

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

A regular meeting of the Buckhannon City Council was held on Thursday, January 15, 2026, beginning at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates via GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Absent
Council Member	Jack Reger	Present - GTM
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
Buckhannon Police Department	Chief Matt Gregory	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present

Media:

Channel 3	Dennis Cortes	Present
MyBuckhannon.com	Brian Bergstrom	Present
Record Delta	Noah Jeffries	Present

Guests: Rhett Dusenbury for Congressman Riley Moore; Andi Cartier, Vito Syski, Randall Tenney, Trisha Tenney, David Rowan, Steve Wychoff, Allen Bash, VIPS; Debra Snyder, Amy Snyder, Rhonda Cerullo, Mark Cerullo; Josh Zickefoose,

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM / Thursday, January 15, 2026
Council Chambers / 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Mayor's State of City Address
5. Approval of Previous Meeting Minutes: Regular Meeting: 12/04/25, 12/18/25
6. Recognition of Guests
 - a. Debbie Snyder & Rhonda Cerullo
 - i. Proclamation "Rosie the Riveter" -Neva Lee Reed Synder
 - b. Steve Wykoff, Coordinator of the Buckhannon City Police Volunteers in Police Service (VIPS)
 - i Member Recognition, Awards & Annual Report
 7. Public Comment – Motion to Open & Close Requested
 8. Financial Report – Director of Finance Amberle Jenkins
 - a. Approve Payment of Bills
 9. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
 10. Police Department Report – Chief Matthew Gregory
 11. City Attorney's Report – Thomas J. O'Neill
 - a. Update on American Legal Publishing Codification
 12. New Business Discussions
 - a. Accept Resignation Theresa Black, Upshur County Board of Health
 - b. Accept Resignation Paula McGrew, Planning Commission
 13. Council Members' Remarks and Announcements
 14. City Recorder's Report, Remarks, and Announcements
 - a. Report of Events, Correspondence, and Information

- i. Notice Advertisement for Bids- Charles Gibson Library Roof Replacement Project
- 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
- 15. Mayor's Remarks and Announcements
- 16. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on January 12, 2026. *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 January 15, 2026, regular meeting of the Buckhannon City Council to order.

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

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

4. Mayor's State of the City Address: Mayor Skinner deliver the annual State of the City Address:

Good evening. On behalf of City Council, our administration, staff, employee family, business owners, visitors, and 6,000 corporate residents, it is my honor and privilege as Mayor of my hometown to bring you the State of the City address – highlighting the many accomplishments from 2025, and planning for an exciting 2026.

Tonight, we not only gather to transact the first official business meeting of our City for 2026, but because of this specific date, we also pause, reflect, and celebrate as it was on this day—January 15, 1816—that our beloved community was founded. Today, we mark 210 years of the City of Buckhannon. Two centuries and a decade ago today, along the banks of the Buckhannon River in what was then the Commonwealth of Virginia, our community was established with hope, determination, and a belief in the future. Although much has changed in 210 years, the spirit that defines and binds us together remains the same.

Our city's story is one of resilience, hard work, and love of place. From our earliest days as a frontier settlement in the upper foothills of the Allegheny Mountains, through times of growth and challenge, and into the modern era, our city has endured and adapted while never losing its sense of community. Tonight, we honor that legacy—and recommit ourselves to the responsibility of stewarding Buckhannon into its next chapter.

As mayor, I am constantly reminded of just how special our City is, not just to me, but to every resident, business owner, and visitor. We are a community where people still know their neighbors, where history and progress are intertwined, and where civic pride runs deep. From our vibrant downtown to our well-maintained neighborhoods, newly renovated parks, and exciting festivals, we are a community that has benefitted tremendously from a strong spirit of volunteerism and love of place shared by everyone who calls Buckhannon home. Our city offers a quality of life that is hard to match. We are home to dedicated public servants, caring educators, a thriving arts culture, and families who invest their time and hearts into this city every day. What makes Buckhannon great is not just our beautiful setting or our rich history—it is our people, their kindness, resilience, and unwavering commitment to making this community a welcoming place to live, work, and play.

The State of the City

Tonight, I am proud to report to you that the state of our City is strong and forward-looking. Rooted in our shared values of public service, civic engagement, and thoughtful investment in infrastructure and quality of life, Buckhannon is well-positioned to enjoy many more successes in our next 210 years.

Now, to highlight, in part, the actions that have brought us to this point. Over the past year, each city department has contributed to meaningful accomplishments that benefit the daily lives of our residents, and set the stage for long-term growth. As a City Council, we extend sincere and heartfelt gratitude to each member of our city government family – all who've been instrumental in making the improvements and accomplishments we bring you tonight happen. We truly have the best team of any

small town in America.

City Water Department

Our City Water Department is in the process of undertaking the most significant infrastructure improvement project in our City's history. Constructing a new water treatment facility is an incredible commitment to the future of our community. Ensuring the delivery of reliable and safe drinking water for all of Upshur County is enormous responsibility, and certainly not one we take lightly in our organization.

For an entire year now, we have earnestly advanced, and are well immersed into the planning and financing of a \$47 million water treatment plant and associated pipeline upgrades, thus reflecting our dedication to long-term water quality and system capacity. This project proceeds with careful oversight and investment to modernize our water infrastructure for decades to come.

Everyone associated with the City of Buckhannon understands the concern associated with increasing water consumption rates, but this is a project that must be done. We also recognize that members of our community still have questions surrounding the project. Thanks to City Recorder Randy Sanders and our water plant management team, a comprehensive frequently asked questions (FAQ) document is available on our website, and has been circulated on our City's Facebook page. We encourage everyone in Upshur County review this information in order to best understand the full scope of this complex project.

City Sanitary and Waste Services

Throughout 2025, our City's Sanitary Department completed major infrastructure upgrades to strengthen our sewer system and improve service reliability. Crews extended sewer service for new development, replaced failing clay lines with modern PVC pipe on multiple areas including Lower Drive, Island Avenue, Monongalia, Henry, and South Kanawha Streets, renewed service to existing customers, and removed outdated manholes and taps. Significant improvements were also made at our treatment plant and pump stations, including major clarifier repairs and full upgrades to our pump stations—all projects that extended the life of critical infrastructure and improved system performance. These investments help protect public health, support growth, and ensure dependable sanitary service for many years ahead.

The City's Waste Collection Department continues to work diligently to make recycling and access to our services offered faster, easier, and cost-effective for our residents and business owners. In 2025, local community initiatives like the Buckhannon Rotary Club's "Recycle Beyond the Bag" program are expanding recycling awareness and diverting harder-to-recycle plastics from waste streams, showing strong community support for sustainability. Our City is proud to partner with our local Rotary club on this project.

City Street Department

In 2025, our City Street Department crews upgraded just under a mile of ADA-accessible sidewalks, completing major projects along Island Avenue, North Florida, Pocahontas, and South Kanawha Streets—improving safety, accessibility, and walkability across our city. The City also invested nearly \$400,000 to resurface more than a mile of streets, including Lower Drive, Reger Avenue, Ohio, Ritchie, West and East Lincoln, and South Florida Streets. In addition to roadway improvements, a new stage was constructed in Jawbone Park, further enhancing our Downtown and community event space. Crews also completed a street widening and curbing project on Ritchie Street and began similar improvements on Pocahontas Street, both of which will improve aesthetics, traffic flow, and safety. Finally, we expanded its urban tree program, planting approximately 80 new trees throughout the City, contributing to beautification, shade, and long-term environmental health.

City Engineering

In 2025, the City's engineering work focused on completing major infrastructure projects and preparing Buckhannon for future growth. The Island Avenue Utility and Street Improvement Project is nearly complete, delivering new gas, water, sanitary, and storm lines along the north side of Island Avenue. All ARPA-funded water and sanitary sewer improvement projects—totaling more than \$2.3 million—were completed by August, along with utility extensions supporting the new CMH housing development.

Ongoing efforts included GPS and GIS mapping of city utilities, maintaining the City's Class 8 flood rating, which provides residents situated within a designated flood zone a 10% flood insurance discount. Engineering support also advanced key community projects, including planning and bidding for improvements at the Charles W. Gibson Library, installation of a permanent backup generator at the airport booster station, and preparation of FEMA grant applications for citywide E-911 addressing and storm sewer upgrades. These efforts ensure Buckhannon remains resilient, well-planned, and positioned for the future.

City Police Department

The Buckhannon Police Department finally returned to full strength in 2025, allowing for better coverage to include patrols, investigations, as well as community engagement. The peer liaison position embedded within the police department by First Choice Services also continued to be a major asset to the City of Buckhannon by providing assistance through treatment, shelters, and other programs to numerous citizens in need. The department also continued to focus on the ongoing education of its officers by hosting a variety of training classes throughout the year.

Moving into 2026, the police department has plans to host several trainings at both the Training Room at the Public Safety Complex, as well as at the Event Center at Brushy Fork for larger scale trainings that attracts a greater number of students. We are also working to re-establish our Youth Police Academy program with the anticipation of returning this very popular event in the summer of 2026.

City Fire Department

In 2025, our City of Buckhannon Fire Department responded to 1,114 incidents, which represents a 3.5% increase over the previous year, reflecting both growing demand and the department's continued readiness. We made important strides in staffing by increasing our volunteer ranks from seven to twelve members and returning our career staff to full strength. Thanks to the development of certified in-house instructors, we are now able to train new firefighters locally—allowing recruits like our newest career firefighter, Josh Bowers, to complete academy training while on staff.

Our department also became the only certified swift water rescue provider in Upshur County, supported by new training, specialized safety equipment, and two rescue boats—resources already used in real-world emergencies. Major investments continued at the Mudlick Road Fire Training Facility, including ongoing construction of the three-story burn building, completion of a rescue training house now used by both fire and law enforcement, and the addition of a flashover training unit donated by Loudoun County, Virginia. Finally, through a federal grant, the department acquired approximately \$40,000 in physical fitness equipment, supporting both physical readiness and a growing regional mental wellness program further improving member health, morale, and retention.

