

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 J.P.B.

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



Mayor Printed Name





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
			INTERNAL REVENUE SERVICE	409-341-00	MAYOR'S SUPPLIES & M	PCRD-OFFICE CLERK AD	76.76
				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 & MATCHED	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
			US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGE BY PHONE	258.75
			COLLECTION ACCOUNT Z	409-341-00	MAYOR'S POSTAGE	DEC 2025 POSTAGE BY PHONE	250.00
			WV NEWS	409-220-00	MAYOR'S SUPPLIES & M	NOV 2025 RECDESK CC FEES	176.45
			AUTHORIZER.NET	409-341-00	MAYOR'S LEGAL PUBLIC	CLSS 2 LGL AD-FEMA & 911	48.65
			ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	PCRD-NOV 2025 RECDESK CC F	15.15
			SAMS CLUB	409-341-00	MAYOR'S SUPPLIES & M	PCRD-NOV 2025 RECDESK CC F	4.18
			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
		COUNCIL	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	800.00
						TOTAL:	12,720.47
		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 & MATCH	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 & MATCH	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 & 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 & MATCH	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
			OPTIMUS 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 & MATCH	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 TREASUREP CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXP	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	23KNZN 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	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

12-18-2025 11:11 AM

DISBURSEMENTS 12-01-25 TO 12-18-25

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-459-00	POLICE DEPT. NEW EQU 25QCLN 2022 INTERCEPTOR		762.59
		700-459-00	POLICE DEPT. NEW EQU 25QCLP 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
CITIZENS BANK OF WV		700-459-00	POLICE DEPT. NEW EQU POLICE RADIO PYMT DEC 25		2,802.39
ST JOSEPH HOSPITAL OF BUCKHA		700-341-00	POLICE DEPT. MAT & S LAB TEST W COURTNEY		68.00
INTERNAL REVENUE SERVICE		700-104-00	POLICE DEPT. FICA TA FICA WITHHELD AND MATCHED		2,558.28
AMAZON.COM		700-341-00	POLICE DEPT. FICA TA MEDICARE WITHHELD & MATCHE		598.29
		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. 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 RADAP 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 FGH8542 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					
BENCHMARK PROFESSIONAL SEMIN		706-221-00	FIRE DEPT. TRAINING T. SMITH, M. POTTER TRAIN		442.00
ENCOVA INSURANCE		706-226-00	FIRE DEPT. INSURANCE WCN6007140 11.2-12.1 2025		1,664.01
J T MARTIN COMPANY INC		706-216-00	FIRE DEPT. MAINTENAN INSPECT EXTNGSHR, RECHRGRE		245.88
WV PUBLIC EMPLOYEES INSURANC		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
MATHENY MOTOR TRUCK CO		706-343-00	FIRE DEPT. AUTO SUPP THRMSTT, GSKT, ECO 9-EVA11		150.44
NAPA-AMTOWER AUTO SUPPLY		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 1GL T4 15W40		190.00
		706-343-00	FIRE DEPT. AUTO SUPP 10 T4 15W40 1GL OIL		172.90
TATE COMMUNICATIONS		706-341-00	FIRE DEPT. MATERIAL ADDTL WRK TO P025-06241 FI		307.12
		706-216-00	FIRE DEPT. MAINTENAN PHN RPR INSTLL ADDTL LIC		402.41
ENTERPRISE FM TRUST		706-459-00	FIRE DEPT. CAPITAL O 268ST6 2023 RAM 2500		716.58
TRACTOR SUPPLY CREDIT PLAN		706-216-00	FIRE DEPT. MAINTENAN PCRD-PRESSURE SWITCH AIR C		74.99
CITIZENS BANK OF WV		706-459-00	FIRE DEPT. CAPITAL O 2021 PUMPER TRK DEC 25		4,790.11
FLEET PRIDE		706-343-00	FIRE DEPT. AUTO SUPP RLY VLVE, BRSS BSHNG-ENGI		126.55
TRIPLE K KUSTOMZ		706-343-00	FIRE DEPT. AUTO SUPP FLL SRVCE&BRKE CHCK750TRX		390.99
INTERNAL REVENUE SERVICE		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
USI INSURANCE SERVICES LLC		706-105-00	FIRE DEPT. GROUP INS GROUP BNFT 3RD INSTM 2025		406.84
FIRST COMMUNITY BANK CORPORA		706-459-00	FIRE DEPT. CAPITAL O JAN 2026 BREATHING APPARAT		4,338.59
WITMER PUBLIC SAFETY GROUP I		706-341-01	VOLUNTEER FIREFIGHT HEXARMOR GLOVES		336.00
FLYERS ENERGY LLC		706-343-00	FIRE DEPT. AUTO SUPP FIRE FUEL BILL NOV 2025		1,142.06

