

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

A regular meeting of the Buckhannon City Council was held on Thursday, December 18, 2025, beginning at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present - GTM
Council Member	Jack Reger	Present
Council Member	Robert Zuliani	Present
Council Member	Scott Randall	Present
Council Member	Vacant	N/A
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present – GTM
Buckhannon Fire Department	Chief J.B. Kimble	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
Media:		
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Brian Bergstrom	Present
Record Delta	Noah Jeffries	Present - GTM

Guests: Maria Potter, Tanner Smith, Josh & Grace Bowers, Marcus Miller, Ethan Smith, Shane Jenkins, BFD; Amanda Hayes; Michelle & Bill Jack; Elissa Linger; Catherine Norko; Trevor, Magen, Wyatt, Emily Morris, and, Rhett Dusenbury for Congressman Riley Moore.

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM | Thursday, December 18, 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: 12/04/25
5. Recognition of Guests
 - a. Fire Department Pinning of Probationary Firefighter Joshua Bowers
 - b. Upshur County Tobacco Prevention Coalition-Amanda Hayes & Chris Garrett
 - i. Great American Smokeout Presentation & Consider Request to Implement a Vape/Smoke Shop Ordinance
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approve Payment of Bills
 - b. General Fund Revenue Review Committee Recommendations -Outside Entity Funding Requests
 - i. Appropriate \$50,000.00 to the WV Strawberry Festival Association for 2026 Event
 - ii. Appropriate \$8,000.00 to the Upshur County Senior Center for Operations/Maintenance Services
 - iii. Appropriate Additional \$20,000.00 to CPWB for Land & Water Conservation Fund Grant Park Projects
8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
9. Fire Department Report – Chief Matthew Gregory
 - a. Donation of the BPD’s Discontinued X2 Tasers to the Upshur County Sheriffs Office

10. City Attorney's Report – Thomas J. O'Neil
 - a. Charles W. Gibson Library Addition Project
 - i. Execution of Memorandum of Understanding between the COB & the Charles W. Gibson Library Board of Trustees -Payment of All Fees Associated with Task Order No. 82 & Exhibit A
 - ii. Execution of Task Order No. 82 & Exhibit A
11. New Business Discussions
 - a. CPWB Recommendation Not to Proceed with the Gateway North Sidewalk & Lighting Design Phase
 - b. CPWB Recommendation to Submit an Intent to Apply for Route 20 South Sidewalk & Lighting Project
12. Council Members' Remarks and Announcements
13. City Recorder's Report, Remarks, and Announcements
 - a. Report of Events, Correspondence, and Information
 - i. Cancellation of the City Council Meeting 01/01/2026 due to Holiday
 - ii. Call for Election COB 05/12/2026
 - iii. Charles Gibson Library Director's Report 11/2025b.
 - b. Upcoming Events at The Event Center at Brushy Fork
 - i. January 31, 2026- Upshur County Youth Livestock Association Fundraiser
 - ii. February 7, 2026- BUHS Band Booster Bingo Fundraiser
 - iii. February 13, 2026- Vitalant Blood Drive provided by WVU Medicine St. Joseph's Hospital
and the Rotary Club of Buckhannon-Upshur
 - iv. February 14, 2026 – Hands and Hearts for Christ Fundraiser
 - v. March 21, 2026 – Central WV Friends of the NRA
 - vi. April 18, 2026 – The SETH Project Gala
14. Mayor's Remarks and Announcements
15. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on December 15, 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 December 18, 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: 12/4/2025 – Mayor Skinner noted that the Meeting Minutes for December 4, 2025, were not yet available. The agenda item was therefore tabled.

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

a. Fire Department Pinning of Probationary Firefighter Joshua Bowers – Mayor Skinner recognized Joshua Bowers. He asked him to join him at the City Council table for the administration of the official Probationary Firefighter Oath and Pinning ceremony. After the oath, Probationary Firefighter Bowers' wife, Grace, performed the pinning ceremony. Chief J. B. Kimble commented that when Josh Bowers begins his employment, the department will have a full schedule of classes prepared for him. He noted that the department's instructor programs and the new training facility have now fully come together, allowing the Buckhannon Fire Department to conduct its own training in-house rather than sending personnel elsewhere. With the facility, the department can conduct live-burn exercises and all components required for Firefighter I and II certifications. Chief Kimble noted that Josh will be the first firefighter to complete the department's new in-house academy. He added that he looks forward to teaching him the skills of firefighting and the importance of serving the public in the manner expected of Buckhannon firefighters.

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



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CITY OF BUCKHANNON

OFFICIAL OATH FIRE FIGHTER

State of West Virginia,
County of Upshur,
City of Buckhannon,

I, Joshua Paul Bowers do hereby declare, that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the Charter, Ordinances and Resolutions of the City of Buckhannon, West Virginia, and that, as a member of the Buckhannon Fire Department, my fundamental duty is to serve the people I swear to protect, to safeguard and preserve life, health, and property against fire and other perils, and to maintain a proficiency and professionalism in the fire service.

I recognize the badge of my office as a symbol of public faith and trust, and I accept so long as I am true to the ethics of the fire service and make these promises so solemnly, freely, and upon my honor.

Signed 

Subscribed and sworn to before me this 18th of December, 2025.



Mayor 





b. Upshur County Tobacco Prevention Coalition-Amanda Hayes & Chris Garrett

i. Great American Smokeout Presentation & Consider Request to Implement a Vape/Smoke Shop Ordinance – Mayor Skinner recognized Amanda Hayes, who spoke on behalf of the Upshur County Tobacco Prevention Coalition, requesting that Council consider adopting a vape and smoke shop ordinance similar to those enacted in Monongalia, Cabell, Raleigh, Randolph County, and the City of Beckley. She explained that such ordinances restrict new vape and smoke shops from locating within 1,500 feet of schools, parks, certain churches, and other sensitive areas, and also limit exterior signage to reduce youth exposure. Ms. Hayes cited the state’s 35.7% vaping rate among high school students and noted the significant decline in statewide tobacco-prevention funding. She encouraged Council to review the Beckley ordinance previously provided and to consult with other counties that have enacted similar measures, emphasizing that the Coalition supports thoughtful consideration rather than urgency. A discussion with the Council members took place. City Recorder Sanders stated that after reviewing ordinances adopted in Beckley and several counties, he believes the proposed vape and smoke shop ordinance should first be referred to the Planning Commission for full evaluation. He noted that Buckhannon’s size and layout differ significantly from Beckley’s, that any such regulation could impact existing businesses, and that enforcement considerations must be addressed. He emphasized that the Planning Commission—comprised of elected officials, citizens, and business owners, with input from the Zoning Officer—is the appropriate body to vet questions such as whether to grandfather existing stores and how the ordinance would fit within Buckhannon’s overall structure.