Looking Ahead

The future of the City of Buckhannon is bright and full of promise. We are entering the New Year with momentum, optimism, and a shared excitement for what lies ahead. From continued infrastructure improvements and large-scale community investments to new opportunities for growth and engagement, 2026 will be a year that builds on our progress while celebrating everything that makes Buckhannon special.

This spring, we will once again welcome visitors from across the globe for the 84th annual West Virginia Strawberry Festival—a beloved tradition that showcases our hospitality, our heritage, and our ability to come together as a community. The festival is more than an event; it is a reflection of our City's spirit and a powerful boost to our local economy. That is why I am so proud that this organization, through unanimous support from City Council, is stepping up to support our most treasured event like never before with a total sponsorship allotment of \$50,000 for the 2026 festival. President Shane Jenkins and the entire all-volunteer Board of Directors are working hard to ensure that the third week of May in 2026 is the most special yet!

As summer arrives, the Almost Heaven Barbecue Bash and Create Buckhannon's Festival Fridays will return to Downtown, filling Jawbone Park with music, food, laughter, and family-friendly fun, while supporting local businesses and creating lasting memories for residents and visitors alike.

In 2026, we will continue focusing on the foundations of a strong city—safe streets, reliable utilities, vibrant public spaces, and responsive city services—while also focusing on quality-of-life enhancements that make our City such a great place to live, work, and visit. We will continue building partnerships, pursuing grants, and planning responsibly for the future, ensuring that progress is thoughtful, inclusive, and sustainable.

Most importantly, the year ahead will be defined by the hearts of our people—neighbors helping neighbors, volunteers stepping up, businesses growing, and families putting down roots. With pride in our past and confidence in our future, 2026 promises to be a year of opportunity for the City of Buckhannon.

Buckhannon is more than a city—it is a home, a family, and a community that shows up for one another day after day. To our city employees, first responders, volunteers, educators, business owners, civic leaders, and residents—THANK YOU for believing in our City and for working every day to make us better. Your pride, care, and high-quality of work are the foundation of our city's success. It is an honor and a privilege to serve as Mayor of my hometown, and together, with gratitude for our past, love for our present, and hope for our future, we will continue building a City of Buckhannon that generations to come will be proud to call home.

Thank you.
Respectfully submitted,

Robbie Skinner
Mayor, City of Buckhannon

5. Approval of Previous Meeting Minutes: Regular Meeting: 12/4/2025, 12/18/25 – Mayor Skinner noted that the Meeting Minutes for December 4, 2025, were available for consideration and asked for corrections or approval as presented.

Randall/Zuliani moved to approve the minutes of the 12/4/2025 meeting as presented. The motion carried.

6. Recognition of Guests – Mayor Skinner acknowledged the following:
a. Debbie Snyder & Rhonda Cerullo

i. Proclamation “Rosie the Riveter” - Neva Lee Reed Snyder – Mayor invited Debbie Snyder & Rhonda Cerullo forward to accept the following proclamation honoring their friend, Neva Lee Reed Snyder:

PROCLAMATION
HONORING NEVA “LEE” REED SNYDER
BUCKHANNON’S OWN ROSIE THE RIVETER

WHEREAS, during World War II, more than six million American women stepped forward to support the nation’s war effort, serving in factories, shipyards, and military installations across the country; and

WHEREAS, these women—forever known as *Rosie the Riveters*—embodied the spirit of determination, patriotism, and resilience, proudly declaring, “*We Can Do It!*”; and

WHEREAS, Buckhannon’s own **Neva “Lee” Reed Snyder** was among these remarkable women, contributing her skill, discipline, and unwavering commitment to the defense of our nation; and

WHEREAS, Lee was born in Buckhannon to Carl and Georgia Reed and graduated from Buckhannon-Upshur High School on May 21, 1943—the same day she married her beloved husband, **Martin “Junior” Snyder**; and

WHEREAS, shortly after their marriage, Junior was called to Marine Corps boot camp and later served as a tail gunner in a bomber aircraft, a role of extraordinary danger and sacrifice; and Lee made her home in Cherry Hill, North Carolina, where she began her service as a Rosie the Riveter, working on a secured military base, following strict protocols, and ensuring that aircraft mechanics received the critical parts they needed.

WHEREAS, after the war, Lee and Junior returned home to Buckhannon, where she worked at the Weston Glass Factory before beginning a 20-year career at West Virginia Wesleyan College, retiring in 1986; and

WHEREAS, Lee and Junior raised one son, Terry, who, with his wife Debbie, blessed them with two granddaughters and one great-granddaughter—the joys of Lee’s life; and

WHEREAS, at 99 years old, Lee continues to recall her Rosie the Riveter years with clarity and pride. Although Lee is unable to attend today’s ceremony, her dear friend **Rhonda Cerullo** and her daughter-in-law **Debbie Snyder** are present to accept this recognition on her behalf;

NOW, THEREFORE, I, ROBERT N. SKINNER, III, MAYOR OF THE CITY OF BUCKHANNON, do hereby issue this **Proclamation of Honor** recognizing Neva “Lee” Reed Snyder for her extraordinary service to our nation during World War II and for her lifelong contributions to the Buckhannon community. Her legacy as a Rosie the Riveter stands as a testament to courage, patriotism, and the enduring strength of American women.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Buckhannon to be affixed this 15th day of January, 2026.



Robert N. Skinner, III, Mayor
City of Buckhannon

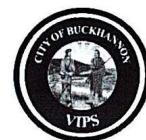


b. Steve Wykoff, Coordinator of the Buckhannon City Police Volunteers in Police Service (VIPS)

i Member Recognition, Awards & Annual Report – Mayor Skinner recognized Steve Wykoff, Coordinator of the Buckhannon City Police Volunteers in Police Service (VIPS) for the Member Recognition, Awards & Annual Report:



**Buckhannon Police Department
Volunteers In Police Service (VIPS) Program
2025 Annual Report**



Membership and training

- VIPS began 2025 with twelve active members, and had six deactivations during the year. We ended 2025 with six active members.
- We continue to enhance our member training to align with the Buckhannon Police Department and the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS).
- Our training covers ethics, basic medical, basic search and rescue, basic fire suppression, traffic and crowd management, basic and advanced disaster / multi casualty incident (MCI) management, as well as other topics and skills. In 2023, we began aligning our training schedule with that of the police officers to better achieve CALEA standards. With the exception of the firearms training and the state police academy, VIPS members and BPD officers will receive almost identical training.
- A current list of training requirements and recommendations is listed on pages 7-8.
- If you or someone you may know is interested in joining the VIPS program, or would like more information, visit www.buckhannopolice.com/vips.html.

Attended Events

- VIPS were requested for and participated in 127 public and private events in 2025 by providing traffic control, foot patrols, and enhancing public relations between law enforcement and our community. There were no public health related events and no emergency responses.
- See pages 4-6 for a complete list of this past year's events.

Hours Volunteered

- In addition to assisting with the listed events, VIPS members also assisted the department with administrative tasks, business security checks and by performing ride along details with officers.
- VIPS volunteered over 1560 hours during 2025, allowing officers to tend to other enforcement related situations during those hours and potentially saving the city over \$45,500.00 in labor. (Savings are calculated based on the current value of a volunteer hour for the state of West Virginia, which is \$29.13 according to www.independentsector.org. For comparison, the overall national value of a volunteer hour is \$34.79.)
- The chart on page 2 breaks down VIPS 2025 hours by month and member. Our annual hours are tracked from December 1 – November 30.



7. Public Comment—Motion to Open & Close Requested – Without objection, Mayor Skinner opened the Public Comment portion of the meeting. Mayor Skinner recognized the following individual:

Rhett Dusenbury conveyed the Congressman's congratulations to the VIPS award recipients and extended best wishes to the organization on its 25th anniversary and continued success in its 26th year. He informed Council that updated information from the Congressman's office for 2025 had been placed in their mailboxes and is also available on the office's website under the media tab for download or printing.

Dusenbury noted that the next round of community funding information is expected in mid-February, and he will provide printed copies and email the materials to Council when available. He closed by thanking Council and all public servants for their ongoing service to the City of Buckhannon, Upshur County, and the State of West Virginia.

Without objection, Mayor Skinner closed the Public Comment portion of the meeting.

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

Council 1-15-26

Balances December 2025

General Fund mm checking \$931,509.79 CD \$89,167 (need to move to municipal stabilization)

