

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

A regular meeting of the Consolidated Public Works Board was held on Thursday, January 22, 2026, at 7:30 a.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
Board Member	Rob Zuliani	Absent
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Absent
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present - GTM
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present
Office Manager	Barb Hinkle	Present
Media		
My Buckhannon	Monica Zalaznik	Present

Guests: Erasmo Rizo; Keith Buchanan; Brooke Hart; Robyn Simon; BFD Chief J.B. Kimble – GTM; Kate Schwartz – GTM; Dixie Green.

*City of Buckhannon Consolidated Public Works Board  
7:30 AM Thursday, January 22, 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: 12/04/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
  - a. Erasmo Rizo- 61 East Main Street
    - i. Request MOU allowing private use of City-owned property for construction projects for his rental property
7. Financial Report – Director of Finance, Amberle Jenkins
  - a. Possible Budget Revision
8. Department Report – Street Department & Parks Superintendent Brad Hawkins
9. New Business Discussions:
  - a. The Rotary Club of Buckhannon Upshur Request to Donate Outdoor Bench, Awarded through the Club’s Recycling Initiative, to Charles W. Gibson Library
  - b. Parks Projects- Remaining Budget
  - c. Tree Planting Project
  - d. New Addition to the Cemetery for Cremation Plots
  - e. Approve Wage Increase James Hoover per Employee Classification System
  - f. Event Request-Paddle for Pets 2026 at Poundstone River Walk
  - g. Jawbone Park Stage Improvements
10. Report of Events, Correspondence, and Information
  - a. Addressing & Mapping Verification Letter RE: 35 Boggess Street
  - b. Addressing & Mapping Verification Letter RE: 11½ Thurman Avenue
  - c. City, County & Chamber Partner to Launch Second Mountaineer Mile in Upshur County at the Buckhannon River Walk Trail
  - d. WV Economic Development-LWCF Program On Site Inspection at NBRP-Good Compliance

11. Board Members' Remarks and Announcements
12. Declaration of Adjournment

Revised 1/20/2026

*This agenda was certified by Mayor Robbie Skinner on Monday, January 16, 2026. \*Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/376934309>, or by phone at +1 (872) 240-3212, access code: 376-934-309.*

**1. Call to Order:** At 7:32 a.m., Mayor Robbie Skinner called the January 22, 2026, meeting of the Buckhannon Consolidated Public Works Board 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 join in the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 12/04/2025** - Mayor Skinner recognized that the meeting minutes of 12/04/2025 were available and asked for any corrections, additions, or a motion to approve.

**Reger/Waldo moved to approve the 12/04/2025 meeting minutes as presented. The motion carried.**

**5. Public Comment—Motion to Open & Close Requested** – Without objection, Mayor Skinner recognized the following, who wished to address the CPWB.

**Keith Buchanan** – Keith Buchanan updated the Board on the Rotary Club's soft-plastic recycling initiative. He reported that Rotary successfully collected 1,000 pounds of soft plastic such as grocery bags and packaging film to meet the first milestone in the TREX recycling program, qualifying the club to receive a recycled-material bench. Rotary proposes donating this bench to the Charles W. Gibson Library, which has been a supportive partner and hosting several Rotary meetings. Buchanan explained that this bench represents the first step in a long-term effort to divert soft plastics from landfills. Rotary has partnered with Weyerhaeuser, which is now baling approximately 900–1,000 pounds of soft plastic per month, material that TREX will purchase at \$0.14 per pound. TREX will provide containers and logistics support, and a baler that will be installed at the City's facility, which staff have already prepared for electrical needs. Proceeds from the recycling program will be used to purchase inclusive playground equipment for City parks, built from durable recycled materials. Additional partners include West Virginia Wesleyan College, which will participate through student and physical plant collections. Buchanan emphasized that each phase of the project is being implemented carefully to ensure the process is proven, sustainable, and coordinated among partners. Rotary currently has additional collected material in storage, awaiting the City's facility coming online.

Following the presentation, the Board discussed the appropriate placement authority for the donated bench. The Board agreed that the decision should be referred to the Charles W. Gibson Library Board, which oversees the property. A motion was entertained to formally refer the matter to the Library Board. Without objection, *New Business Discussions: a. The Rotary Club of Buckhannon Upshur Request to Donate Outdoor Bench, Awarded through the Club's Recycling Initiative, to Charles W. Gibson Library* was moved to the table.

