

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

A regular meeting of the Buckhannon Animal Care & Control Commission was held on March 9, 2026, at 5:30 p.m. in the Council Chambers of City Hall. The following were in attendance (GTM - GoToMeeting):

Robbie Skinner III	Mayor & Chair	Present
Randy Sanders	City Recorder	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Absent
Alison Clausen Whitehair	Commission Member	Present
Elissa Linger	Commission Member-Lewis-Upshur ACF Rep	Present
Robin Keough	Commission Member	Absent
Lisa Critchfield	Commission Member & Buckhannon Dog Park	Absent

Guest in attendance: None

*City of Buckhannon Animal Care & Control Commission
Meeting Agenda
5:30 PM Monday, March 9, 2026
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 09/09/2024, 03/10/2025, 09/08/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Financial Report – Director of Finance, Amberle Jenkins
8. Dog Park
 - a. Report on Repairs & Upgrades
 - b. Fundraising Events
9. Business Discussions:
10. Report of Events, Correspondence, and Information
 - a. Next Meeting September 14, 2026
 - b. Lewis-Upshur Animal Control Facility Report January – February 2026
11. Board Members' Remarks and Announcements
12. Executive Session – Personnel Matters Per WV Code § 6-9A-4
13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Wednesday, March 4, 2026. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/708629413>, or by phone, calling (312) 757-3121, access code: 708-629-413.*

1. Call to Order: At 5:43 p.m., Mayor Skinner called the called the meeting to order.

2. Moment of Silent Reflection – Mayor Skinner invited those in attendance to join in silent reflection.

3. Pledge of Allegiance – Mayor Skinner led the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes 09/09/2024, 03/10/2025, 09/08/2025 – Mayor Skinner asked for any corrections or additions, or a motion to approve the minutes from the 09/09/2024, 03/10/2025, and 09/08/2025 meetings.

Skinner / Linger moved to approve the minutes from the 09/09/2024, 03/10/2025, and 09/08/2025 meetings. The motion carried.

5. Public Comment—Motion to Open & Close Requested – No one requested to provide comments. No action was necessary.

6. Recognition of Guests – None

7. Financial Report – Director of Finance, Amberle Jenkins – Mayor Skinner reviewed the Financial Report, noting the recent donation of \$2,071.25 from the FURtastic Elimination Dinner bring the balance of the account to \$15,573.62.

Linger / Whitehair moved to accept the financial report as presented. The motion carried.

8. Dog Park

a. Report on Repairs & Upgrades - The Mayor led a discussion regarding a request from member Lisa Critchfield, who was unable to attend the meeting, regarding potential fence repairs, remediation of areas where trees were previously removed near the benches, and the addition of new obstacles within the dog park. Members noted uncertainty about the specific fence section needing attention, though some believed the north-facing side toward Water Street and the river may be showing deterioration. Because the extent of needed repairs is unclear, Recorder Sanders recommended asking Andrew Loudin and Brad Hawkins of the Street Department and Ethan Crosten to conduct a comprehensive review of the dog park, including the condition of the fencing, grounds, and existing play obstacles. The Commission also agreed that we should ask Teresa Summers to contact Lisa Critchfield to clarify the types of new obstacles she envisions so that staff can evaluate options fully. It was noted that funding is available from recent fundraising efforts, including the FURtastic Elimination Dinner, to support potential improvements.

Linger / Whitehair moved to request the City Street Department to perform a thorough review of the dog park grounds—including fencing, play obstacles, and overall site conditions—and to ask Commission Member Critchfield to provide specific ideas for additional obstacles for further Commission review and potential action. The motion carried.

b. Fundraising Events – Elissa Linger provided an update on plans for this year’s FURtastic Event, which has been scheduled for Saturday, December 5, at the Event Center at Brushy Fork. Despite several surrounding counties experiencing declining ticket sales for similar events, last year’s inaugural event was highly successful, with strong community participation and rapid ticket sales—helped in part by a friendly competition between county commissioners. Mr. Sanders noted that while the first-year event experienced some organizational challenges, cooperation between Event Center staff, volunteers, and the planning committee ensured a smooth and successful evening. Building on lessons learned, ticket sales management will be centralized this year to avoid past tracking issues. No Commission action is required at this time, as the event planning team is handling all preparations.