Historic Landmark savings \$3,045

Coal Tax \$48,887

Municipal Stabilization Fund \$971,639

Flood Control Acct \$78,372

Consolidated Public Works Board \$190,116 Cem CD \$135,956

Sales Tax \$2,027,445

American Rescue Plan Acct \$0.00 – account has been closed

Opioid Account \$106,175

Stockert Youth Center capital/donations \$307,961

General Fund – revenues \$206,685

and Expenditures were \$554,523

Invoices to note—see attached

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

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

DEC 19,2025 TO JAN 15, 2026 GENERAL FUND PAYMENT OF BILLS

\$27,500.00 – UPSHUR COUNTY DEVELOPMENT AUTHORITY – 2ND HALF FY 2025-26 BUDGET

\$6,785.00 – MOTOROLA SOLUTIONS – FEB 2026 TO JAN 2027 CLOUD STORAGE BODY/DASH CAMERA

\$1,599.12 – KARST SPORTS- ROPE RESCUE EQUIPMENT

\$50,000.00 – CONSOLIDATED PUBLIC WORKS BOARD – 2ND HALF FY 2025-26 BUDGET

\$3,301.90 – GEORGE L WILSON – ADA MATS FOR SIDEWALKS

\$2,912.77 – BRUFFEY TRUCKING- STONE FOR STREET PROJECTS

\$5,570.00 – ACE MATERIALS – CONCRETE FOR POCAHONTAS & FLORIDAT ST CURBS

\$5,863.47 – BRUFFEY TRUCKING – SALT FOR SNOW REMOVAL

\$20,000.00 – BUCKHANNON-UPSHUR AIRPORT – 2ND HALF FY 2025-26 BUDGET

\$7,500.00 – COUNTRY ROADS TRANSIT – 2ND HALF FY 2025-26 BUDGET

\$2,500.00 – UPSHUR-BUCKHANNON HEALTH DEPT – 2ND HALF FY 2025-26 BUDGET

\$50,000.00 – SANITARY BOARD STORM WATER – 2ND HALF FY 2025-26 BUDGET

\$3,121.66 – GROUNDWORKS – DEPOSIT TO START DEWATERING SYSTEM AT STOCKERT

\$4,136.50 – TRADEWORX –BUILD BURN ROOM AT PUBLIC SAFETY TRAINING FACILITY

01-15-2026 02:32 PM
DISBURSEMENTS 12-19-25 TO 01-15-26
PAGE: 1
FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ECONOMIC DEVELOPMENT	UPSHUR COUNTY DEVELOPMENT	402-567-00	ECONOMIC DEVELOPMENT	2ND HALF FY 2025-26 BUDGET	27,500.00
				TOTAL:	27,500.00
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	5000 WNDW ENVLP-E-CH	128.92
	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	ENG GIS SVCS NOV 2025	260.00
	LEAF	409-341-00	MAYOR'S SUPPLIES & M	CH PRNTR RNT DUE 1.18.26	170.20
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 12-2-25-1-1-26	3.14
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF JAN 2026 HEALTH INS	2,159.96
		409-105-00	MAYOR'S INSURANCE	GF JAN 2026 RETIREES	24.00
	BUCKHANNON-UPSHUR CHAMBER OF	409-341-00	MAYOR'S SUPPLIES & M	2026 MEMBERSHIP APPLICATIO	620.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	96.59
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	82.92
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	11.15
PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	NOV 25 AA FEES	192.85	
COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	DEC 2025 CREDIT CARD FEES	2,711.14	
GENERAL FUND	409-341-00	MAYOR'S SUPPLIES & M	DEC 25 LOC FEE	72.50	
RODNEY T IRVIN JR	409-341-00	MAYOR'S SUPPLIES & M	CNL CHMRS A/V WORK	25.00	

01-15-2026 02:32 PM
DISBURSEMENTS 12-19-25 TO 01-15-26
PAGE: 2
FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WV MUNICIPAL LEAGUE CONFEREN	409-341-00	MAYOR'S SUPPLIES & M	WVML CONFERENCE SKINNER	300.00
	JERRY HEARD ASSOC.	409-341-00	MAYOR'S SUPPLIES & M	TAX FORMS 2025	174.19
	WVNET	409-341-00	MAYOR'S SUPPLIES & M	WEB HSTNG OCT-DEC 2025	26.25
	DUNCAN FARNELL INC	409-341-00	MAYOR'S SUPPLIES & M	TERRA FLX STND FY 2026	105.60
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.L.C.A.	FICA WITHHELD AND MATCHED	55.32
		409-104-00	MAYOR'S F.I.L.C.A.	FICA WITHHELD AND MATCHED	113.62
		409-104-00	MAYOR'S F.I.L.C.A.	MEDICARE WITHHELD & MATCH	12.94
		409-104-00	MAYOR'S F.I.L.C.A.	MEDICARE WITHHELD & MATCH	26.58
PAYPLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF DEC 2025 HSA FEES	6.50	
KOMAX LLC	409-341-00	MAYOR'S SUPPLIES & M	SEALING SLTN-PSTGE MCHNE	10.30	
FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	DEC 2025 MAILER & INSERT P	94.30	
COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	DEC 2025 RECDSE CC FEES	109.76	
FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	122.19	
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-050600-4	24.17
SESAC	409-341-00	MAYOR'S SUPPLIES & M	MUSIC LIC JAN-DEC 2026	641.00	
**PAYROLL EXPENSES			12/19/2025 - 1/15/2026	2,584.79	
			TOTAL:	10,965.88	

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
COUNCIL	WESTFIELD INSURANCE	410-226-00	COUNCIL INSURANCE (P	2NDQTR PYMENT10.1.2025-10.	1,294.37
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	JAN 2026 ATTORNEY FEES	1,354.17
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.L.C.A.	FICA WITHHELD AND MATCHED	49.60
		410-104-00	COUNCIL'S F.I.L.C.A.	MEDICARE WITHHELD & MATCH	11.60
	TRAVELERS INSURANCE	410-226-00	COUNCIL INSURANCE (P	INS PREM AUTO LIA DEC 2025	559.12
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	800.00	
			TOTAL:	4,086.86	

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	10.70
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.L.C.A.	FICA WITHHELD AND MATCHED	31.00
	**PAYROLL EXPENSES		RECORDER'S F.I.L.C.A.	MEDICARE WITHHELD & MATCH	7.25
			12/19/2025 - 1/15/2026	500.00	
			TOTAL:	548.95	

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANCE	WCN6007140 12-2-25-1-1-26	0.94
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP	GF JAN 2026 HEALTH INS	1.98
		413-105-00	TREASURER'S GROUP	GF JAN 2026 RETIREES	12.00
	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	38.46
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	38.46
		413-104-00	TREASURER'S F.I.L.C.A.	FICA WITHHELD AND MATCHED	26.49
		413-104-00	TREASURER'S F.I.L.C.A.	MEDICARE WITHHELD & MATCH	6.20
		413-104-00	TREASURER'S F.I.L.C.A.	MEDICARE WITHHELD & MATCH	6.20
	PAYPLEX - INSPIRA	413-105-00	TREASURER'S GROUP	GF DEC 2025 HSA FEES	3.25
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	854.64	
			TOTAL:	1,015.11	

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 12-2-25-1-1-26	0.43
	WV MUNICIPAL LEAGUE	416-226-00	POLICE JUDGE INS BON	GF 4TH QTR 2025 UNEMPLOYE	28.69
	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	43.92
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCH	10.27

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DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			12/19/2025 - 1/15/2026	708.33
				TOTAL:	791.64
CITY ENGINEER	ENCOVA INSURANCE	420-226-00	CITY ENGINEER INS & WCN6007140 12-2-25-1-1-26		1.23
	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE WV RETIREMENT CONTRIBUTION		82.21
		420-106-00	CITY ENGINEER RETIRE WV RETIREMENT CONTRIBUTION		82.21
INTERNAL REVENUE SERVICE		420-104-00	CITY ENGINEER FICA TA FICA WITHHELD AND MATCHED		57.10
		420-104-00	CITY ENGINEER FICA TA FICA WITHHELD AND MATCHED		57.10
		420-104-00	CITY ENGINEER FICA TA MEDICARE WITHHELD & MATCHED		13.36
		420-104-00	CITY ENGINEER FICA TA MEDICARE WITHHELD & MATCHED		13.36
	**PAYROLL EXPENSES			12/19/2025 - 1/15/2026	1,826.94
				TOTAL:	2,133.51
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & WCN6007140 12-2-25-1-1-26		80.01
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS GF JAN 2026 HEALTH INS		514.98
		437-105-00	ZONING HEALTH INS GF JAN 2026 RETIREES		12.00
VINCENT SMITH		437-214-00	TRAVEL EXPENSE DEC 2025 CODE ENF MILEAGE		170.10
		437-214-00	TRAVEL EXPENSE NOV 25 CODE ENF MILEAGE		135.80
WV PUBLIC EMPLOYEES RETIREME		437-106-00	ZONING RETIREMENT WV RETIREMENT CONTRIBUTION		148.85
		437-106-00	ZONING RETIREMENT WV RETIREMENT CONTRIBUTION		148.85
INTERNAL REVENUE SERVICE		437-104-00	ZONING F.I.C.A. FICA WITHHELD AND MATCHED		102.54
		437-104-00	ZONING F.I.C.A. FICA WITHHELD AND MATCHED		102.54
		437-104-00	ZONING F.I.C.A. MEDICARE WITHHELD & MATCHED		23.98
		437-104-00	ZONING F.I.C.A. MEDICARE WITHHELD & MATCHED		23.98
PAYFLEX - INSPIRA		437-105-00	ZONING F.I.C.A. GF DEC 2025 HSA FEES		3.25
	**PAYROLL EXPENSES			12/19/2025 - 1/15/2026	3,307.70
				TOTAL:	4,774.58
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING IT SERVICES JAN 2026		450.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING JAN 2026 CH INTERNET		212.50
TYLER TECHNOLOGIES INC		439-230-00	DATA PROCESSING UTL BILL ATO IVR STE OCT-D		2,417.50
HEWLETT PACKARD FINANCIAL SE		439-230-00	DATA PROCESSING OCT-DEC 2025 BILLING NOTIF		597.87
STRATEGY LLC		439-230-00	DATA PROCESSING DEC 2025 PLOTTER RNT		78.91
		439-230-00	DATA PROCESSING JAN 2026 PLOTTER RNT		78.91
		439-230-00	DATA PROCESSING JAN 2026 IT CONTRACT		1,750.00
				TOTAL:	5,585.69
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES 110 088 782 062 70 E MAIN		1,375.25
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE WCN6007140 12-2-25-1-1-26		65.18
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN GF JAN 2026 HEALTH INS		1.98
		440-105-00	CITY HALL JANITOR IN GF JAN 2026 RETIPEES		12.00
MOUNTAINEER GAS COMPANY		440-213-00	CITY HALL UTILITIES 269245-3141991 1 S-FLORIDA		146.32
SCOTT ELECTRIC CORP		440-216-00	CITY HALL MAINTENANC 4' LED BULBS FOR CITY HAL		187.50
DODSON BROS EXTERMINATING CO		440-216-00	CITY HALL MAINTENANC ANNUAL TERMITIC INSPEC @ CH		200.00
		440-216-00	CITY HALL MAINTENANC NOV 2025 PEST INSPECTION C		33.00
		440-216-00	CITY HALL MAINTENANC DEC 2025 PEST INSPECTION C		33.00
WV PUBLIC EMPLOYEES RETIREME		440-106-00	GROUP RETIREMENT WV RETIREMENT CONTRIBUTION		134.46
		440-106-00	GROUP RETIREMENT WV RETIREMENT CONTRIBUTION		134.46
INTERNAL REVENUE SERVICE		440-104-00	CITY HALL FICA FICA WITHHELD AND MATCHED		90.88
		440-104-00	CITY HALL FICA FICA WITHHELD AND MATCHED		91.72
		440-104-00	CITY HALL FICA MEDICARE WITHHELD & MATCHED		21.25
		440-104-00	CITY HALL FICA MEDICARE WITHHELD & MATCHED		21.45
PAYFLEX - INSPIRA		440-105-00	CITY HALL JANITOR IN GF DEC 2025 HSA FEES		3.25
CINTAS		440-216-00	CITY HALL MAINTENANC CH RUGS 12.15.25		46.59