**Waldo/Reger moved to refer to the Charles W. Gibson Library Board the donation of a recycled-material bench from the Rotary Club of Buckhannon Upshur. The motion carried.**



**Brooke Hart & Kate Schwartz** – Ms. Hart, representing the Randolph County Humane Society and serving as Vice President of Fundraising, presented a proposal for the organization’s first-ever river float fundraiser, titled “Paddle for Pets.” The event is intended to raise general operating funds to support the care, feeding, and sheltering of animals at the Humane Society. The proposed plan includes using the Hampton Boat Dock as the launch point, where participants would drop off their kayaks before parking at the Riverwalk. A shuttle service would return participants to the dock, allowing them to float approximately 4.5–5 miles downstream and finish at the Riverwalk where their vehicles are located. The event is planned as a simple first-year effort to keep logistics manageable.

The Humane Society also intends to sell merchandise and, weather permitting, bring adoptable animals to the Riverwalk area. The event would proceed rain or shine, except in severe weather such as thunderstorms. She noted that the float offers an opportunity to engage new segments of the community and broaden support for the organization. The Board reviewed the Humane Society’s request for use of the Hampton Boat Dock and the Riverwalk area, noting that while the City cannot authorize use of the Hampton Boat Ramp, as it lies outside corporate limits, the City can approve use of the Riverwalk area for event activities, including merchandise sales and adoptable pet displays. The Board noted that the Hampton launch area is typically not congested and should not pose access issues. The Board also discussed potential future collaboration with Upshur County organizations. Brooke stated that, because this is the first year for the event, the Humane Society is keeping the logistics simple but is open to exploring county partnerships in future years. No further questions were raised by Board members. Without objection, *New Business Discussions: f. Event Request-Paddle for Pets 2026 at Poundstone River Walk* was moved to the table.

**Waldo/Reger moved to approve Event Request-Paddle for Pets 2026 at Poundstone River Walk. The motion carried.**

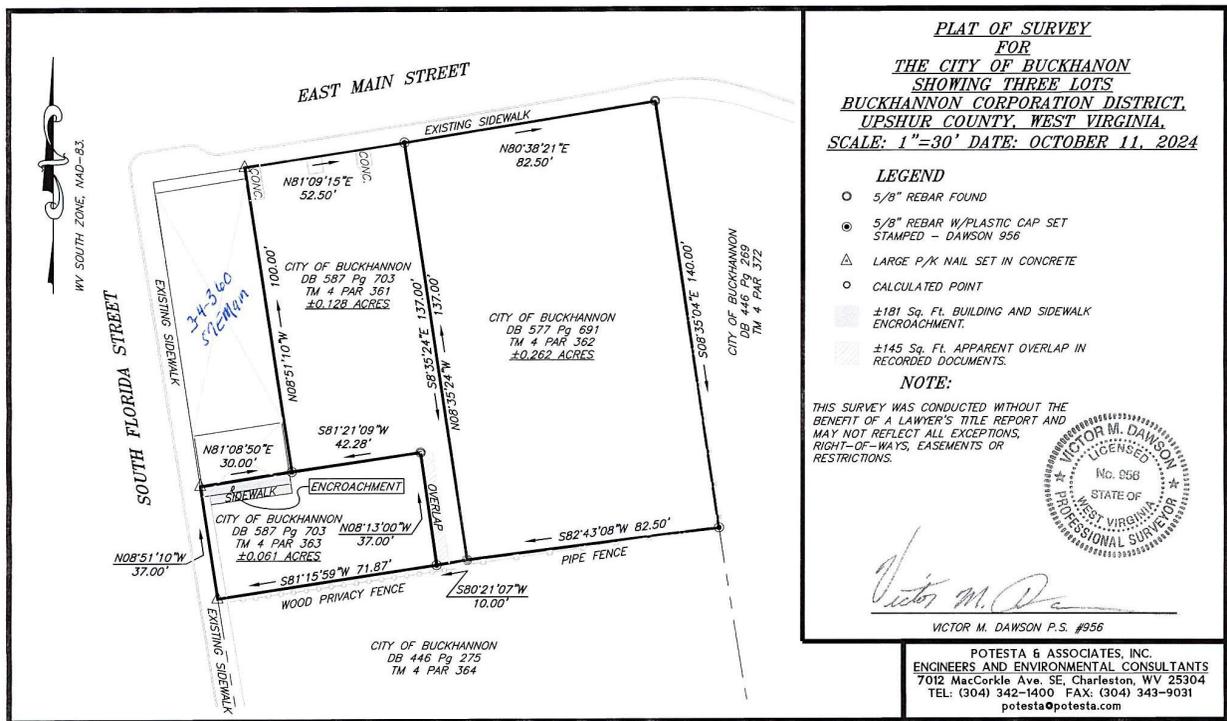
**Robyn Simons** – Ms. Simons, a resident living adjacent to the City Park, addressed the Board regarding the deteriorating old wire fencing along the east side of the park near the basketball court. She commended City staff for the ongoing improvements to all City parks and expressed strong support for the upgrades underway. She noted that the existing fence is on City-owned park property, not her private property. She emphasized that replacing the fence with the same style of new fencing recently installed along Main Street and at the Stockert Youth Center would improve safety, appearance, and neighborhood aesthetics. Board members and staff confirmed that replacing this fencing section is already planned, but the project depends on receiving sufficient matching fencing materials from the supplier. Staff indicated that early to mid-spring is a realistic timeframe for installation, provided materials arrive as expected. Ms. Simon thanked the Board and staff for their work.