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		706-343-00	FIRE DEPT. AUTO SUPP ANNL ARL TST-TRCK 11		725.00
	CINTAS	706-341-00	FIRE DEPT. MATERIAL FIRST AID KIT INSPECT		35.40
	THE THREAD LAB	706-345-00	FIRE DEPT. UNIFORMS PCRD-SHIRTS & HAT MARIA PO		124.20
	**PAYROLL EXPENSES	706-345-00	FIRE DEPT. UNIFORMS PCRD-JACKET SHANE JENKINS		124.20
			12/01/2025 - 12/18/2025		51,517.21
			TOTAL:		77,860.12
STREET					
BUCKHANNON UTIL BOARDS		750-341-00	STREET DEPT. MAT & S STR WASTE CHARGES NOV 2025		229.00
MON POWER		750-213-00	STREET DEPT. UTILITI 110 123 905 108 25 N LOCUS		15.34
		750-213-00	STREET DEPT. UTILITI 110 148 156 588 RT 6 395		655.96
LEAF		750-341-00	STREET DEPT. UTILITI 110 148 255 778 395 MUDLIC		842.49
ENCOVA INSURANCE		750-226-00	STREET DEPT. MAT & S STR COPIER LEASE DEC 2025		57.14
WV PUBLIC EMPLOYEES INSURANC		750-105-00	STREET DEPT. INSURAN WCN6007140 11.2-12.1 2025		1,057.05
HART OFFICE SOLUTIONS INC		750-341-00	STREET DEPT. GROUP I GF DEC 2025 HEALTH INS		8,185.84
HARBOR FREIGHT TOOLS		750-458-05	STREET DEPT. GROUP I GF DEC 2025 RETIREES		108.00
		750-341-00	STREET DEPT. MAT & S 288 COLORED COPIES		19.70
		750-341-00	STREET DEPT. PROJECTS PCRD-LGTS 2500W GENERATOR		789.95
		750-341-00	STREET DEPT. MAT & S PCRD-ZIP TIES FOR DECORATI		123.28
LOWES BUSINESS ACCOUNTS/STNC		750-341-00	STREET DEPT. MAT & S PCRD-EXTENSION CORDS DECOR		59.96
		750-341-00	STREET DEPT. MAT & S PCRD-BATTERIES CABLE CLAMP		69.94
		750-341-00	STREET DEPT. MAT & S XMAS LIGHTS CABLE & CLAMP		180.48
CENTRAL SUPPLY CO		750-458-05	STREET DEPT. MAT & S 4LB AXE & XMAS LIGHTS		99.22
		750-458-05	STREET DEPT. PROJECTS EXP JOINT FOR ISLAND AVE		46.30
ENTERPRISE FM TRUST		750-459-00	STREET DEPT. PROJECTS 10YDS CONCRETE N FLORIDA		2,420.36
		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 27V9G 2024 RAM 2500		583.19
		750-459-00	STREET DEPT. CAPITAL 2857P9 2024 RAM 5500		1,646.81
		750-459-00	STREET DEPT. CAPITAL 22WGHW RAM 5500 CHASSIS		31.00
ST JOSEPH HOSPITAL OF BUCKHA		750-341-00	STREET DEPT. MAT & S LAB TEST C. LIGGETT		68.00
MOUNTAIN STATE PEST GUARD		750-341-00	STREET DEPT. MAT & S STR DEC 2025 PEST CONTROL		33.50
INTERNAL REVENUE SERVICE		750-104-00	STREET DEPT. FICA TA FICA WITHHELD AND MATCHED		1,227.01
		750-104-00	STREET DEPT. FICA TA MEDICARE WITHHELD & MATCHE		286.96
USI INSURANCE SERVICES LLC		750-105-00	STREET DEPT. GROUP I GROUP BNFT 3RD INSTM 2025		464.96
FIRST COMMUNITY BANK CORPORA		750-459-22	PROPERTY PAYMENT MUDL DEC 25 PUBLIC WRKS BLDG PY		9,774.80
HIGHLAND LANDSCAPING LLC		750-458-05	STREET DEPT. PROJECTS PLANTING TREES CAMDEN AVE		7,500.00
SOUTH END GLASS		750-343-00	STREET DEPT. AUTO SU GLASS INSTALLATION		350.00
FRONTIER		750-211-00	STREET DEPT. TELEPHO 472-5755-101615-4 STREET		159.13
CINTAS		750-345-00	STREET DEPT. UNIFORM STREET 11.26.25		257.40
ACE MATERIALS		750-458-05	STREET DEPT. UNIFORM STR UNIFORM 12.4.25		257.40
		750-458-05	STREET DEPT. PROJECTS CONCRETE N FLORIDA POCAH		3,591.00
CITYNET LLC		750-213-00	STREET DEPT. PROJECTS 8YDS CONCRETE N FLORIDA		1,576.00
PARTNER AUCTIONS		750-459-00	STREET DEPT. UTILITI PCRD-STREET NOV FIBER		100.00
		750-458-05	STREET DEPT. CAPITAL BLOWERS, TRAILER		17,245.00
			STREET DEPT. PROJECTS TOOL BOX		330.00
			12/01/2025 - 12/18/2025		38,397.15
			TOTAL:		99,849.07
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		44.32
		751-213-00	STREET LIGHTS 110 170 666 488 26 LINCOLN		16.18
			TOTAL:		6,821.10
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE 110 088 985 459 RT 119		69.10