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	440-216-00		CITY HALL MAINTENANC CH RUGS 12.19.25		46.59
	440-216-00		CITY HALL MAINTENANC CH RUGS 12.29.25		46.59
	440-216-00		CITY HALL MAINTENANC CH RUGS 1.5.26		46.59
	440-216-00		CITY HALL MAINTENANC CH RUGS 1.12.26		46.59
STRATEGY LLC		440-459-00	CITY HALL CAPITAL RPLCE CMRA CNCL CHMBRS		258.75
COMFORTECH LLC		440-216-00	CITY HALL MAINTENANC CH ANNUAL MAINT 2026		1,243.50
**PAYROLL EXPENSES				12/19/2025 - 1/15/2026	2,965.50
				TOTAL:	7,252.40
POLICE	LEAF	700-341-00	POLICE DEPT. MAT & S POL COPIER LSE DEC 2025		159.10
		700-341-00	POLICE DEPT. MAT & S POLICE DEPT JAN 2026 COPIE		175.01
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN WCN6007140 12-2-25-1-1-26		985.95
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I GF JAN 2026 HEALTH INS		9,214.78
		700-105-00	POLICE DEPT. GROUP I GF JAN 2026 RETIREES		120.00
GALLS LLC		700-345-00	POLICE DEPT. UNIFORM W. COURTNEY-UNFRN PNTS		171.39
SUPER SPLASH LLC		700-343-00	POLICE DEPT. AUTO SU CAR WASHES DEC 2025		109.75
		700-343-00	POLICE DEPT. AUTO SU NOV 2025 CAR WASHES		63.75
WV PUBLIC EMPLOYEES RETIREME		700-106-00	POLICE DEPT. RETIREN WV RETIREMENT CONTRIBUTION		1,891.79
		700-106-00	POLICE DEPT. RETIREN WV RETIREMENT CONTRIBUTION		2,171.09
STATE TREASURER CVR LET RJ		700-341-04	CVR-LET-RJ FEES EXPE DEC 2025 COURT FEES		844.00
MOTOROLA SOLUTIONS, INC.		700-459-00	POLICE DEPT. NEW EQU FEB 26-JAN2027 CLOUD STOR		6,785.00
WV CONSOLIDATED PUBLIC RETIR		700-106-00	POLICE DEPT. RETIREN WV RETIRE MPFRS CONTRIBUTI		1,225.96
		700-106-00	POLICE DEPT. RETIREN WV RETIRE MPFRS CONTRIBUTI		1,473.06
ENTERPRISE FM TRUST		700-459-00	POLICE DEPT. NEW EQU 25QCLJ 2022 INTERCEPTOR		780.74
		700-459-00	POLICE DEPT. NEW EQU 25QCLL 2022 INTERCEPTOR		758.94
		700-459-00	POLICE DEPT. NEW EQU 25QCLL 2022 INTERCEPTOR		872.81
		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		850.37
		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 23RNZN 2020 INTERCEPTOR		701.54
		700-459-00	POLICE DEPT. NEW EQU 23RNZB 2020 INTERCEPTOR		32.00
		700-459-00	POLICE DEPT. NEW EQU 28XZPG 2025 DODGE DURANGO		1,081.05
		700-343-00	POLICE DEPT. NEW EQU 299577 2025 CHEVY TAHOE		2,410.66
		700-343-00	POLICE DEPT. AUTO SU 23H64V MAINT OLDER CRUISER		6.00
		700-343-00	POLICE DEPT. AUTO SU 23H64V MAINT OLDER CRUISER		6.00
CITIZENS BANK OF WV		700-459-00	POLICE DEPT. NEW EQU POLICE RADIO PYMT JAN 2026		2,802.39
STERICYCLE INC		700-341-00	POLICE DEPT. MAT & S HAZMAT PICKUP 1.1-3.31.26		89.57
INTERNAL REVENUE SERVICE		700-104-00	POLICE DEPT. FICA TA FICA WITHHELD AND MATCHED		2,497.20
		700-104-00	POLICE DEPT. FICA TA FICA WITHHELD AND MATCHED		2,194.55
		700-104-00	POLICE DEPT. FICA TA MEDICARE WITHHELD & MATCHED		584.03
		700-104-00	POLICE DEPT. FICA TA MEDICARE WITHHELD & MATCHED		513.25
10-42 TACTICAL LLC		700-341-05	POLICE VIPS EXPENSES VIPS BADGES		418.63
PAYFLEX - INSPIRA		700-105-00	POLICE DEPT. GROUP I GE DEC 2025 HSA FEES		35.75
WILLIAM COURTNEY		700-343-00	POLICE DEPT. AUTO SU W.COURTNEY FUEL RETIR 12.1		40.00
TARGET SOLUTIONS LEARNING, L		700-341-00	POLICE DEPT. MAT & S GUARDIAN TRACKING SFTWRE		1,140.02
BODY ARMOR MMA, LLC		700-221-00	POLICE DEPT. TRAININ JIU JITSU TRNNG, GIS TRN		435.00
FRONTIER		700-211-00	POLICE DEPT. TELEPHO 304-001-6194-111398-4 POL		133.42
		700-211-00	POLICE DEPT. TELEPHO 473-7911-073014-4 POL FAX		144.04
		700-211-00	POLICE DEPT. TELEPHO 473-7911-073014-4 POL FAX		144.39
FLYERS ENERGY LLC		700-343-00	POLICE DEPT. AUTO SU POL FUEL BILL DEC 2025		2,947.98

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ERICA BENNETT	700-343-00	POLICE DEPT. AUTO SU REIMB FUEL E. BENNETT VIPS	20.00	
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN INS PREM AUTO LIA DEC 2025	2,115.46	
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	75,904.97	
			TOTAL:	130,911.94	
REGIONAL JAIL	STATE TREASURER CVR LET RJ	705-234-00	REGIONAL FEES	DEC 2025 COURT FEES	920.00
				TOTAL:	920.00
FIRE	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE VFIS RENEWAL	7,952.18	
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE WCN6007140 12-2-25-1-1-26	1,664.01	
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS GF JAN 2026 HEALTH INS	7,006.82	
		706-105-00	FIRE DEPT. GROUP INS GF JAN 2026 RETIREES	108.00	
	MATHENY MOTOR TRUCK CO	706-343-00	FIRE DEPT. AUTO SUPP AIR CLEANER-ENG 11	200.50	
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL FIRE DEPT NOV PEST INSPECT	44.00	
		706-341-00	FIRE DEPT. MATERIAL FIRE DEPT DEC PEST INSPECT	44.00	
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP PET WV RETIREMENT CONTRIBUTION	726.25	
		706-106-00	FIRE DEPT. GROUP PET WV RETIREMENT CONTRIBUTION	996.86	
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP PET WV PETIRE MPFRS CONTRIBUTI	1,193.74	
		706-106-00	FIRE DEPT. GROUP PET WV PETIRE MPFRS CONTRIBUTI	1,557.84	
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O 268ST6 2023 RAM 2500	716.58	
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O 2021 PUMPER TRK JAN 2026	4,790.11	
	HERITAGE FIRE EQUIPMENT LLC	706-343-00	FIRE DEPT. AUTO SUPP INSPECT-TRK 11	3,195.00	
		706-343-00	FIRE DEPT. AUTO SUPP PIN KIT, INDICATOR ENG 11	1,066.23	
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL LAB TEST J. ELMORE	68.00	
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX FICA WITHHELD AND MATCHED	2,071.19	
		706-104-00	FIRE DEPT. FICA TAX FICA WITHHELD AND MATCHED	1,408.57	
		706-104-00	FIRE DEPT. FICA TAX MEDICARE WITHHELD & MATCHED	484.39	
		706-104-00	FIRE DEPT. FICA TAX MEDICARE WITHHELD & MATCHED	329.43	
	RELIANCE INS - (DENTAL VISIO	706-105-00	FIRE DEPT. GROUP INS DEC DENTAL F BAXA ADJ	98.72	
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS GF DEC 2025 HSA FEES	29.25	
	FIRST COMMUNITY BANK CORPORA	706-459-00	FIRE DEPT. CAPITAL O DEC 2025 BFD BREATHING APP	4,338.59	
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE 472-2868-101915-4 FIRE	160.20	
	CUMMINS SALES & SERVICE FAIR	706-343-00	FIRE DEPT. AUTO SUPP SLNT,OILPAN GSRT ENG1102	172.07	
		706-343-00	FIRE DEPT. AUTO SUPP SLNT,OILPAN GSRT ENG1102	110.11	
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP SLNT,OILPAN GSRT ENG1102	790.49	
	CINTAS	706-341-00	FIRE DEPT. MATERIAL FIRST AID KIT RESTCK	66.76	
	KARST SPORTS	706-341-01	VOLUNTEER FIREFIGHTER ROPE RSCE EQUIP	1,599.12	
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE INS PREM AUTO LIA DEC 2025	1,024.36	
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	61,449.86	
			TOTAL:	105,463.23	

