	100	0.00	0.00	0.00	100.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	5,000	0.00	1,140.10	0.00	3,859.90	22.80
001-907-361-00 AFTER SCHOOL SUPPLIES	6,000	934.36	1,772.69	92.31	4,135.00	31.08
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00

11-04-2025 10:20 AM		DISBURSEMENTS 10-1-25 to 10-31-25			PAGE: 8
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ARTS-THEATRE	BUCKHANNON UTIL BOARDS	906-213-00	CAC UTILITIES	THEATRE PRJ WST CHARGES OC	10.00
	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	329.25
	WARE'S GLASS AND AWNING, LLC	906-216-00	THEATRE MAINTENANCE/	96X24X1/4 LEXAN FOR SOUND	247.00
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 9/2/25-10/1/25	55.31
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	40.41
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL*OCT 2	102.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	2.99
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	0.36
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING PYMT OCT 25	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	56.31
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	9.20
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	13.17
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	2.15
	EBAY	906-450-01	THEATRE BLDG	PCRD-PWR PK DIMMING MODULE	120.00
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	123.90
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	29.65
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	29.65
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC 10-27-25	29.65
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	1,056.62
				TOTAL:	7,478.27

11-04-2025 10:19 AM

CITY OF BUCKHANNON

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2025

PAGE: 6

001-GENERAL FUND

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	10,000	10.00	1,540.00	0.00	8,460.00	15.40
001-340-345-00 CAC REV, CONCESSIONS, MERCH	1,000	42.00	283.00	0.00	717.00	28.30
001-340-345-01 CAC REVENUE RENTALS	1,000	0.00	80.00	0.00	920.00	8.00
001-340-345-02 CAC REVENUE TICKETS	2,000	0.00	785.00	0.00	1,215.00	39.25
001-340-345-03 CAC CLASSROOM REV	500	0.00	0.00	0.00	500.00	0.00
001-340-345-04 CAC CONTRIBUTIONS FROM O	0	0.00	50.00	0.00	50.00	0.00
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00	0.00	0.00	0.00	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	0.00	0.00	0.00	30,000.00	0.00
TOTAL OTHER FEES	44,500	52.00	2,738.00	0.00	41,762.00	6.15

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001-906-106-00 CAC RETIREMENT	720	3.35	22.41	0.00	697.59	3.11
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CAPITAL OUTLAY						
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001-906-459-00 THEATRE CAPITAL	64,000	5,220.65	21,139.05	0.00	42,860.95	33.03
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	74,000	5,340.65	22,045.00	0.00	51,955.00	29.79
TOTAL ARTS & HUMANITIES	157,410	7,478.27	43,088.82	0.00	114,321.18	27.37

8. Business Discussions

a. Building:

i. Main Hall – Stage Floor

Bryce O’Loughlin would like to know if Boyd Wolz-Director of Technical Theatre at WV Wesleyan College could take a look at the stage floor and give his opinion of the flooring for the stage?

The Board Members were comfortable with Mr. Wolz taking a look at the floor and giving his thoughts on what to do to improve or repair it.

ii. HVAC Update

City Engineer-Jay Hollen was present to explain the following information he submitted regarding his ongoing assessment and approach to replace the Main Hall HVAC unit.

Colonial Arts Center HVAC Unit Update
October 28, 2025

- a. Based upon the size of the theater area, it appears as if the existing HVAC is undersized. The existing unit is a 7.5-ton unit and it needs to be a 12.5-ton unit (the unit).
- b. Due to the weight of the proposed unit, it should be relocated to an area on the roof that shall provide adequate support as the proposed unit weighs almost twice as much as the exiting 7.5- ton unit.
- c. The area on the roof that supports the two (2) variable refrigerant flow (VRF) units, which is located at almost the midpoint of the building, is the best "existing area" for the proposed unit due to the fact that the (2) eight inch (8") thick walls that extend from the basement to the roof were constructed during the renovation phase of the project. This area will allow the walls to support the weight of the proposed unit rather than the existing wooden roof trusses.
- d. The installation of the proposed unit will require the relocation of one **(1)** of the VRF units that was installed during the renovation phase of the building and the VRF's piping, electrical and ductwork (if applicable) systems.
- e. The installation of the proposed unit will also require that additional supply and return ductwork will need to be installed from the proposed unit to the existing supply and return ductwork.
- f. However, further investigative work in the area of the proposed unit's installation area is required to ensure that the existing utilities in the area are not affected or can be relocated. This is mentioned because there is an existing bulkhead in the area near the control room / sound room that contains systems that are part of the day-to-day operations of the building.
- g. The investigative work, which will take some time due to the fact that building is in use and care must be taken around the existing systems, must be completed before the renovation project's specification and drawings can be prepared and the renovation project is ready for advertising and bidding.
- h. The existing ductwork is sized so as to handle the output for the proposed unit. However, additional return ductwork will need to be installed and the existing return ductwork will have to be modified in order for the HVAC system to function properly.
1. The installation of the additional return ductwork and modification of the existing return ductwork will require the demolition and reconstruction of the existing drywall bulkheads and well as possible repairs (patching, sanding, painting, etc.) of the existing walls and ceiling in the areas of the ductwork.
- J. The installation of the additional return ductwork and modification of the existing return ductwork will require the relocation of existing stage lights, wi-fi hubs, sound system components, etc. as possible repairs (patching, sanding, painting, etc.) of the existing ceiling in the areas of the stage lights, wi-fi hubs, sound system components, etc.
- k. No estimate has been generated at this time.
- I. No timeline for project complete has been determined at this time.

Whatever the route is with the unit, there will be need to add duct work and movement of the stage lighting, sprinkler system, some drywall and paint. Mr. Hollen will continue to work on this project.

iii. Dimmer Lights:

The Street Department Electrician is supposed to work on the dimmer lights.

b. Use of Space

i. Continued Discussion Nicole Davis

Mrs. Jenkins reported that she read over the proposals and is trying to come up with an affordable rental quote. She will need the schedule from BCT to determine dates the building is available. She will reach out to Ms. Davis.

ii. BCT Tentative 2026 Schedule of Events:

March 26-29 - The Iliad, The Odyssey, and All of Greek Mythology in 99 Minutes or Less
 June 22-27 - Kids Camp - Shrek, Kids
 July 23-26 (and possibly July 29/30-August2) - School of Rock
 October 8-11 - Murder on the Orient Express
 December 10-13 - Yes, Virginia, There Is a Santa Claus

iii. Other requests for Discussion:

Fundraising for LMN: A few ideas were discussed during the last meeting such as possibly asking Wesleyan college or local businesses to sponsor \$550.00 for a show. The plan is to have three shows this year.

9. Report of Events, Correspondence, and Information:

Board Member Sanders reported that St. Joseph Hospital is interested in a couple of events/fundraiser either at the Event Center or Colonial Theatre.

Mrs. Jenkins reported that Adam Minnick (Comedy show previously held) is interested in using the theatre. Mrs. Jenkins believes she will offer to rent the building to him this time.

She would still like to do a Free Movie Night, perhaps Hanks Christmas Wish but Mr. Sanders stated that was already in discussion for the Event Center. There was a brief discussion about this but the CAC is already booked during the timeframe they requested.

The Song Writers class will be held on November 6th.

10. Board Member's Remarks and Announcements: None.

11. Declaration of Adjournment: There being no further business to be transacted, meeting adjourned at 5:31 pm.

Chairperson Erika Kolenich