Sanders/Reger moved that the City Council refer the proposed vape and smoke shop ordinance to the City of Buckhannon Planning Commission for review and recommendation, noting that upon completion of its review, the Commission shall return the matter to Council with either a recommendation to approve or to deny the request. The motion carried.

6. Public Comment—Motion to Open & Close Requested – Mayor Skinner requested a motion to open the Public Comment portion of the meeting.

Randall/Zuliani moved to open the Public Comment portion of the meeting. The motion carried.

Mayor Skinner recognized the following individuals:

Elissa Linger addressed the Council with concerns about recent incidents involving missing and injured pets in the community. She noted that social media has been filled with reports of lost animals and referenced a recent case in which a dog wearing a bright orange collar was struck by a vehicle and likely did not survive. With the holidays approaching and daylight fading earlier, she urged residents to be more attentive while driving to avoid hitting loose animals. She also encouraged pet owners to keep their animals safely indoors to prevent similar tragedies, emphasizing the emotional impact such losses can have on families, especially children, during the holiday season. She concluded by wishing everyone a happy holiday.

Michelle Jack reported on the success of the Holiday FURTastic Event, a recent elimination-style fundraising dinner held on December 6 at the Event Center. The event supported three animal-related organizations: LUV 4 Animals, Weston Friends of Feral & Strays, and the Buckhannon Dog Park Committee. She noted that the fundraiser raised nearly \$8,500. She presented a check for

\$2,071 to the City of Buckhannon for the dog park, with an equal amount designated for each of the remaining charities. She expressed appreciation for the community’s positive feedback and shared that planning is already underway for next year’s event, tentatively scheduled for December 5, and emphasized her commitment to supporting animals and giving a voice to those who cannot speak for themselves. She closed by wishing everyone a Merry Christmas and a wonderful New Year.



Rhett Dusenbury conveyed holiday greetings from Congressman Riley Moore and thanked the Mayor and Council for their service to the City of Buckhannon. He noted the high level of community engagement in the city and expressed appreciation for the collaborative efforts among city and county officials. He informed the Council that he would be providing a year-end “scorecard” outlining the Congressman’s work on appropriations and related initiatives. He also encouraged the city to begin preparing its grant wish list and to watch for the upcoming questionnaire to streamline the application process when the federal submission window opens. He closed by commending the Council for its dedication to public service, emphasizing that serving in local government is more than a position—it is a lifestyle rooted in commitment to the community. He offered warm Christmas and New Year wishes before concluding his remarks.

Sanders/Zuliani moved to close the Public Comment portion of the meeting. The motion carried.

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

Amby report 12-18-25

Balances in the Enterprise Funds November, 2025

Waste Collection Board	mm/cking	\$1,916,693	cd/sav \$324,418
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,113,904	work/capital & savings -\$938,933
Water Department purchased a skid steer for \$75,000			
Received \$75,000 from IDJC for \$150,000 grant to go toward engineering for the water plant project.			
Water Project Fund (from \$6million loan)		\$5,936,848	
Sanitary Board	mm/cking	\$898,049	work capital/cds \$496,732
Storm water Fund	mm/cking	\$322,603	

The procedures to notify customers for planned and unplanned service disruptions have been filed with the Public Service Commission for Water, Sewer and Waste services.

Couple of positive comments in the theme of Christmas:
We have received several positive comments about the Christmas decorations downtown and at City Hall.

We received a call from a son of an older woman that had fallen and was laying in the yard for a while. She did not have her phone and could not get up. Two of our Sewer Dept workers noticed her and assisted her and help contact her son. The son expressed his heartfelt appreciation and wanted to let us know how grateful he was for helping his mom.

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

Randall/Zuliani moved to approve the payment of the bills as presented. The motion carried.

DEC 1-18, 2025 GENERAL FUND PAYMENT OF BILLS

- \$30,000.00 – AXON ENTERPRISE- 7 NEW TASERS FIRST PAYMENT
- \$22,744.55 – 10-42 TACTICAL- BODY ARMOR & ACCESSORIES FOR 12 OFFICERS
- \$7,500.00 –HIGHLAND LANDSCAPING – PLANTING TREES ON CAMDEN AVE
- \$5,167.00 – ACE MATERIALS –CONCRETE FOR N. FLORIDA ST PROJECT
- \$17,575.00 – PARTNER AUCTIONS – BLOWERS, TRAILER & TOOL BOX FOR STREET DEPT
- \$2,068.75 – LEE HARTMAN & SONS INC – REPAIRS TO AV EQUIPMENT AT EVENT CENTER