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DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S STR WSTE CHRGES DEC 2025	6.00	
	A F WENDLING INC	750-341-00	STREET DEPT. MAT & S BOTTLED WATER	467.04	
	LEAF	750-341-00	STREET DEPT. MAT & S STR/WST COPIER LSE JAN 26	57.14	
	RITE-WAY HEATING & PLUMBING	750-341-00	STREET DEPT. MAT & S PARTS FOR URNAL AT SHOP	85.71	
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN WCN6007140 12-2-25-1-1-26	1,057.05	
	AIRGAS USA, LLC	750-341-00	STREET DEPT. MAT & S BOTTLE ARGON & WIRE-WLDR	154.01	
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I GF JAN 2026 HEALTH INS	8,185.84	
		750-105-00	STREET DEPT. GROUP I GF JAN 2026 RETIREES	120.00	
	SCOTT ELECTRIC CORP	750-345-00	STREET DEPT. BROWN JERSEY GLOVES	30.70	
	LESLIE EQUIPMENT CO	750-343-00	STREET DEPT. AUTO SU O-RING-BLK TOP GRNDR	6.37	
	QUALITY HYDRAULICS INC	750-343-00	STREET DEPT. AUTO SU RPR BOOM CYLNDR-MINI EXCV	825.00	
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU BATTERY FOR KUBOTA TRACTO	117.12	
		750-343-00	STREET DEPT. AUTO SU 5" EXH CLAMP S-10	15.29	
			TOTAL:	105,463.23	
HART OFFICE SOLUTIONS INC		750-341-00	STREET DEPT. AUTO SU JOINTS FOR JD TRACTOR	37.36	
WESTFIELD INSURANCE		750-226-00	STREET DEPT. AUTO SU WRESCKT,DOCHCLR-TILT TRLR	106.17	
CONSOLIDATED PUBLIC WORKS BD		750-219-00	STREET DEPT. AUTO SU JUNCTION BOX TILT TRAILER	26.62	
LOWES BUSINESS ACCOUNTS/SYNC		750-341-00	STREET DEPT. AUTO SU WIRE ENDS-TILT TRAILER	4.81	
		750-343-00	STREET DEPT. AUTO SU BRAKE SHOE & SILICONE S19	108.55	
		750-343-00	STREET DEPT. AUTO SU OIL AND FILTER FOR S-11	75.82	
		750-343-00	STREET DEPT. MAT & S STR 271 CLR CPS 11.27-12.2	18.54	
		750-343-00	STREET DEPT. INSURAN 2NDQTR PYMENT10.1.2025-10.	1,022.68	
		750-343-00	CONTRIBUTION TO CPWB 2ND HALF FY 2025-26 BUDGET	50,000.00	
		750-343-00	STREET DEPT. MAT & S GRINDER & BATTERIES	189.05	
		750-343-00	STREET DEPT. AUTO SU WIRE ENDS FOR TILT TRAILER	9.46	
		750-341-00	STREET DEPT. MAT & S LOCH HASPS	18.96	
		750-343-00	STREET DEPT. AUTO SU PIANNA HINGE FOR TRAILER	33.33	
		750-341-00	STREET DEPT. MAT & S 4" WIRE CUTTERS FOR SHOP	26.52	
		750-343-00	STREET DEPT. AUTO SU BLK PIPE COUPLINGS TRAILE	17.82	
		750-341-00	STREET DEPT. MAT & S DECH BOARDS AND FLAP DISC	170.34	
GEORGE L. WILSON INC.		750-458-05	STREET DEPT. PROJECTS 2X5 ADA MATS FOR SIDEWALK	3,301.90	
		750-341-00	STREET DEPT. MAT & S FINANCE CHARGE	0.51	
		750-458-05	STREET DEPT. PROJECTS 24" FORM PINS AND SCREED	634.34	
		750-341-00	STREET DEPT. MAT & S FINANCE CHARGE	2.98	
		750-341-00	STREET DEPT. MAT & S FINANCE CHARGE	6.00	
BRUFFEY TRUCKING INC		750-458-05	STREET DEPT. PROJECTS #57'S STONE FOR PROJECTS	2,912.77	
CENTRAL SUPPLY CO		750-458-05	STREET DEPT. PROJECTS BROOM & FORN OIL N FLORID	169.62	
STATE EQUIPMENT INC.		750-343-00	STREET DEPT. AUTO SU QCK CPLR-CASE SKIN STEER	83.49	
FIRST COMMUNITY BANK		750-459-00	STREET DEPT. CAPITAL JAN 2026 CONCRETE TRK PYMT	2,753.72	
WV PUBLIC EMPLOYEES RETIREME		750-106-00	STREET DEPT. GROUP R WV RETIREMENT CONTRIBUTION	1,056.89	
		750-106-00	STREET DEPT. GROUP R WV RETIREMENT CONTRIBUTION	1,022.74	
		750-106-00	STREET DEPT. GROUP R WV RETIRE TIER2 CONTRIBUTI	776.41	
		750-106-00	STREET DEPT. GROUP R WV RETIRE TIER2 CONTRIBUTI	758.09	
SYLVESTER W. LOWTHER		750-343-00	STREET DEPT. AUTO SU HYDRCL HOSE-BLK TOP GRNDR	108.46	
		750-343-00	STREET DEPT. AUTO SU PREMUTH OIL-SKID STEER	65.00	
		750-343-00	STREET DEPT. AUTO SU HYD HOSES FOR TILT TRAILER	451.90	
ENTERPRISE FM TRUST		750-459-00	STREET DEPT. CAPITAL 25QBZJ 2022 RAM 1500	426.56	
		750-459-00	STREET DEPT. CAPITAL 27V9FV 2024 RAM 2500	583.19	
		750-459-00	STREET DEPT. CAPITAL 27V9G6 2024 RAM 2500	583.19	
		750-459-00	STREET DEPT. CAPITAL 2857P9 2024 RAM 5500	1,646.81	
		750-459-00	STREET DEPT. CAPITAL 2ZWHGR RAM 5500 CHASSIS	31.00	
CITIZENS BANK OF WV		750-459-00	STREET DEPT. CAPITAL STR DEPT EXCVTR PYMT JAN 2	2,736.13	
THE SIGN GUY LLC		750-345-00	STREET DEPT. UNIFORM SHIRTS- T, CRPNT&B,HWKNS	217.90	
ST JOSEPH HOSPITAL OF BUCKHA		750-341-00	STREET DEPT. MAT & S LAB TEST T, CARPENTER	68.00	
MOUNTAIN STATE PEST GUARD		750-341-00	STREET DEPT. MAT & S STR JAN 2026 PEST CNTRL	33.50	
DUNCAN PARNELL INC		750-341-00	STREET DEPT. MAT & S TERRA FLX STND FY 2026	105.60	
INTERNAL REVENUE SERVICE		750-104-00	STREET DEPT. FICA TA FICA WITHHELD AND MATCHED	1,271.59	
		750-104-00	STREET DEPT. FICA TA FICA WITHHELD AND MATCHED	1,263.16	
		750-104-00	STREET DEPT. FICA TA MEDICARE WITHHELD & MATCHE	297.39	
		750-104-00	STREET DEPT. FICA TA MEDICARE WITHHELD & MATCHE	295.43	

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I GF DEC 2025 HSA FEES	32.50	
	CORRIDOR H TIRE INC	750-343-00	STREET DEPT. AUTO SU MOUNTED TIRE FOR S-11	57.50	
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL JAN 2026 PUBLIC WRKS BLDG	9,774.80	
	FREEDOM AG & ENGERY COOPERA	750-458-05	STREET DEPT. PROJECTS 10 BALE OF STRAW FOR N FL	89.90	
	FRONTIER	750-345-00	STREET DEPT. TELEPH 12-2-19-750-101615-4 STREET	161.52	
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU STREET FURN BLDG DEC 2025	2,133.81	
	CINTAS	750-345-00	STREET DEPT. UNIFORM STR UNIFORM 12.12.25	220.04	
		750-345-00	STREET DEPT. UNIFORM STR UNIFORM 12.12.25	257.40	
		750-345-00	STREET DEPT. UNIFORM STR UNIFORM 12.24.25	243.14	
		750-345-00	STREET DEPT. UNIFORM STR UNIFORM 1.2.26	257.34	
		750-345-00	STREET DEPT. UNIFORM WAS ST T/S UNIFORMS 1-8-26	244.63	
	ACE MATERIALS	750-458-05	STREET DEPT. PROJECTS 10 YDS CONCRETE POC CURBS	1,800.00	
		750-458-05	STREET DEPT. PROJECTS 10 YDS CONCRETE H FLORIDA	2,130.00	
		750-458-05	STREET DEPT. PROJECTS 8 YDS CONCRETE POC CURBS	1,640.00	
	HOPE GAS	750-213-00	STREET DEPT. UTILITI GF GAS 12.30.25	3,090.32	
	TRAVELERS INSURANCE	750-226-00	STREET DEPT. INSURAN INS PREM AUTO LIA DEC 2025	2,250.44	
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	40,560.49	
			TOTAL:	152,371.95	
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS GF ELEC 1.15.26	6,551.80	
		751-213-00	STREET LIGHTS 110 088 782 484 E MAIN ST	314.45	
		751-213-00	STREET LIGHTS 110 100 156 733 107 S MAIN	167.76	
		751-213-00	STREET LIGHTS 110 158 087 939 MAIN ST CA	13.08	
		751-213-00	STREET LIGHTS 110 160 309 701 81 S KANAW	37.75	
			TOTAL:	7,084.84	
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE 110 087 174 485 S KANAWHA	38.21	
		752-213-00	TRAFFIC SIGNALS POWE 110 088 235 830 REGER ST	39.94	
	LOWES BUSINESS ACCOUNTS/SYNC	752-230-00	SIGNS & SIGNALS BOLTS & NUTS FOR ST SIGNS	113.32	
		752-230-00	SIGNS & SIGNALS SAKETTE FOR ST SIGNS	87.96	
			TOTAL:	279.43	
SNOW REMOVAL	A F WENDLING INC	753-341-00	SNOW REMOVAL ICE MELT	794.29	
	BRUFFEY TRUCKING INC	753-341-00	SNOW REMOVAL SALT FOR SNOW REMOVAL	5,863.47	
			TOTAL:	6,657.76	
AIRPORT	BUCKHANNON-UPSHUR AIRPORT AU	758-567-00	AIRPORT 2ND HALF FY 2025-26 BUDGET	20,000.00	
			TOTAL:	20,000.00	
PUBLIC TRANSIT	COUNTRY ROADS TRANSIT	759-568-00	PUBLIC TRANSIT 2ND HALF 2025-26 BUDGET	7,500.00	
			TOTAL:	7,500.00	
HEALTH DEPT	UPSHUR BUCKHANNON HEALTH DEP	803-568-00	BUCKHANNON-UPSHUR HE 2ND HALF FY 2025-26 BUDGET	2,500.00	
			TOTAL:	2,500.00	
STORM WATER	SANITARY BOARD STORM WATER	805-348-00	STORM WATER TO SANIT 2ND HALF FY 2025-26 BUDGET	50,000.00	
			TOTAL:	50,000.00	
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD DEC 2025 HOTEL-MOTEL TAX	2,408.89	
			TOTAL:	2,408.89	
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID DEC 2025 HOTEL-MOTEL TAX	5,620.74	
			TOTAL:	5,620.74	