Without objection, Mayor Skinner closed Public Comment.

**6. Recognition of Guests – Mayor Skinner recognized the following:**

**a. Erasmo Rizo- 57 East Main Street**

**i. Request MOU allowing private use of City-owned property for construction projects for his rental Property –** Mr. Rizo, owner of 57 East Main Street, addressed the Board regarding his request to restore three previously existing exterior exits on the south side of his building, adjacent to City-owned property near the Stockert Youth & Community Center. Rizo explained that he has renovated two apartments in the building and is attracting new residents who are contributing positively to downtown activity. He now seeks to complete exterior improvements by reopening the original exit doors, two on the first floor and one on the second floor, which would require small landings or stairs extending onto City property. Rizo noted that the exits historically existed but had been boarded over by prior owners. He provided diagrams showing the locations and described the need for safe egress for tenants, including potential fire-exit benefits. He emphasized that the requested encroachment would be minimal, approximately five feet from the building, and comparable to other downtown structures that extend into alleys or rights-of-way. Ethan Crosten confirmed that the building footprint sits directly on the property line and that any exterior landings or stairs would require City approval. He also noted that Stockert’s fencing project is currently paused in that area until this issue is resolved. Board members discussed concerns about the use of City property for private access and the precedent such an approval might set; the need to maintain a secure perimeter for the Stockert playground area; potential future development plans, including concepts related to the STEM Center; and whether alternative exit routes could be constructed toward the sidewalk on Main Street. Board members agreed that the situation is unique due to the building’s zero-lot-line construction and the historical presence of the doors. Several noted that similar encroachments exist elsewhere downtown, though each case varies. Mayor Skinner and the Board concluded that a legal opinion is required before any decision can be made. City Attorney Tom O’Neill will be asked to review the request, the property survey, and the proposed encroachment. Staff will coordinate a meeting with Mr. O’Neill, Mr. Rizo, and relevant City personnel to determine available options and provide guidance for City action. Rizo thanked the Board for their consideration and reiterated his commitment to improving the building and contributing to the vitality of downtown Buckhannon.