12-18-2025 11:11 AM		DISBURSEMENTS 12-01-25 TO 12-18-25			PAGE: 1
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	LEAF	409-341-00	MAYOR'S SUPPLIES & M	CH COPIER LEASE 12.18.25	170.20
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 11.2-12.1 2025	3.14
	POTESTA & ASSOCIATES INC	409-223-01	PROFESSIONAL (survey	PROSRVYR TSK4.20-11.29.25	1,160.00
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF DEC 2025 HEALTH INS	2,159.96
		409-105-00	MAYOR'S INSURANCE	GF DEC 2025 RETIREES	24.00
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	1,000.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	NOV 25 CC FEES	2,711.31
	INDEED.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-OFFICE CLERK AD	60.86
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-OFFICE CLERK AD	76.76
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	56.41
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	13.19
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-COLORED COPY PAPER	21.90
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-OFFICE SUPPLIES	28.00
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-TRASH BAGS	13.50
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-FILE FOLDERS CUPS TRA	13.67
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-FOAM CUPS	4.26
	USI INSURANCE SERVICES LLC	409-105-00	MAYOR'S INSURANCE	GROUP BNFT 3RD INSTM 2025	145.72
	JEREMY DRENNEN, CPA	409-223-00	PROFESSIONAL SERVICE	FY 25 FINANCIALS	312.50
	FP MAILING SOLUTIONS	409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGE BY PHONE	258.75
		409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGE BY PHONE	258.75
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	DEC 2025 POSTAGE BY PHONE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	NOV 2025 RECDSEK CC FEES	176.45
	WV NEWS	409-220-00	MAYOR'S LEGAL PUBLIC	CLSS 2 LGL AD-FEMA & 911	48.65
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-NOV 2025 RECDSEK CC F	15.15
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	DEBT CLLCTN NOV 2025	4.18
	SAMS CLUB	409-341-00	MAYOR'S SUPPLIES & M	PCRD-PAPER TOWELS	15.69
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	120.43
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	BEENVERIFIED	409-341-00	MAYOR'S SUPPLIES & M	PCRD-MNTHLY BACKGROUND CK	7.49
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	2,765.38
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	800.00
				TOTAL:	12,720.47
COUNCIL					
RECORDER	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	500.00
				TOTAL:	500.00
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 11.2-12.1 2025	0.94
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF DEC 2025 HEALTH INS	1.98
		413-105-00	TREASURER'S GROUP IN	GF DEC 2025 RETIREES	12.00
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	26.49
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.20

12-18-2025 11:11 AM		DISBURSEMENTS 12-01-25 TO 12-18-25			PAGE: 2
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	854.62
				TOTAL:	902.23
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 11.2-12.1 2025	0.43
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	708.33
				TOTAL:	708.76
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS &	WCN6007140 11.2-12.1 2025	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
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	1,826.93
				TOTAL:	1,898.62
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 11.2-12.1 2025	80.01
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF DEC 2025 HEALTH INS	514.98
		437-105-00	ZONING HEALTH INS	GF DEC 2025 RETIREES	12.00
	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
	USI INSURANCE SERVICES LLC	437-105-00	ZONING HEALTH INS	GROUP BNFT 3RD INSTM 2025	58.12
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	3,307.70
				TOTAL:	4,099.33
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	IT SERVICES DEC 25	450.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	DEC 2025 CH INTERNET	212.50
	STRATEGY LLC	439-230-00	DATA PROCESSING	DEC 2025 IT CONTRACT	1,750.00
				TOTAL:	2,412.50
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 11.2-12.1 2025	65.18
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF DEC 2025 HEALTH INS	1.98
		440-105-00	CITY HALL JANITOR IN	GF DEC 2025 RETIREES	12.00
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	91.72
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.45
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH RUGS 12.1.25	46.59
		440-216-00	CITY HALL MAINTENANC	CH RUGS 12.8.25	46.59
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	2,988.00
				TOTAL:	3,273.51
POLICE	AXON ENTERPRISE, INC.	700-459-00	POLICE DEPT. NEW EQU	BUNDLE TASER 7	30,000.00
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 11.2-12.1 2025	985.95
	SHELL OIL	700-343-00	POLICE DEPT. AUTO SU	PCRD-FUEL DURING EXTRADITI	50.09
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF DEC 2025 HEALTH INS	9,214.78
		700-105-00	POLICE DEPT. GROUP I	GF DEC 2025 RETIREES	120.00
	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	7.70
		700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	7.25
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	NOV 2025 COURT FEES	1,174.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	23KNZN 2020 INTERCEPTOR	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 INTERCEPTOR	477.22
		700-459-00	POLICE DEPT. NEW EQU	28XZPG 2025 DODGE DURANGO	2,266.72
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	295.30
		700-459-00	POLICE DEPT. NEW EQU	25QCCLJ 2022 INTERCEPTOR	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCCLM 2022 INTERCEPTOR	747.81