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DISBURSEMENTS 12-19-25 TO 01-15-26

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ARTS-THEATRE	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND WCN6007140 12-2-25-1-1-26	55.31	
	MOUNTAINER GAS COMPANY	906-213-00	CAC UTILITIES 268704-483167 48 E, MAIN S	276.20	
	WESTFIELD INSURANCE	906-226-00	CAC INSURANCE & BOND 2NDQTR PYMENT10.1.2025-10.	896.68	
	LOWES BUSINESS ACCOUNTS/SYNC	906-216-00	THEATRE MAINTENANCE/ TAPCONS FOR CLOTHES RACK	18.03	
		906-216-00	THEATRE MAINTENANCE/ FIRE BLOCK AND WING NUTS	12.53	
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/ THEATRE DEG PEST INSPECTIO	102.00	
	WV MUNICIPAL LEAGUE	906-226-00	CAC INSURANCE & BOND GF 4TH QTR 2025 UNEMPLOYME	19.88	
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT WV RETIRE TIER2 CONTRIBUTI	2.33	
		906-106-00	CAC RETIREMENT WV RETIRE TIER2 CONTRIBUTI	4.91	
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL CAC SEATING JAN 2026 PYMT	5,220.65	
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA FICA WITHHELD AND MATCHED	7.18	
		906-104-00	CAC FICA FICA WITHHELD AND MATCHED	37.96	
		906-104-00	CAC FICA MEDICARE WITHHELD & MATCHE	1.67	
		906-104-00	CAC FICA MEDICARE WITHHELD & MATCHE	8.88	
FRONTIER		906-213-00	CAC UTILITIES 30447389870528214 EVENT CN	123.90	
	CINTAS	906-216-00	THEATRE MAINTENANCE/ THEATRE RUG 2.15.25	29.65	
		906-216-00	THEATRE MAINTENANCE/ THEATRE RUGS 12.19.25	29.65	
		906-216-00	THEATRE MAINTENANCE/ THEATRE RUGS 1.5.26	29.65	
		906-216-00	THEATRE MAINTENANCE/ THEATRE RUGS 1.12.26	29.65	
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	676.07	
			TOTAL:	7,612.43	
STOCKERT YOUTH CENTER	BUCKHANNON UTIL BOARDS	907-213-00	UTILITIES SYC MISC WSTE CHGS DEC 202	126.95	
	MON POWER	907-213-00	UTILITIES 110 084 592 119 SYC	1,091.49	
		907-213-00	UTILITIES 110 084 767 208 79 MAIN S	15.94	
	LEAF	907-213-00	UTILITIES SYC PRNTR LSE DEC 25	197.45	
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS WCN6007140 12-2-25-1-1-26	177.86	
	WV PUBLIC EMPLOYEES INSURANCE	907-105-00	GROUP INSURANCE GF JAN 2026 HEALTH INS	2,916.90	
		907-105-00	GROUP INSURANCE GF JAN 2026 RETIREES	48.00	
	MOUNTAINER GAS COMPANY	907-213-00	UTILITIES 383925-483167 70 E MAIN ST	1,008.35	
	WESTFIELD INSURANCE	907-226-00	INSURANCE & BONDS 2NDQTR PYMENT10.1.2025-10.	885.93	
	WV MUNICIPAL LEAGUE	907-226-00	INSURANCE & BONDS GF 4TH QTR 2025 UNEMPLOYME	291.67	
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT WV RETIREMENT CONTRIBUTION	220.14	
		907-106-00	GROUP RETIREMENT WV RETIREMENT CONTRIBUTION	214.20	
		907-106-00	GROUP RETIREMENT WV RETIRE TIER2 CONTRIBUTI	220.57	
		907-106-00	GROUP RETIREMENT WV RETIRE TIER2 CONTRIBUTI	208.87	
	WALMART STORES INC -BUCKHANN	907-367-00	AFTER SCHOOL SUPPLI LATE FEES INV01469	2.05	
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE SYC JAN 2025 PEST CTR	38.50	
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX FICA WITHHELD AND MATCHED	416.96	
		907-104-00	FICA TAX FICA WITHHELD AND MATCHED	638.04	
		907-104-00	FICA TAX MEDICARE WITHHELD & MATCHE	97.52	
		907-104-00	FICA TAX MEDICARE WITHHELD & MATCHE	149.23	
	APRIL E SMALL	907-363-01	ZUMBA DEC 25 KCKC INSTCTR	8.00	
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE GF DEC 2025 HSA FEES	16.25	
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC DEC 25 KARATE INSTCTR	160.00	
	FRONTIER	907-211-00	TELEPHONES 473-0145-042701-4 SYC	494.07	
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES SYC FUEL BILL DEC 2025	191.34	
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA DEC 25 KANGOO INSTCTR	169.60	
	CINTAS	907-216-00	MAINTENANCE SYC MATS&MOPS 12.15.25	83.39	
		907-216-00	MAINTENANCE SYC MATS & MOPS 12.29.25	54.61	
		907-216-00	MAINTENANCE SYC MATS & MOPS 12.29.25	83.39	
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS DEC 25 YOGA INSTRUCTOR	693.60	
	GROUNDWORKS	907-458-02	SYC BUILDING DEP SYC DEWATERING SYSTEM	3,121.66	

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DISBURSEMENTS 12-19-25 TO 01-15-26

PAGE: 9

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS INS PREM AUTO LIA DEC 2025	477.03	
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	15,440.06	
			TOTAL:	30,039.62	
CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS WCN6007140 12-2-25-1-1-26	6.04	
	USDA, RURAL DEVELOPMENT	910-457-00	CONFERENCE CENTER PA CONF CENTER JAN 2025	3,351.00	
	WV PUBLIC EMPLOYEES RETIREME	910-106-00	EVENT CENTER RETIREM WV RETIRE TIER2 CONTRIBUTI	45.82	
		910-106-00	EVENT CENTER RETIREM WV RETIRE TIER2 CONTRIBUTI	2.58	
	KAREN SCHRADER	910-341-00	EVENT CENTER SUPPLIE ENT CNTR TBL 12/8,9,13,16	250.00	
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX FICA WITHHELD AND MATCHED	135.82	
		910-104-00	FICA TAX MEDICARE WITHHELD & MATCHE	5.76	
		910-104-00	FICA TAX MEDICARE WITHHELD & MATCHE	31.76	
	ROY WAGER	910-341-00	EVENT CENTER SUPPLIE BAR SERVICE @ EVENT CNTR D	370.50	
	**PAYROLL EXPENSES		12/19/2025 - 1/15/2026	2,600.73	
			TOTAL:	6,824.65	
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI 110 088 783 078 22 S FLORI	1,388.39	
	VALLEY STEEL SERVICE	976-459-01	PUBLIC SAFETY TRAINE HR RND,SCRE TBE-TRN FCITY	372.51	
	MOUNTAINER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI 383931-483167 20 S FLORIDA	1,126.61	
	WESTFIELD INSURANCE	976-226-00	SAFETY COMPLEX INSUR 2NDQTR PYMENT10.1.2025-10.	615.03	
	LOWES BUSINESS ACCOUNTS/SYNC	976-459-01	PUBLIC SAFETY TRAINE ROCKWOOL R15 INSLNTH	455.88	
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT POLICE DEPT NOV PEST INSPE	47.00	
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI PD WATCH GUARD JAN 2026	150.00	
	ROZELLE ENTERPRISES LLC	976-459-01	PUBLIC SAFETY TRAINE BLD BRN RM N SHP CNTRS	4,136.50	
	CUMMINS SALES & SERVICE FAIR	976-216-00	SAFETY COMPLEX MAINT GENERATOR BATTERIES	1,590.55	
	CINTAS	976-216-00	SAFETY COMPLEX MAINT PSC RUG 12.15.2025	30.70	
		976-216-00	SAFETY COMPLEX MAINT PSC RUGS 12.19.25	30.70	
		976-216-00	SAFETY COMPLEX MAINT PSC RUGS	30.70	
		976-216-00	SAFETY COMPLEX MAINT PSC RUGS 1.5.26	30.70	
		976-216-00	SAFETY COMPLEX MAINT PSC RUGS 1.12.26	30.70	
			TOTAL:	10,082.97	

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

**Buckhannon City Council
Public Works Director Report**
By: Ethan Crosten

Street:

- Completed the sidewalk project on Cooper Street. We will be moving to Fayette / Ritchie Street next to complete the budgeted sidewalk project there.
- Started removing the old playground equipment at NBRFP in preparation for the new equipment this spring.
- Removed the Christmas Decorations from around town.
- Dealing with snow and ice as it comes.