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	78.15
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	66.92
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	57.40
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	31.71
KING ARCHITECTURAL METALS		752-230-00	SIGNS & SIGNALS	PCRD-S SCROLLS	539.39
				TOTAL:	842.67
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	NOV 2025 HOTEL-MOTEL TAX	4,472.38
				TOTAL:	4,472.38
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	NOV 2025 HOTEL-MOTEL TAX	10,435.57
				TOTAL:	10,435.57
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	261.38
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 11.2-12.1 2025	55.31
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING DEC 25 PYMT	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	35.12
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHED	8.21
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-LIGHT BULBS FOR CAC	20.99
	FRONTIER	906-213-00	CAC UTILITIES	30447389870528214 EVENT CN	123.90
	CINTAS	906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 12.1.25	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 12.8.25	29.65
	SUPERBRIGHTLEDS.COM	906-216-00	THEATRE MAINTENANCE/	PCRD-WIRELESS REMOTE SWITC	59.31
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	1,178.60
				TOTAL:	7,022.77
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	70.58
	LEAF	907-341-01	OPERATING EXPENSES	PRINTER LEASE 11.21.25	404.40
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 11.2-12.1 2025	177.86
	J T MARTIN COMPANY INC	907-216-00	MAINTENANCE	ANNL SYSTM INSPTN	181.39
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF DEC 2025 HEALTH INS	2,916.90
		907-105-00	GROUP INSURANCE	GF DEC 2025 RETIREES	48.00
	NAPA-AMTOWER AUTO SUPPLY	907-216-00	MAINTENANCE	OIL&ANTIFREEZE-BUS MNTNCE	31.58
	MICROSOFT STORE	907-341-00	MATERIALS & SUPPLIES	PCRD-MICROSOFT YRLY RENEWA	21.39
	LOWES BUSINESS ACCOUNTS/GYNC	907-341-00	MATERIALS & SUPPLIES	REPAIRS-GLASS	18.59
		907-341-00	MATERIALS & SUPPLIES	REPAIRS-GLASS	18.41
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	PCRD- MILK APPLES INK CART	70.75
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	44.90
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC DEC 2025 PEST CONTROL	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	462.14
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	108.09
	APRIL E SMALL	907-368-01	ZUMBA	NOV 25 KCKBX INSTRUCTOR	60.00
	AMAZON.COM	907-459-00	CAPITAL OUTLAY	PCRD-MINI DESKTOP COMPUTER	899.00
		907-354-00	DRILL TEAM	PCRD-DRILL TEAM GLOVES	44.97
		907-341-00	MATERIALS & SUPPLIES	PCRD-COMPUTER CABLES	34.23
		907-459-00	CAPITAL OUTLAY	PCRD-COMPUTER MONITOR	97.97
		907-354-00	DRILL TEAM	PCRD-DRILL TEAM HATS	62.91
		907-459-00	CAPITAL OUTLAY	PCRD-COMPUTER PROTECTION P	76.99
		907-459-00	CAPITAL OUTLAY	PCRD-HP SMART PRINTER	309.99
	USI INSURANCE SERVICES LLC	907-105-00	GROUP INSURANCE	GROUP BNFT 3RD INSTM 2025	116.24
	CORRIDOR H TIRE INC	907-343-00	SYC AUTO SUPPLIES	PCRD-LITTLE WHITE BUS TIRE	961.00
	LYNX WV INC	907-213-00	UTILITIES	SYC DEC EQUIP RENTAL	145.00
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	NOV 25 KARATE INSTRUCOR	332.00
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTR SCHL SNACKS	359.08