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
		700-459-00	POLICE DEPT. NEW EQU	25QCCLN 2022 INTERCEPTOR	762.59		
		700-459-00	POLICE DEPT. NEW EQU	25QCCLP 2022 INTERCEPTOR	758.94		
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87		
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06		
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70		
		700-459-00	POLICE DEPT. NEW EQU	28JXMD 2025 DODGE DURANGO	1,064.30		
		700-459-00	POLICE DEPT. NEW EQU	28JXND DODGE DURANGO	1,063.79		
		700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT DEC 25	2,802.33		
		CITIZENS BANK OF WV	700-459-00	POLICE DEPT. MAT & S	LAB TEST W COURTNEY	68.00	
		ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,558.28	
		INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	598.29	
		AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-REFRIGERATOR WAT FILT	47.98	
			700-345-00	POLICE DEPT. UNIFORM	PCRD-NeedlestickResistSafe	225.04	
			700-345-00	POLICE DEPT. UNIFORM	PCRD-NeedlestickResisSafeG	218.45	
			700-341-00	POLICE DEPT. MAT & S	PCRD-SHADOWBX FRAME CUPS	69.93	
			700-341-00	POLICE DEPT. MAT & S	PCRD-FLASH DRIVES	564.58	
			700-341-00	POLICE DEPT. MAT & S	PCRD-RECHARGEABLE BATTERIE	39.98	
			USI INSURANCE SERVICES LLC	700-105-00	POLICE DEPT. GROUP I	GROUP BNFT 3RD INSTM 2025	639.32
			10-42 TACTICAL LLC	700-459-00	POLICE DEPT. NEW EQU	BODY ARMOR FOR 12 OFFICER	22,744.55
			PACKTRACK	700-341-00	POLICE DEPT. MAT & S	PCRD-K9 UNIT HANDLER SUBSC	140.00
			FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42
		PHILLIP E LEMON	700-341-00	POLICE DEPT. MAT & S	RADAR REPAIR X2	520.00	
		BLACK DIAMOND DETAILING	700-343-00	POLICE DEPT. AUTO SU	DETAIL CAR #6	70.00	
		TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	CLAIM F6H8542 FREEMAN CASE	2,428.00	
		**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	73,789.93	
					TOTAL:	162,210.93	
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	NOV 2025 COURT FEES	1,360.00		
				TOTAL:	1,360.00		
FIRE		706-221-00	FIRE DEPT. TRAINING	T. SMITH, M. POTTER TRAIN	442.00		
		706-226-00	FIRE DEPT. INSURANCE	WCN6007140 11.2-12.1 2025	1,664.01		
		706-216-00	FIRE DEPT. MAINTENAN	INSPECT EXTNGSHR, RECHRG	245.88		
		706-105-00	FIRE DEPT. GROUP INS	GF DEC 2025 HEALTH INS	7,006.82		
		706-105-00	FIRE DEPT. GROUP INS	GF DEC 2025 RETIREES	108.00		
		706-343-00	FIRE DEPT. AUTO SUPP	THRMSTT,GSKT,ECO 9-EVail1	150.44		
		706-343-00	FIRE DEPT. AUTO SUPP	LIT LAMP	6.52		
		706-343-00	FIRE DEPT. AUTO SUPP	FILTER, 2 5 QT 5W20 OIL	49.03		
		706-343-00	FIRE DEPT. AUTO SUPP	RELAY	17.91		
		706-343-00	FIRE DEPT. AUTO SUPP	FILTERS, 5 IGL T4 15W40	190.00		
		706-343-00	FIRE DEPT. AUTO SUPP	10 T4 15W40 IGL OIL	172.90		
		706-341-00	FIRE DEPT. MATERIAL	ADDTL WRK TO PO25-06241 FI	307.12		
		706-216-00	FIRE DEPT. MAINTENAN	PHN RPR INSTALL ADDTL LIC	402.41		
		706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	716.58		
		706-216-00	FIRE DEPT. MAINTENAN	PCRD-PRESSURE SWITCH AIR C	74.99		
		706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK DEC 25	4,790.11		
		706-343-00	FIRE DEPT. AUTO SUPP	RLY VLVE,BRSS BSHNG-ENG1	126.55		
		706-343-00	FIRE DEPT. AUTO SUPP	FLL SRVCE&BRKE CHCK750TRX	390.99		
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,822.20		
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	426.16		
		706-105-00	FIRE DEPT. GROUP INS	GROUP BNFT 3RD INSTM 2025	406.84		
		706-459-00	FIRE DEPT. CAPITAL O	JAN 2026 BREATHING APPARAT	4,338.59		
		706-341-01	VOLUNTEER FIREFIGHTE	HEXARMOR GLOVES	336.00		
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL NOV 2025	1,142.06		
		706-221-00	FIRE DEPT. TRAINING	T. SMITH, M. POTTER TRAIN	442.00		
		706-226-00	FIRE DEPT. INSURANCE	WCN6007140 11.2-12.1 2025	1,664.01		
		706-216-00	FIRE DEPT. MAINTENAN	INSPECT EXTNGSHR, RECHRG	245.88		
		706-105-00	FIRE DEPT. GROUP INS	GF DEC 2025 HEALTH INS	7,006.82		
		706-105-00	FIRE DEPT. GROUP INS	GF DEC 2025 RETIREES	108.00		
		706-343-00	FIRE DEPT. AUTO SUPP	THRMSTT,GSKT,ECO 9-EVail1	150.44		
		706-343-00	FIRE DEPT. AUTO SUPP	LIT LAMP	6.52		
		706-343-00	FIRE DEPT. AUTO SUPP	FILTER, 2 5 QT 5W20 OIL	49.03		
		706-343-00	FIRE DEPT. AUTO SUPP	RELAY	17.91		
		706-343-00	FIRE DEPT. AUTO SUPP	FILTERS, 5 IGL T4 15W40	190.00		
		706-343-00	FIRE DEPT. AUTO SUPP	10 T4 15W40 IGL OIL	172.90		
		706-341-00	FIRE DEPT. MATERIAL	ADDTL WRK TO PO25-06241 FI	307.12		
		706-216-00	FIRE DEPT. MAINTENAN	PHN RPR INSTALL ADDTL LIC	402.41		
		706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	716.58		
		706-216-00	FIRE DEPT. MAINTENAN	PCRD-PRESSURE SWITCH AIR C	74.99		
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		706-343-00	FIRE DEPT. AUTO SUPP	RLY VLVE,BRSS BSHNG-ENG1	126.55		
		706-343-00	FIRE DEPT. AUTO SUPP	FLL SRVCE&BRKE CHCK750TRX	390.99		
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,822.20		
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	426.16		
		706-105-00	FIRE DEPT. GROUP INS	GROUP BNFT 3RD INSTM 2025	406.84		
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		706-341-01	VOLUNTEER FIREFIGHTE	HEXARMOR GLOVES	336.00		
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL NOV 2025	1,142.06		
		706-221-00	FIRE DEPT. TRAINING	T. SMITH, M. POTTER TRAIN	442.00		
		706-226-00	FIRE DEPT. INSURANCE	WCN6007140 11.2-12.1 2025	1,664.01		
		706-216-00	FIRE DEPT. MAINTENAN	INSPECT EXTNGSHR, RECHRG	245.88		
		706-105-00	FIRE DEPT. GROUP INS	GF DEC 2025 HEALTH INS	7,006.82		
		706-105-00	FIRE DEPT. GROUP INS	GF DEC 2025 RETIREES	108.00		
		706-343-00	FIRE DEPT. AUTO SUPP	THRMSTT,GSKT,ECO 9-EVail1	150.44		
		706-343-00	FIRE DEPT. AUTO SUPP	LIT LAMP	6.52		
		706-343-00	FIRE DEPT. AUTO SUPP	FILTER, 2 5 QT 5W20 OIL	49.03		
		706-343-00	FIRE DEPT. AUTO SUPP	RELAY	17.91		
		706-343-00	FIRE DEPT. AUTO SUPP	FILTERS, 5 IGL T4 15W40	190.00		
		706-343-00	FIRE DEPT. AUTO SUPP	10 T4 15W40 IGL OIL	172.90		
		706-341-00	FIRE DEPT. MATERIAL	ADDTL WRK TO PO25-06241 FI	307.12		
		706-216-00	FIRE DEPT. MAINTENAN	PHN RPR INSTALL ADDTL LIC	402.41		
		706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	716.58		
		706-216-00	FIRE DEPT. MAINTENAN	PCRD-PRESSURE SWITCH AIR C	74.99		
		706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK DEC 25	4,790.11		
		706-343-00	FIRE DEPT. AUTO SUPP	RLY VLVE,BRSS BSHNG-ENG1	126.55		
		706-343-00	FIRE DEPT. AUTO SUPP	FLL SRVCE&BRKE CHCK750TRX	390.99		
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,822.20		
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	426.16		
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		706-341-01	VOLUNTEER FIREFIGHTE	HEXARMOR GLOVES	336.00		
		706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL NOV 2025	1,142.06		