Waste:

- We are currently accepting applications for a laborer to fill the opening due to Rod Woods retiring.

Sewer:

- Continuing to work on the Henry Street sanitary sewer upgrade.
- Dealing with several complaints and collection system issues.

Stormwater

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

Water:

- Working to get a crack in one of the filter beds repaired.
- Dealing with several leaks.
- Continuing to work on the asset management plan, with it being completed

Zoning and Code Enforcement

- Nothing New

Engineering:

- Charles W. Gibson Library Remediation Project – The roof replacement Bid Package is complete and the project will officially be out for bid on Wednesday, January 14, 2026. The bid opening will be on February 28, 2026 at 1:30 PM. The roof replacement project is scheduled to begin early- to mid-April 2026.
- Colonial Arts Center – The first phase of the fire suppression sprinkler line will take place and the and installation of new HVAC return ductwork will begin no later than February 1, 2026 and shall be completed before the end of the month. Due to rehearsals for a March 2026 performance, no construction activities will take place on the framing and new wall & bulkhead phase of the project. This phase will not begin until April 1, 2026 at the earliest. (Amby to provide additional information).
- WVDOH Transportation Alternative Program (TAP) North Locust Street Sidewalk & Lighting Project (Gateway North) – Per the City Council's decision on December 18, 2025, the project was postponed indefinitely because of access issues with property owners and the City will discuss further funding opportunities with the WVDOH regarding a sidewalk project along Route 20 South. I have let the WVDOH know of the decision but have yet to hear back from them.

FEMA / WVEMD – Taylor Street Storm sewer grant application – The additional round of appraisals for the four (4) parcels were conducted in December 2025 and the appraisals shall be discussed at the January 15, 2025 Sanitary Board meeting. I am continuing to work with the WVEMD on the FEMA grant application revisions and BCA scenarios. I plan on submitting the grant application before the end of January 2026 as the application deadline is now March 4, 2026.



Work Order Report

1/1/2025 - 12/31/2025

Problem Code	Work Order #	Customer Name	Address	Employee Cost	Equipment Cost	Material Cost
01 Sidewalk Repair	12099	North Florida Street Sidewalk		\$29,184.00	\$25,188.00	\$13,890.00
01 Sidewalk Repair	11870		28 Meadow St	\$1,167.36	\$3,358.40	\$1,852.00
01 Sidewalk Repair	11770	Island Avenue Sidewalk		\$70,041.60	\$50,376.00	\$33,336.00
01 Sidewalk Repair	11769		160 Pocahontas	\$1,167.36	\$1,234.88	\$926.00
01 Sidewalk Repair	11768		167 Pocahontas	\$0.00	\$1,234.88	\$926.00
01 Sidewalk Repair	11767		154 Pocahontas	\$291.84	\$1,234.88	\$926.00
01 Sidewalk Repair	11766		152 Pocahontas Street	\$1,167.36	\$1,234.88	\$926.00
01 Sidewalk Repair	11765		150 Pocahontas Street	\$291.84	\$1,234.88	\$926.00
01 Sidewalk Repair	11764		167 Pocahontas Street	\$1,167.36	\$1,234.88	\$740.80
01 Sidewalk Repair	11763		149 Pocahontas	\$1,167.36	\$1,234.88	\$926.00
01 Sidewalk Repair	1176		146 Pocahontas Street	\$3,502.08	\$3,704.64	\$2,963.20
Totals:				\$109,148.16	\$91,271.20	\$58,338.00

Treatment History

01/01/2025 - 12/31/2025

Segment ID	Road Name	Area (yd^2)	Actual Cost	Treatment Date
7 RANDOLPH ST		3202.1	\$12,072.32	7/14/2025
21 OHIO ST		373.17	\$6,309.24	8/20/2025
23 OHIO ST		341.3	\$6,041.58	8/20/2025
26 OHIO ST		422.8	\$6,576.90	8/20/2025
33 RANDOLPH ST		3116.8	\$11,750.72	7/14/2025
41 REGER AVE		21720	\$23,012.08	6/17/2025
45 REGER AVE		1960	\$4,160.42	6/17/2025
55 RANDOLPH ST		2440.95	\$9,202.67	7/14/2025
152 RITCHIE ST		2736	\$5,041.40	6/17/2025
158 RITCHIE ST		1108.19	\$5,041.40	6/17/2025
164 RITCHIE ST		1086.32	\$5,041.40	6/17/2025
174 RITCHIE ST		1100.9	\$5,041.40	6/17/2025
179 RITCHIE ST		1367.02	\$5,041.40	6/17/2025
216 RITCHIE ST		1640.42	\$11,763.25	6/17/2025
283 LOWER DR		195.66	\$27,622.50	6/17/2025
392 W LINCOLN ST		584.6	\$13,491.66	8/20/2025
395 W LINCOLN ST		52.96	\$1,282.48	8/20/2025
402 W LINCOLN ST		338.84	\$7,694.87	8/20/2025
412 MAPLE ST		834.06	\$3,695.81	7/14/2025
426 W LINCOLN ST		842.81	\$18,724.17	8/20/2025
430 MAPLE ST		1391.08	\$3,695.81	7/14/2025
443 E LINCOLN ST		1397.64	\$5.00	6/16/2025
445 S FLORIDA ST		242.19	\$4,898.13	8/20/2025
450 E LINCOLN ST		853.02	\$3,254.53	7/14/2025
457 S FLORIDA ST		367.93	\$5,662.06	8/20/2025
470 E LINCOLN ST		3307.09	\$12,918.75	7/14/2025
471 S FLORIDA ST		386.69	\$6,111.43	8/20/2025
479 MAPLE ST		2440.95	\$9,846.69	7/14/2025
514 MAPLE ST		1084.86	\$6,203.68	7/14/2025
520 S FLORIDA ST		1167.51	\$18,064.67	8/20/2025
538 S KANAWHA ST		3724.85	\$7,598.06	6/17/2025
563 S FLORIDA ST		788.86	\$12,132.99	8/20/2025
566 COLLEGE AVE		398.22	\$2,064.00	8/26/2025
567 RAILROAD AVE		12430.74	\$35,561.00	6/16/2025
602 S KANAWHA ST		4028.14	\$8,611.14	6/17/2025
616 S FLORIDA ST		1131.74	\$16,042.51	8/20/2025
651 N FLORIDA ST		2257.22	\$8,740.00	8/20/2025
662 N FLORIDA ST		1758.53	\$6,809.07	8/20/2025
672 GATE ST		1320	\$9,288.00	8/25/2025
691 N FLORIDA ST		3210.85	\$12,432.48	8/20/2025
718 N FLORIDA ST		2460.63	\$13,211.63	8/20/2025
Totals:		91613.64	391759.3	

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

Zuliani/Randall moved to approve the Building and Wiring Permits. The motion carried unanimously.



Permit Fee Report #76802-76810

12/18/2025 - 01/14/2026

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

76810	My Eye Dr	4 Northridge Ste 106-108	DAVID DAVIS HEATING AC & ELEC INC	Interior Buildout Ste 106-108	200,000.00	200.00	A Commercial Property	No	1/9/2026	No	N/A	No	
76809	Appalachian Impact-Children's Museum	64 E Main St	CODY LUTEREK dba EMORY ELECTRIC LLC	Change of use, Painting, Hanging Signage 29.67 sqft and (3) Emergency Lighting	1,999.00	100.00	A Commercial Property		1/7/2026	Yes	N/A	No	
76807	John Conley KAR Services LLC	166 Wood St	JAMES STREETS-PIES ELECTRICAL SERVICE	Electrical Repair for Code Violations	4,000.00	100.00	A Commercial Property		1/5/2026	No	N/A	No	
76803	Dunkin	100 Buckhannon Crossroads	City Neon USA, LLC	Install 18.10 sf Illuminated Channel Letter Wall Signage against building	1,595.00	100.00	A Commercial Property		11/24/2025	No	N/A	No	
					207,594.00	500.00							

Group Total: 4

Group: Commercial-Industrial (nonresidential)

76810	My Eye Dr	4 Northridge Ste 106-108	DAVID DAVIS HEATING AC & ELEC INC	Interior Buildout Ste 106-108	200,000.00	1,100.00	A Commercial Property	No	1/9/2026	No	N/A	No	
76809	Appalachian Impact-Children's Museum	64 E Main St	CODY LUTEREK dba EMORY ELECTRIC LLC	Change of use, Painting, Hanging Signage 29.67 sqft and (3) Emergency Lighting	1,999.00	15.00	A Commercial Property		1/7/2026	Yes	N/A	No	
76804	GRACE LANDMARK BAPTIST	101 RANDOLPH ST	CROSSROADS CONSTRUCTION	WOODEN BREEZEWAY W/ROOF	14,000.00	119.00		No	12/19/2025	No	N/A	No	No
76803	Dunkin	100 Buckhannon Crossroads	City Neon USA, LLC	Install 18.10 sf Illuminated Channel Letter Wall Signage against building	1,595.00	15.00	A Commercial Property		11/24/2025	No	N/A	No	
					217,594.00	1,249.00							

Group Total: 4

Group: Residential (non-commercial)

76808	Josh Loudin	16 Upshur Ave	JES BASEMENT SYSTEMS JES	Waterproofing-Install Yard Well	24,391.62	219.52	B2 Single Family Residence		1/5/2026	No	N/A	No	
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			CONTRUCT ION LLC				tial (500 sq ft)						
7680 6	Dave Reger	4 East View Terrace	A&B FENCE	6' Fence extension	4,180.00	45.98		No	11/5/20 25		N/A	No	No
7680 5	BARBAR A BAXA	73 S FLORIDA ST	Crites Electric, Inc.	GENERAT OR INSTALL on 30'x52' concrete pad	7,273.91	80.01		No	12/22/2 025	Yes	N/A	No	No
7680 2	JENNIFER REXROA D	88 SMITHFI ELD ST	DAN NEEL FENCE CO (304 FENCE)	6' VINYL FENCE	5,600.00	61.60		No	12/17/2 025	Yes	N/A	No	No
					41,445. 53	407.1 1							