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-CUPS TOILET PAPER	62.42
	APPALACHIAN SIGNALS & PRODUC	907-216-00	MAINTENANCE	ANNUAL FIRE ALARM INSPECT	450.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	494.07
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC FUEL BILL NOV 2025	254.89
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	NOV 25 KANGOO INSTRUCTOR	40.00
	CINTAS	907-216-00	MAINTENANCE	SYCC MATS & MOPS 11.21.25	83.39
		907-216-00	MAINTENANCE	SYCC MATS & MOPS 12.1.25	83.39
		907-216-00	MAINTENANCE	SYCC MATS & MOPS 12.08.25	83.39
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	NOV 2025 YOGA INSTRUCTOR	144.00
	BITDEFENDER	907-341-00	MATERIALS & SUPPLIES	PCRD-ANTIVIRUS RENEWAL	69.53
	RACHEAL KRUM	907-356-00	YOUTH BASKETBALL	REF SYCC BB FEES	70.00
	NANCY BOZIC	907-356-00	YOUTH BASKETBALL	REF SYCC CHEERLEADING FEES	35.00
	ROBERT GUBERMAN	907-356-00	YOUTH BASKETBALL	REF SYCC BB FEES	65.00
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	16,517.31
				TOTAL:	26,565.25
CONVENTION CENTER	A F WENDLING INC	910-341-00	EVENT CENTER SUPPLIE	24 PCK PPCRN & BUTTER KIT	37.09
	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 11.2-12.1 2025	6.04
	WALMART STORES INC -BUCKHANN	910-341-00	EVENT CENTER SUPPLIE	PCRD-EVENT CNTR DECORATION	64.79
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2.19
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	0.51
	AMAZON.COM	910-341-00	EVENT CENTER SUPPLIE	PCRD-RIBBON EVENT CNTR TRE	169.90
		910-341-00	EVENT CENTER SUPPLIE	PCRD-EVENT CNTR DECORATION	55.98
		910-341-00	EVENT CENTER SUPPLIE	PCRD-CHRISTMAS TREE FOR EV	584.99
	ADJUTANT GENERAL'S OFFICE	910-213-00	UTILITIES-ADJUTANT G	EVENT CNTR CARE TAKER JUL-	7,307.88
	FRANCESKA FIGUEROA	910-341-00	EVENT CENTER SUPPLIE	CLEANING 11.28-29.25	500.00
	LEE HARTMAN & SONS INC	910-341-00	EVENT CENTER SUPPLIE	EVENT CENTER SUPPLIE RPR'S AV EQUIP EVENT CNTR	2,068.75
	**PAYROLL EXPENSES			12/01/2025 - 12/18/2025	2,225.99
				TOTAL:	13,024.11
PUBLIC SAFETY	VALLEY STEEL SERVICE	976-459-01	PUBLIC SAFETY TRAINI	CHANNEL, PLATES, PIPE	7,643.32
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	PD WATCH GUARD DEC 2025	150.00
	WRIGHT NATIONAL FLOOD INSURA	976-226-00	SAFETY COMPLEX INSUR	FLOOD INS 22 S FLORIDA ST	3,274.00
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 12.1.25	30.70
		976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 12.8.25	30.70
	CITYNET LLC	976-213-00	SAFETY COMPLEX UTILI	PCRD-SAFETY COMPLEX NOV FI	300.00
				TOTAL:	11,428.72