Zuliani/Sanders moved to approve the committee's recommendation of an \$8,000 appropriation to the Upshur County Senior Center for Operations/Maintenance Services. The motion carried unanimously.

iii. Appropriate Additional \$20,000.00 to CPWB for Land & Water Conservation Fund Grant Park Projects – Mayor Skinner explained that this agenda item was no longer relevant so no action was necessary.

i. Appropriate \$50,000.00 to the WV Strawberry Festival Association for the 2026 Event – Mayor Skinner introduced the funding request submitted by the West Virginia Strawberry Festival Association (Association) for the 2026 Festival. The Association requested a \$50,000 appropriation from the City of Buckhannon. The Mayor noted that Shane Jenkins, President of the Festival Association and a City of Buckhannon firefighter, was present and available to address Council if desired. The Mayor provided background on the City's historical support of the Festival. For many years, the City contributed approximately \$5,000, later increasing to \$25,000, and at one point, approximately \$30,000. The Mayor emphasized that one condition of increasing the City's contribution was that a member of the City Council serve on the Festival's Board of Directors. The Mayor currently serves in that role and has intermittently been associated with the Festival Board since 2012, returning in 2021 when the City increased its contribution. The Festival's recent growth and improvements were highlighted, noting that under the current leadership, the organization has strengthened significantly following the challenges of the COVID-19 pandemic. The Mayor stated that the quality, excitement, and community engagement of the past two festivals have been comparable to, or better than, the festivals of the 1990s.

The Revenue & Expense Review Committee reviewed the Festival's request and recommended approval of the full \$50,000 appropriation, with the following structure:

- \$35,000 to be issued as a direct payment after the first of the year to support planning for the 2026 Festival.
- \$15,000 to be reserved for collaborative use between the City and the Festival Association for enhanced programming, such as a headliner performance, additional entertainment, or novelty groups for the Grand Feature Parade. This amount may also serve as a contingency should the Festival lose state funding.

The Mayor noted that while the Festival has not yet lost its annual state allocation, the recent consolidation of the Division of Arts, Culture, and History into the Division of Tourism has created uncertainty regarding future funding. The reserved \$15,000 aligns with the approximate amount historically provided by the State. The Mayor also emphasized the substantial in-kind support the City provides each year—estimated at nearly \$100,000—including waste collection, sanitary services, water and power support, Street Department labor and overtime, and public safety services. Given the magnitude of the City's financial and operational investment, the Mayor requested that the City's logo be prominently displayed on Festival materials as a major sponsor. The Mayor further recommended that, after the first of the year, members of Council meet with the Festival's Executive Board (without establishing a quorum) to discuss anticipated needs for the 2026 Festival, including potential increases in security, law enforcement, and public works support.

Randall/Sanders moved to approve the Revenue & Expense Review Committee's recommendation, authorizing the \$50,000 appropriation structured as described. The motion carried unanimously.

Shane Jenkins thanked the Council for its support and expressed his appreciation for the City's continued investment in the West Virginia Strawberry Festival. He assured Council that the funds will be used responsibly and strategically to benefit the Festival, the City of Buckhannon, and the local lodging and tourism economy. He reported that the Festival Board is currently very active in preparations for the upcoming season. The Association will send its largest-ever delegation—more than twenty representatives—to the Association of Fairs and Festivals Convention in January, where the Festival has submitted four award entries. Jenkins noted that the Festival has historically performed well in these competitions and hopes to bring home additional recognitions this year. Mr. Jenkins also shared that the Festival's 2025 Queen, Courtney Jones, will compete in the convention pageant and is expected to be a strong contender. Jenkins concluded by reiterating his gratitude to the City for its support.

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

Street:

- We have finished the North Florida Street sidewalk project. There is a short section on Cooper Street to complete as weather permits before we focus on non-sidewalk related projects for the winter.
- We began placing fencing around the SYCC lot to allow more area for the playground.
- Assisting in some repairs and maintenance issues at the Charles Gibson Library.
- Work continues to complete the GIS network for the city cemetery which started several years ago.

Waste:

- Nothing New

Sewer:

- Continuing to work on the Henry Street sanitary sewer upgrade.
- Completed the drop inlet repair along South Florida Street
- Finishing up the electrical work on our Mon Street Pump Station
- Working on the collection system GIS network.

Stormwater

- Received and reviewed the second round of appraisals for the Taylor Street Stormwater project.

Water:

- We have been dealing with several water leaks around town freezing and thawing.

Zoning and Code Enforcement

- Mr. Smith has been working with Chris Garrett with the Health Dept. on getting sewage cleaned up and stopped, under a house on Kanawha St. Also for mice and rodents on Myrna St.
- Working on iWorQ complaints for Appearance of Lots. This is mostly trash and debris with some bulky good items. Still working on getting residents to move trash cans back after pick up day. I'm using our Good Neighbor program to try and help some hardship cases for cleanup.