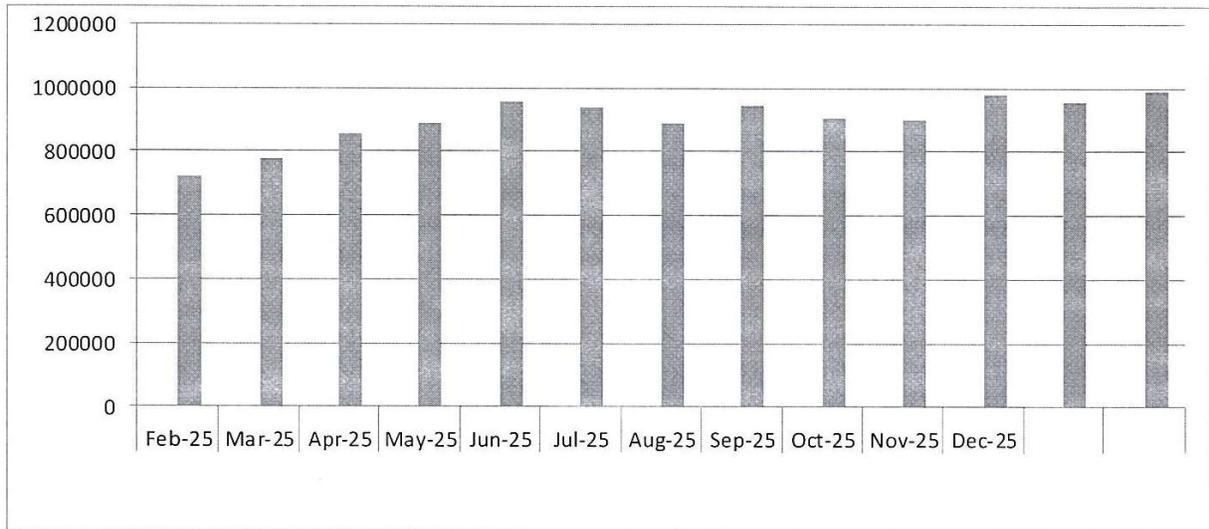


**7. Financial Report – Director of Finance Amberle Jenkins –** Amby Jenkins presented an overview of the financial reports.

**CONSOLIDATED PUBLIC WORKS BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Money market & checking balance:**  
**December 31, 2025                      \$135,956.70**

**Cemetery CD and savings matures April 2026    \$ 241,798.21**



1-21-2026 08:26 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2025

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	36.00	0.00	24.00	60.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	2,078.25	2,113.25	0.00	(2,053.25)	3,522.08
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	85.00	0.00	(85.00)	0.00
093-344-000-02 STICKERS LOT 3	1,500	25.50	880.50	0.00	619.50	58.70
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	25.00	1,070.00	0.00	3,930.00	21.40
093-347-000-00 OPENING & CLOSING GRAVES	30,000	5,950.00	17,550.00	0.00	12,450.00	58.50
093-347-000-01 SALE OF LOTS	12,000	100.00	2,600.00	0.00	9,400.00	21.67
093-347-000-03 PLACEMENT OF MARKERS	1,500	300.00	1,700.00	0.00	(200.00)	113.33
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER FEES</b>	<b>50,120</b>	<b>8,484.75</b>	<b>26,034.75</b>	<b>0.00</b>	<b>24,085.25</b>	<b>51.94</b>
<b>GRANTS</b>						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	4,472.38	21,334.86	0.00	14,665.14	59.26
093-368-000-00 RENTAL OF PAVILION	4,000	50.00	3,450.00	0.00	550.00	86.25
<b>TOTAL GRANTS</b>	<b>40,000</b>	<b>4,522.38</b>	<b>24,784.86</b>	<b>0.00</b>	<b>15,215.14</b>	<b>61.96</b>
<b>OTHER REVENUE</b>						
093-380-000-00 INTEREST	200	64.21	714.56	0.00	(514.56)	357.28
093-399-000-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	100,000	0.00	50,000.00	0.00	50,000.00	50.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	3,089.28	0.00	(3,089.28)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>100,200</b>	<b>64.21</b>	<b>53,803.84</b>	<b>0.00</b>	<b>46,396.16</b>	<b>53.70</b>
<b>TOTAL REVENUE</b>	<b>190,320</b>	<b>13,071.34</b>	<b>104,623.45</b>	<b>0.00</b>	<b>85,696.55</b>	<b>54.97</b>