Group Total: 4

Group: Residential Electrical Fee

7680 8	Josh Loudin	16 Upshur Ave	JES BASEMENT SYSTEMS JES CONTRUCT ION LLC	Waterproo fing-Install Yard Well	24,391.6 2	100.00	B2 Single Family Residen tial (500 sq ft)		1/5/202 6	No	N/A	No	
7680 5	BARBAR A BAXA	73 S FLORIDA ST	Crites Electric, Inc.	GENERAT OR INSTALL on 30'x52' concrete pad	7,273.91	100.00		No	12/22/2 025	Yes	N/A	No	No
					31,665. 53	200.0 0							

Group Total: 2

Group: Zoning Application Fee

7681 0	My Eye Dr	4 Northrid ge Ste 106-108	DAVID DAVIS HEATING AC & ELEC INC	Interior Buildout Ste 106- 108	200,000. 00	20.00	A Commer cial Propert y	No	1/9/202 6	No	N/A	No	
7680 9	Appalac hian Impact- Children' s Museum	64 E Main St	CODY LUTEREK dba EMORY ELECTRIC LLC	Change of use, Painting, Hanging Signage 29.67 sqft and (3) Emergenc y Lighting	1,999.00	20.00	A Commer cial Propert y		1/7/202 6	Yes	N/A	No	
7680 8	Josh Loudin	16 Upshur Ave	JES BASEMENT SYSTEMS JES CONTRUCT ION LLC	Waterproo fing-Install Yard Well	24,391.6 2	20.00	B2 Single Family Residen tial (500 sq ft)		1/5/202 6	No	N/A	No	
7680 7	John Conley KAR Services LLC	166 Wood St	JAMES STREETS- OPIES ELECTRICA L SERVICE	Electrical Repair for Code Violations	4,000.00	20.00	A Commer cial Propert y		1/5/202 6	No	N/A	No	
7680 6	Dave Reger	4 East View Terrace	A&B FENCE	6' Fence extension	4,180.00	20.00		No	11/5/20 25		N/A	No	No
7680 5	BARBAR A BAXA	73 S FLORIDA ST	Crites Electric, Inc.	GENERAT OR INSTALL on 30'x52' concrete pad	7,273.91	20.00		No	12/22/2 025	Yes	N/A	No	No
7680 4	GRACE LANDMA RK BAPTIS T	101 RANDOL PH ST	CROSSROA DS CONSTRUC TION	WOODEN BREEZEW AY W/ROOF	14,000.0 0	20.00		No	12/19/2 025	No	N/A	No	No
7680 2	JENNIFER REXROA D	88 SMITHFI ELD ST	DAN NEEL FENCE CO (304 FENCE)	6' VINYL FENCE	5,600.00	20.00		No	12/17/2 025	Yes	N/A	No	No

7680 3	Dunkin	100 Buckhan non Crossroa ds	City Neon USA, LLC	Install 18.10 sf Illuminate d Channel Letter Wall Signage against building	1,595.00	20.00	A Commer cial Propert y		11/24/2 025	No	N/A	No	
					263,03 9.53	180.0 0							

Group Total: 9

					761,33 8.59	2,536. 11						
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Total Records: 23

1/14/2026

10. 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

1/15/26

1. The police department is in the process of undergoing numerous training initiatives for our officers focusing on such topics as: Investigations, Search and Rescue, Crisis Intervention, and Leadership.
2. The police department is moving forward with plans for the security of the WV Strawberry Festival. We continue to meet with various public safety partners to ensure these security plans are realized.

POLICE ACTIVITIES

MONTH: December

YEAR: 2025

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

By Officers:

TOTAL ISSUED:

Citations Issued:

Misdemeanor Arrests:

Felony Arrests:

Calls Answered:

Complaint Reports:

Accidents Investigated:

Community Policing Hours:

Patrol Mileage:

11. City Attorney's Report - Thomas J. O'Neill - City Attorney Tom O'Neill informed Council that the eminent domain proceeding for the Wood Street property associated with the Water Treatment Plant project has been filed, and service on the property owner has been initiated. The first hearing is scheduled for February 25th, and no City representatives are required to attend. If testimony becomes necessary, he will coordinate with City Engineer Jay Hollen.

a. Update on American Legal Publishing Codification - O'Neill also provided an update on the City's codification project. American Legal Publishing has begun work, but the City must supply any ordinances from the past ten years that are not currently posted on the website. He explained that the codification process will include language cleanup and consolidation of all amendments into a unified code, a task expected to take approximately one year. The final product will resemble the structure of the West Virginia Code, with improved clarity and organization. Once complete, Council will adopt the new code by ordinance, and all prior ordinances will remain available for reference regarding legislative intent.

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

- a. Accept Resignation Theresa Black, Upshur County Board of Health**
- b. Accept Resignation Paula McGrew, Planning Commission**

Sanders/Randall moved to approve both the resignation of Theresa Black from the Upshur County Board of Health, and, accept the resignation of Paula McGrew from the Planning Commission. The motion carried.

13. Council Members' Remarks and Announcements

Scott Randall: Mr. Randall offered his congratulations to the evening's honorees and expressed appreciation to all VIPS members. He extended special recognition to "Rosie the Ripper," Neva Snyder, for her accomplishments. Randall also commended Mayor Skinner, describing his remarks as a thorough and inspiring message of hope for the community. Randall concluded by thanking the Mayor for his leadership.

Robert Zuliani: Mr. Zuliani expressed his appreciation for the many volunteers who support City events, noting the significant number of hours they contribute behind the scenes. He emphasized that their efforts often go unrecognized but play an essential role in assisting the police and ensuring City events run smoothly.

Jack Reger: Mr. Reger had no further comments.

Pamela Bucklew: Mrs. Bucklew was absent.

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

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

- i. Notice Advertisement for Bids- Charles Gibson Library Roof Replacement Project**

ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON
CHARLES W. GIBSON ROOF REPLACEMENT PROJECT

The City of Buckhannon (City) will accept sealed bids for the Charles W. Gibson Roof Replacement Project, which consists of the purchase, delivery and installation of an EPDM Single-Ply Membrane Roof, new rigid insulation and all necessary appurtenances until 1:30 PM EST on Tuesday, February 24, 2026 at City Hall, at which time all received bids will be opened and publicly read aloud.

The Charles W. Gibson Roof Replacement Project, all contract specific-related work activities and all necessary appurtenances shall conform to the contract specifications & drawings and other requirements identified in the Bid Package.

A mandatory Pre-Bid Meeting will be held at the Charles W. Gibson Library, located at 105 East Main Street, Buckhannon, Upshur County, West Virginia 26201, on Friday, January 30, 2026 at 10:00 AM EST. Weather permitting, a site visit, consisting of physically viewing, inspecting and documenting the existing roof to be replaced shall take place after the Pre-Bid Meeting. A sign-in sheet will be available and must be signed by all attendees at the beginning of Pre-Bid Meeting. Failure to attend and sign the sign-in sheet shall prohibit the Bidder(s) from submitting a Bid on the Charles W. Gibson Library Roof Replacement Project.

The Bid Package may be obtained by each Bidder from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201. If the Bidder requests that the Bid Package be mailed, Bidders shall pay \$25.00 for the cost of shipping the Bid Package. Bidders may also elect to have the Bid Package delivered electronically. The Bid Package shall be available on Wednesday, January 28, 2026.

All clarifications, questions or comments regarding the contents of the Bid Package shall be submitted in writing and either mailed or faxed to the address below or emailed to jay.hollen@buckhannonwv.org. No clarifications and questions will be accepted after 4:30 PM EST on Friday, February 6, 2026.

If a Bidder is submitting alternate products to the types of materials specified in the Bid Package, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review and approval by the City Engineer no later than 4:30 PM EST on Friday, February 6, 2026.

Bids for each contract shall be submitted in a separate sealed (inner) envelope containing the Official Bid Form, and included in a larger sealed (outside) envelope containing the Required Bid Security in the form of either a Bid Bond, which shall be equal to 5% of the total base bid or a Cashier's Check, which shall be equal to 5% of the total base bid, a Power of Attorney form, Evidence of a current & valid West Virginia Contractor's License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, a West Virginia Jobs Act Compliance Certification and Certification of Receipt of Addenda.

All sealed envelopes shall have the following information in the lower left-hand corner for the respective Contract being bid:

Contract No. 1

"Name and Address of Bidder"

City of Buckhannon
Charles W. Gibson Library Roof Replacement Project

Each bid may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE, City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

No Bid may be withdrawn for a period of sixty (60) days after the time of the opening of the Bids.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Contracts at any time due to noncompliance with the City of Buckhannon's expectations and requirements.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon
01-02-2026

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

Recorder Sanders echoed the congratulations offered by other Council members and commended Mayor Skinner for delivering an excellent State of the City address, noting that the review of the past year was valuable to hear summarized. He extended congratulations to the VIPS and spoke to his experience working with them both as a private citizen and as a City official, praising their dedication, reliability, and service during City events, emergencies, and community activities. He recognized Steve Wyckoff for his leadership of the program and asked Chief Gregory to relay the

City's appreciation. Sanders also reminded residents to take precautions for outdoor pets during the extreme cold, emphasizing both the moral responsibility of pet ownership and the City ordinance prohibiting tethering animals outside when temperatures fall below freezing. He encouraged all pet owners to ensure their animals are protected during winter weather.

15. Mayor's Remarks and Announcements - Mayor Skinner extended his gratitude to all and wished everyone a wonderful weekend.

At 8:00 p.m., Randall/Zuliani moved to convene an Executive Session under West Virginia Code §6-9A-4 to discuss personnel matters. The motion carried.

At 8:47 p.m., Zuliani/Randall moved to leave the Executive Session. The motion carried.

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

16. Declaration of Adjournment

At 8:48 p.m., Randall moved to adjourn the January 15, 2026 City Council meeting.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____