Engineering:

- FEMA Generator Hazard Mitigation Grant No. 1 – Official notification of the project being closed out is expected before the end of 2025.
- Charles W. Gibson Library Remediation Project – The roof replacement Bid Package is 95% complete. I'll present the Bid Package to the Library Board next week for their review and comment before finalizing the Bid Package. I'm expecting a late January / early February advertising period with the roof replacement project to begin around early April 2026.
- WVDOH Transportation Alternative Program (TAP) North Locust Street Sidewalk & Lighting Project (Gateway North) – Awaiting vote tonight to notify the WVDOH of proposed change in score as approved per the CPWB.
- Colonial Arts Center –Continuing to work on the HVAC system options 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 a sprinkler system line as well as the installation of a new sprinkler system line.
- FEMA / WVEMD – An additional round of appraisals is being conducted at this time for the four (4) properties near the proposed project area. I am continuing to work on the FEMA grant application (Approximately 85% complete). I plan on submitting the grant application before December 31st.
- WVDOH Transportation Alternative Program (TAP) West Main Street / North Locust Street Sidewalk & Lighting Project – Awaiting the WVDOH's decision on the application will take place in the next 2-3 weeks.
- FEMA / WVEMD – E911 Addressing Project grant application – The grant is approximately 100% complete and I'm just waiting for verification from the WVEMD that it is OK to submit. The \$36,000.00 grant will provide the funds necessary to readdress approximately 2,550 structures within the Corporation Limits so that they comply with the NENA E911 addressing standards currently in effect.

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.

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



Permit Fee Report #76790 - #76801
12/04/2025 - 12/17/2025

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

76795	Short & Snappy Rentals, LLC	97 Randolph St	JAMES STREETS	Electrical Upgrade for Reconnect & Inside Remodel	5,000.00	100.00	Commercial Property	No		No	N/A	No	
76790	HENDERSON HOLDINGS	138 BARBOR ST	YOAK'S CONSTRUCTION	INTERIOR REMODEL & ELECTRICAL RECONNECT	20,700.00	100.00	Commercial Property	No		No	N/A	No	No
					25,700.00	200.00							

Group Total: 2

Group: Commercial-Industrial (nonresidential)

76801	WWC Jenkins Hall	62 Meade St	SNIDER CONSTRUCTION LLC	Re-Roof Rubberized Roofing	92,600.00	601.90		No		Yes	N/A	No	
76798	HOMEBASE	11 MEADE ST	SUPERIOR ENVIRONMENTAL/ASBESTOS	INTERIOR REMODEL, REROOF	50,000.00	325.00		Yes -If yes attach report		Yes	N/A	No	No
76795	Short & Snappy Rentals, LLC	97 Randolph St	JAMES STREETS	Electrical Upgrade for Reconnect & Inside Remodel	5,000.00	47.50	Commercial Property	No		No	N/A	No	
76793	BELLAVIER BOUDOIR-LOLA TRAYLOR	108 S KANAWHA ST	REGER COMPANIES, LLC	REROOF	12,000.00	102.00		Yes -If yes attach report		Yes	N/A	No	No
76794	ELKS #1736	47 N KANAWHA ST	SINES HVAC SERVICES	REMOVAL & RECONNECT HVAC UNIT TO REPAIR ROOF- DUE TO WOOD/FRA ME ROT DAMAGE FROM HVAC UNIT	3,000.00	28.50		Yes -If yes attach report		Yes	N/A	No	No
76792	ADVANCE AUTO #7945	181 S KANAWHA ST	Lennox National Acct Services	REPLACEMENT OF 2 ROOF TOP HVAC UNITS	33,776.27	253.32		No		No	N/A	No	No
76790	HENDERSON HOLDINGS	138 BARBOR ST	YOAK'S CONSTRUCTION	INTERIOR REMODEL & ELECTRICAL RECONNECT	20,700.00	136.00	Commercial Property	No		No	N/A	No	No
					217,076.27	1,494.22							

Group Total: 7

Group: No Charge

76799	COB SYCC	79 E Main St	JES BASEMENT SYSTEMS JES	Waterproofing Building Project	12,323.94	0.00		No		Yes	N/A	No	No
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			CONTRUCTION LLC										
					12,323 .94	0.00							

Group Total: 1

Group: Residential (non-commercial)

76800	ISAAC CASTO	79 SMITHFIELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPROOFING	18,943.42	208.38		No	11/24/2025	Yes	N/A	No	No
76797	SUELIN N ROSS	21 COLLEGE AVE	ALFORD FOUNDATION & CRAWLSPACE	FOUNDATION STABILIZATION	16,405.60	180.46		No		Yes	N/A	No	No
76796	GEORGE CARVER	19 ELIZABETH ST	ALFORD FOUNDATION & CRAWLSPACE	FOUNDATION STABILIZATION	18,250.00	200.75		No		Yes	N/A	No	No
76791	Kelley Tierney	7 Latham St	REGER COMPANIES, LLC	Siding, Windows, 6'x18' Front Porch	100,000.00	600.00		No	12/4/2025	Yes	N/A	No	
					153,599.02	1,189.59							

Group Total: 4

Group: Residential Electrical Fee

76800	ISAAC CASTO	79 SMITHFIELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPROOFING	18,943.42	100.00		No	11/24/2025	Yes	N/A	No	No
					18,943.42	100.00							

Group Total: 1

Group: Zoning Application Fee

76800	ISAAC CASTO	79 SMITHFIELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPROOFING	18,943.42	20.00		No	11/24/2025	Yes	N/A	No	No
76791	Kelley Tierney	7 Latham St	REGER COMPANIES, LLC	Siding, Windows, 6'x18' Front Porch	100,000.00	20.00		No	12/4/2025	Yes	N/A	No	
					118,943.42	40.00							

Group Total: 2

					546,586.07	3,023.81							
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Total Records: 17

12/17/2025

9. Police Department Report – Chief Matthew Gregory – BPD Chief Matt Gregory reported the following:



Buckhannon Police Department

24 S Florida St * Buckhannon, WV 26201
Phone 304-472-5723 * Fax 304-473-7911



City Council Report

12/18/25

1. James Fisher recently passed the Corporal Exam and has been promoted to the position of Corporal effective December 10, 2025.
2. The police department has recently taken possession of the new K-9 vehicle that was at the upfitter having emergency equipment installed. This concludes the current cycle of upgrading our fleet.
3. The police department is currently in the process of drafting the IAP for the upcoming 2026 Strawberry Festival. The next step is to meet with the Strawberry Festival Board of Directors to review the draft plan.
4. The police department is currently working on a Body / Dash camera upgrade project in anticipation of reviewing this with City Council at the upcoming budget meetings in early 2026.
5. The police department is working with First Choice Services to host a CIT training course at the BPD in February 2026.