9. Business Discussions: None

10. Report of Events, Correspondence, and Information – Mayor Skinner reviewed the following with the Commission members.

a. Next Meeting September 14, 2026

b. Lewis-Upshur Animal Control Facility Report January – February 2026

318 Mud Lick Road
Buckhannon, WV 26201



Phone: 304-472-3865
Fax: 304-472-9430

ACCOUNT OF ANIMALS REPORT
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF: **January-26**

ANIMALS RECEIVED									
ACTIVITY TYPE OF ADMISSION	CANINES			FELINES			OTHER ANIMALS		
	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
Brought in by Animal Control Officer	33	7	40	9	0	9	0	0	0
Brought in by City Trapper	0	0	0	3	0	3	0	0	0
Brought in by County Residents	23	2	25	51	11	62	0	0	0
Brought in by Law Enforcement	0	0	0	0	0	0	0	0	0
Drop Box	0	0	0	0	0	0	0	0	0
TOTAL ADMISSION ACTIVITY	56	9	65	63	11	74	0	0	0
ANIMALS DISCHARGED									
TYPE OF DISCHARGE ADOPTIONS	CANINES			FELINES			OTHER ANIMALS		
	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
With Charge	21	5	26	17	7	24	0	0	0
Without Charge	0	0	0	0	0	0	0	0	0
TOTAL ADOPTIONS	21	5	26	17	7	24	0	0	0
EUTHANASIA									
Owner Request	10	0	10	43	0	43	0	0	0
Other	0	0	0	0	0	0	0	0	0
TOTAL EUTHANIZED	10	0	10	43	0	43	0	0	0
RESCUES									
With Charge	10	1	11	0	0	0	0	0	0
Without Charge	0	0	0	7	1	8	0	0	0
TOTAL TO RESCUE	10	1	11	7	1	8	0	0	0
MISCELLANEOUS									
Escaped	0	0	0	0	0	0	0	0	0
Returned to Owner	1	6	7	2	1	3	0	0	0
Passed - Natural Causes	0	0	0	1	0	1	0	0	0
TOTAL MISCELLANEOUS ACTIVITY	1	6	7	3	1	4	0	0	0
TOTAL DISCHARGE ACTIVITY	42	12	54	70	9	79	0	0	0
INACTIVE STATUS									
Quarantined	0	0	0	0	0	0	0	0	0
TOTAL ANIMAL ACTIVITY FOR PERIOD	98	21	119	133	20	153	0	0	0

CENSUS						
	CANINES		FELINES		OTHER ANIMALS	
CENSUS AT BEGINNING OF PERIOD:	13		15		0	
CENSUS AT END OF PERIOD:	24		10		0	

Janelle L Cochran 2-3-26
Signature Date

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Buckhannon, WV 26201



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ACCOUNT OF ANIMALS REPORT
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF: **February-26**

ANIMALS RECEIVED									
ACTIVITY TYPE OF ADMISSION	CANINES			FELINES			OTHER ANIMALS		
	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
Brought in by Animal Control Officer	7	10	17	0	1	1	0	0	0
Brought in by City Trapper	0	0	0	2	0	2	0	0	0
Brought in by County Residents	11	5	16	25	15	40	0	0	0
Brought in by Law Enforcement	0	0	0	0	0	0	0	0	0
Drop Box	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
TOTAL ADMISSION ACTIVITY	18	15	33	27	16	43	0	0	0
ANIMALS DISCHARGED									
TYPE OF DISCHARGE ADOPTIONS	CANINES			FELINES			OTHER ANIMALS		
	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
With Charge	10	14	24	11	2	13	0	0	0
Without Charge	0	0	0	0	0	0	0	0	0
TOTAL ADOPTIONS	10	14	24	11	2	13	0	0	0
EUTHANASIA									
Owner Request	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	1	1	0	0	0
TOTAL EUTHANIZED	0	0	0	0	1	1	0	0	0
RESCUES									
With Charge	9	2	11	5	1	6	0	0	0
Without Charge	0	0	0	8	0	8	0	0	0
TOTAL TO RESCUE	9	2	11	13	1	14	0	0	0
MISCELLANEOUS									
Escaped	0	0	0	0	0	0	0	0	0
Returned to Owner	4	1	5	1	0	1	0	0	0
Passed - Natural Causes	0	0	0	3	2	5	0	0	0
TOTAL MISCELLANEOUS ACTIVITY	4	1	5	4	2	6	0	0	0
TOTAL DISCHARGE ACTIVITY	23	17	40	28	6	34	0	0	0
INACTIVE STATUS									
Quarantined	0	0	0	0	0	0	0	0	0
TOTAL ANIMAL ACTIVITY FOR PERIOD	41	32	73	55	22	77	0	0	0

CENSUS						
	CANINES		FELINES		OTHER ANIMALS	
CENSUS AT BEGINNING OF PERIOD:	24		10		0	
CENSUS AT END OF PERIOD:	17		19		0	

Janelle L Cochran 3-2-26
Signature Date

11. Board Members' Remarks and Announcements – Members briefly discussed scheduling a special meeting to address ongoing Commission matters. It was agreed to coordinate availability with Teresa and determine a suitable meeting date in June or July. No additional comments were offered by commission members.

12. Executive Session – Personnel Matters Per WV Code § 6-9A-4

At 5:54 p.m., Linger / Whitehair moved to move into an Executive Session – Personnel Matters Per WV Code § 6-9A-4 . The motion carried.

At 6:22 p.m., Whitehair / Linger moved to exit the Executive Session. The motion carried.

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

13. Declaration of Adjournment

At 6:23 p.m., Mayor Skinner declared the meeting adjourned.

Mayor Robert N. Skinner III _____

Recorder Randall H. Sanders _____