b. General Fund Revenue Review Committee Recommendations -Outside Entity Funding Requests

ii. Appropriate \$8,000.00 to the Upshur County Senior Center for Operations/Maintenance Services – Mayor Skinner introduced a recommendation to appropriate \$8,000 to the Upshur County Senior Center to support operations and winter maintenance services. The Senior Center previously submitted a request for assistance, noting that City support with winter maintenance would allow the Center to redirect more of its budget toward providing meals for seniors in the community. Councilmember Jack Reger, who serves on the Senior Center Board, encouraged Director Brett Belt to formally present the request to the City. The Mayor noted that while the City of Buckhannon has not previously provided direct financial support to the Senior Center, a substantial number of the Center's participants reside within the City limits. The funding request was reviewed by the Revenue & Expense Review Committee, which recommended approval of the \$8,000 appropriation.

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	A Commercial Property	No		No	N/A	No	
76790	HENDERSON HOLDINGS	138 BARBOUR ST	YOAK'S CONSTRUCTION	INTERIOR REMODEL & ELECTRICAL RECONNECT	20,700.00	100.00	A Commercial Property	No		No	N/A	No	No
					25,700.00	200.00							

Group Total: 2

Group: Commercial-Industrial (nonresidential)

76801	WVWC 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	A Commercial Property	No		No	N/A	No	
76793	BELLA VIE 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 BARBOUR ST	YOAK'S CONSTRUCTION	INTERIOR REMODEL & ELECTRICAL RECONNECT	20,700.00	136.00	A 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										

Group Total: 1

Group: Residential (non-commercial)

7680 0	ISAAC CASTO	79 SMITHF IELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPRO OFING	18,943. 42	208.3 8		No	11/24/ 2025	Yes	N/A	No	No
7679 7	SUELIN N ROSS	21 COLLEG E AVE	ALFORD FOUNDATION & CRAWLSPACE	FOUNDATI ON STABILIZAT ION	16,405. 60	180.4 6		No		Yes	N/A	No	No
7679 6	GEORG E CARVER	19 ELIZAB ETH ST	ALFORD FOUNDATION & CRAWLSPACE	FOUNDATI ON STABILIZA TION	18,250. 00	200.7 5		No		Yes	N/A	No	No
7679 1	Kelley Tierney	7 Latham St	REGER COMPANIES, LLC	Siding, Windows, 6'x18' Front Porch	100,000. .00	600.0 0		No	12/4/2 025	Yes	N/A	No	
					153,59 9.02	1,189 .59							

Group Total: 4

Group: Residential Electrical Fee

7680 0	ISAAC CASTO	79 SMITHF IELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPRO OFING	18,943. 42	100.0 0		No	11/24/ 2025	Yes	N/A	No	No
					18,943 .42	100.0 0							

Group Total: 1

Group: Zoning Application Fee

7680 0	ISAAC CASTO	79 SMITHF IELD ST	JES BASEMENT SYSTEMS JES CONSTRUCTION LLC	BASEMENT WATERPRO OFING	18,943. 42	20.00		No	11/24/ 2025	Yes	N/A	No	No
7679 1	Kelley Tierney	7 Latham St	REGER COMPANIES, LLC	Siding, Windows, 6'x18' Front Porch	100,000. .00	20.00		No	12/4/2 025	Yes	N/A	No	
					118,94 3.42	40.00							

Group Total: 2

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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 that reads "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

By: Robert N. Skinner, III

Robert N. Skinner, III
Mayor

Charles W. Gibson Library
Board of Trustees

By: Sarah Brooks Scott

Sarah Brooks Scott
[Printed]

Its: Charles W. Gibson Library Board President

(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 _____