POLICE ACTIVITIES

MONTH: November

YEAR: 2025

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

1

By Officers:

0

TOTAL ISSUED:

1

Citations Issued:

58

Misdemeanor Arrests:

28

Felony Arrests:

12

Calls Answered:

281

Complaint Reports:

37

Accidents Investigated:

5

Community Policing Hours:

70

Patrol Mileage:

11,035

a. Donation of the BPD's Discontinued X2 Tasers to the Upshur County Sheriff's Office – Chief Gregory provided an overview of this item with his recommendation for the Council to approve the request.

Reger/Bucklew moved to approve the donation of the BPD's Discontinued X2 Tasers to the Upshur County Sheriff's Office. The motion carried.



J. Michael Coffman, Sheriff
Upshur County Sheriff's Office

December 11, 2025

Buckhannon Police Department
24 South Florida Street
Buckhannon, WV 26201

Dear Chief Gregory,

I am writing this letter to respectfully request the donation of your department's discontinued X2 Tasers, since you have recently retired them from service in your department. These tasers would be extremely beneficial to the Upshur County Sheriff's Office. They will be used by our Court Security Officers inside the Courthouse.

Please let me know if you have any questions, please let me know. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Michael Coffman".

J. Michael Coffman
Sheriff of Upshur County

Upshur County Sheriff's Office • 38 West Main Street, Suite 103 • Buckhannon, WV 26201
Phone: 304-472-1182 • Fax: 304-472-4547

10. City Attorney's Report – Thomas J. O'Neill

a. Charles W. Gibson Library Addition Project

i. Execution of Memorandum of Understanding between the COB & the Charles W. Gibson Library Board of Trustees -Payment of All Fees Associated with Task Order No. 82 & Exhibit A

ii. Execution of Task Order No. 82 & Exhibit A

City Attorney O'Neill provided an overview of the above items, asking for approval from the City Council.

Randall/Zuliani moved to approve the Execution of the Memorandum of Understanding between the COB & the Charles W. Gibson Library Board of Trustees noting payment of all fees associated with Task Order No. 82 & Exhibit A to be made by the Charles W. Gibson Library Board. The motion carried.

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

Board of Trustees
Charles W. Gibson Library
105 East Main Street
Buckhannon, WV 26201

RE: Memorandum of Understanding
Library Addition Project (Task Order 082)

December 10, 2025

The purpose of this letter is to serve as a Memorandum of Understanding between the City of Buckhannon, to be represented by Robert N. Skinner, III, as Mayor (hereafter, the "City"), and the Board of Trustees of the Charles W. Gibson Library (hereafter, the "Library Board").

The Library Board is undertaking a project to construct an addition to the existing library building, located at 105 East Main Street, Buckhannon. The details of this project are as set forth in Task Order 082 (a copy of it being attached to this document).

With respect to the project, the City shall make available to the Library Board the services of its on-call Engineer of Record to provide engineering and architectural services incident thereto; however, the Library Board agrees that it shall bear all of the costs attributable to the project, whether through reimbursement to the City of Buckhannon for costs invoiced to it, or by direct billing to the Library Board by the service providers. The Library Board should coordinate its activities with City Engineer Jay Hollen.

The Library Board further agrees to indemnify the City of Buckhannon for any costs the City incurs or is billed for with respect to the project.

Agreed to this 10th day of December, 2025 by the signatories below on behalf of the City of Buckhannon and the Charles W. Gibson Library Board of Trustees.

The City of Buckhannon

Charles W. Gibson Library
Board of Trustees

By:

Robert N. Skinner, III
Mayor

By:

Sarah Brooks Scott
[Printed]

Its:

(Indexed City A403)

11. New Business Discussion - Mayor Skinner provided an overview of the following request combining them into one action:

a. CPWB Recommendation Not to Proceed with the Gateway North Sidewalk & Lighting Design Phase - Mayor Skinner provided an overview of this request.

b. CPWB Recommendation to Submit an Intent to Apply for Route 20 South Sidewalk & Lighting Project - Mayor Skinner provided an overview of this request.

Randall/Sanders moved to approve both the CPWB's recommendation not to proceed with the Gateway North Sidewalk & Lighting Design Phase and the CPWB's intent to apply for the Route 20 South Sidewalk & Lighting Project. The motion carried.

12. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall invited Chief Matt Gregory and the Buckhannon Police Department to attend an upcoming WV Strawberry Festival luncheon, as well as to participate in future discussions regarding Festival-related planning. He noted that this would provide an opportunity to review the Police Department's proposed schedule and operational needs for the 2026 Festival.

Jack Reger: Mr. Reger congratulated Firefighter Josh Bowers on receiving his badge, noting this as an important milestone in Bowers' fire service career. Reger also shared that the Upshur County Senior Center appreciates the Council's approval of its funding request. He informed Council that he had already notified Senior Center Director Brett Belt that the motion passed and that the Center is grateful for the support. Reger concluded his remarks by wishing everyone a Merry Christmas and a Happy New Year.

Pamela Bucklew: Mrs. Bucklew congratulated Firefighter Josh Bowers on receiving his badge, noting that she had not yet met him due to missing the interview process but wished him well in his service. She also publicly thanked Michelle Jack for her hard work on the recent “FURtastic” event and expressed her intention to remain involved with the effort in the future, calling it a worthwhile cause. Bucklew concluded by wishing everyone a Merry Christmas and Happy New Year, and encouraged all to remember the true meaning of the season.

Robert Zuliani: Mr. Zuliani wished everyone a Merry Christmas, Happy New Year, and happy holidays. He commended City crews for their effective response to the early-season snowstorm, noting that despite rapidly dropping temperatures and challenging conditions, the streets were well maintained and issues were minimal. He thanked the workers for their efforts.

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

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

- i. Cancellation of the City Council Meeting 01/01/2026 due to Holiday**
- ii. Call for Election COB 05/12/2026**

**Call for Election
On May 12, 2026
City of Buckhannon**

A General Election for the City of Buckhannon is called to be held on the second Tuesday in May 2026, for the purpose of electing the following:

- Recorder for a Four (4) year term
- Two Council Members, at large, for a Four (4) year term

The voting locations are as follows:

Precinct 8	Buckhannon Academy Elementary School
Precinct 9	City Hall
Precinct 12	Fred W. Eberle Technical Center
Precinct 14	Buckhannon Academy Elementary School

Persons interested in filing for these offices may begin on Monday, January 12, 2026 and not later than the last Saturday on January 31, 2026, in City Hall, 70 E Main St, Buckhannon, WV 26201.

Hours for in-person filing on the final day, January 31, 2026 at City Hall 9:00 am until 12:00 pm

Mailed Certificate of Announcement Deadline: Must be postmarked by the U.S. Postal Service before midnight E.S.T. on January 31, 2026.

The last date to withdraw from the election is Tuesday, February 17, 2026.

Drawing for position on the ballot will take place on Tuesday, February 24, 2026 at 9:00 a.m. at the Upshur County Courthouse located in the County Clerk’s Office – 40 West Main Street, Buckhannon, WV.

All voters must be registered and must vote in the particular precinct in which they are registered:

Robert N. Skinner III, Mayor

iii. Charles Gibson Library Director’s Report 11/2025

November 2025 Director’s Report

Building Closings

November 14 9:00-11:00 AM	Library Closed Staff Meeting
November 27-28	Library Closed Thanksgiving

Building Report

No Leaks since repairs to the Asbestos coring spots. Roof Update – No leaks since patching.
Mold cleaning is coming up as part of the Christmas library closings.

Staff Notes

No new notes.

Upcoming Dates

December 10	4:30 PM – Board of Trustee’s Meeting
December 10	5:30 PM – Holiday Pot Luck
December 20	10:00 AM – Storytime with Mrs. Claus
December 20	2:00 PM – Teatime Book Discussion
December 24 & 25	Library Closed: Christmas
December 31	Library Closed: New Year’s Eve
January 1	Library Closed: New Year’s Day
January 10	Tea-time Book Discussion
January 14	5:00 PM Board of Trustee’s Meeting

b. Upcoming Events at The Event Center at Brushy Fork

- i. January 31, 2026- Upshur County Youth Livestock Association Fundraiser**
- ii. February 7, 2026- BUHS Band Booster Bing Fundraiser**
- iii. February 13, 2026- Vitalant Blood Drive provided by WVU Medicine St. Joseph’s Hospital and the Rotary Club of Buckhannon-Upshur**
- iv. February 14, 2026 – Hands and Hearts for Christ Fundraiser**
- v. March 21, 2026 – Central WV Friends of the NRA**
- vi. April 18, 2026 – The SETH Project Gala**

Recorder Sanders noted that The Event Center at Brushy Fork was extremely active throughout the holiday season. He thanked City staff—particularly Jansen Kimble and Amby Jenkins—for their work in preparing the facility, including the acquisition of a new large Christmas tree appropriate for the 7,100-square-foot event hall. He also recognized the contributions of the West Virginia Army National Guard, Sergeant Mealy, Jaime Layman, and additional volunteers who assisted with decorating the space. Sanders noted that two additional smaller trees were added this year and that even more enhancements are planned for next season. He highlighted several holiday events hosted at the Center and expressed the City’s hope to continue filling late November and December with celebrations in future years. Sanders encouraged the public to contact the City about hosting events at the facility. He concluded by congratulating Firefighter Josh Bowers on receiving his badge and extended holiday greetings, wishing everyone a Merry Christmas and Happy New Year.

14. Mayor’s Remarks and Announcements - Mayor Skinner thanked Recorder Sanders for his leadership at the Event Center at Brushy Fork, noting the full calendar of events, competitive pricing, and recent improvements. He expressed appreciation for the work being done to enhance the facility, despite the City being a leaseholder rather than the owner. The Mayor also thanked Council for its strong support of the West Virginia Strawberry Festival, emphasizing the Festival’s importance to the community and its role in shaping Buckhannon’s identity. He expressed confidence that the City’s investment and continued collaboration with the Festival Association will help ensure even stronger and higher-quality events in the years ahead. The Mayor reported that the City hosted a well-attended Menorah Lighting ceremony the previous evening at Jawbone Park, coordinated by Daye Wright. He noted that more than 100 people were present and commended the event for promoting cultural understanding. He reiterated that while the City does not organize events, it proudly provides the space and support that make community gatherings possible. Mayor Skinner extended his gratitude to all City employees—across outside departments, administrative staff, police, and fire—for their dedication and daily contributions to the organization. He emphasized that the City’s success is the result of the collective efforts of its approximately 130 employees. He concluded by wishing everyone a Merry Christmas and Happy New Year, noting that Council will next meet in mid-January due to the cancellation of the January 1 meeting. He did ask for an Executive Session to discuss property matters.

At 8:17 p.m., Randall/Reger moved to convene an Executive Session under West Virginia Code §6-9A-4 to discuss property matters. The motion carried.

At 9:02 p.m., Zuliani/Reger moved to leave the Executive Session. The motion carried.

Mayor Skinner noted that no decisions had been made during the Executive Session.

15. Declaration of Adjournment

At 9:03 p.m., Sanders moved to adjoin the December 18, 2025 City Council meeting.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