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
=====						
<b>NON-OPERATING EXPENSES</b>						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
<b>BOARD</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	8,400.00	0.00	8,400.00	50.00
093-700-103-00 SALARIES	40,500	1,480.50	21,386.25	0.00	19,113.75	52.81
093-700-103-01 FLOWER SALARIES	83,000	5,285.00	39,406.90	0.00	43,593.10	47.48
093-700-104-00 FICA TAX	10,500	624.68	5,293.33	0.00	5,206.67	50.41
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,990	137.53	881.29	0.00	1,108.71	44.29
093-700-106-01 CONSOLIDATED RETFLOW	5,700	439.20	3,372.37	0.00	2,327.63	59.16
TOTAL SALARIES & BENEFITS	158,490	9,366.91	78,740.14	0.00	79,749.86	49.68
<b>CONTRACTUAL SERVICES</b>						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	878.99	3,688.54	0.00	6,311.46	36.89
TOTAL CONTRACTUAL SERVICES	10,000	878.99	3,688.54	0.00	6,311.46	36.89
<b>COMMODITIES</b>						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	7,000	0.00	2,653.97	0.00	4,346.03	37.91
093-700-341-02 CEMETERY MOWINGS	0	0.00	0.00	0.00	0.00	0.00
093-700-342-00 MAT & SUPP - PARKING	5,000	169.08	3,581.98	0.00	1,418.02	71.64
093-700-343-00 MAT&SUPP-PARKS	100,322	817.57	22,871.31	0.00	77,450.69	22.80
093-700-343-01 DOG PARK EXP	7,500	13.67	153.54	0.00	7,346.46	2.05
093-700-344-00 AUTO SUPPLIES	3,000	0.00	333.02	0.00	2,666.98	11.10
093-700-345-00 TREE MAINTENANCE	15,000	939.00	8,863.84	0.00	6,136.16	59.09
093-700-345-01 TREE GRANT	0	0.00	10,200.00	0.00	10,200.00	0.00
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	137,822	1,939.32	48,657.66	0.00	89,164.34	35.30
<b>CAPITAL OUTLAY</b>						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	0.00	3,569.68	0.00	16,430.32	17.85
093-700-465-00 CONTRACT MOWING CEMETERY	67,500	0.00	37,500.00	0.00	30,000.00	55.56
TOTAL CAPITAL OUTLAY	87,500	0.00	41,069.68	0.00	46,430.32	46.94

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRIBUTIONS</b>						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>NON-OPERATING EXPENSES</b>						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	393,812	12,185.22	172,156.02	0.00	221,655.98	43.72
TOTAL EXPENDITURES	393,812	12,185.22	172,156.02	0.00	221,655.98	43.72
REVENUE OVER/(UNDER) EXPENDITURES	( 203,492)	886.12	( 67,532.57)	0.00	( 135,959.43)	33.19

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMC
BOARD	MON POWER	700-342-00	MAT & SUPP - PARKING	110 112 520 876 PRK LOT 3	67
		700-342-00	MAT & SUPP - PARKING	110 112 520 819 PRK LOT 3	10
		700-342-00	MAT & SUPP - PARKING	110 112 520 926 PRK LOT 3	10
		700-342-00	MAT & SUPP - PARKING	110 116 755 015 LT 3 FAIR	12
		700-343-00	MAT&SUPP-PARKS	110 149 193 085 JAWBONE PR	38
		700-343-00	MAT&SUPP-PARKS	110149192194 JAWBONE PARK	16
		700-343-00	MAT&SUPP-PARKS	110 089 164 682 JAWBONE PA	328
		700-343-00	MAT&SUPP-PARKS	110 088 938 128 44 6TH ST	11
		700-343-00	MAT&SUPP-PARKS	110 088 938 045 61CLEVELAND	11
		700-343-00	MAT&SUPP-PARKS	110 086 639 413 PARK STREE	39
		700-343-00	MAT&SUPP-PARKS	110 087 901 580 FLAG POLE-	11
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	13.67
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	10.52
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	64.40
		700-343-01	MAT&SUPP-PARKS	110160309776 15 MADISON ST	10.52
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	16.90
		700-226-00	INSURANCE & BONDS	WCN6007140 11.2-12.1 2025	92.45
		700-345-00	TREE MAINTENANCE	MAPLE TREE 32 COLLEGE AVE	189.00
		700-226-00	INSURANCE & BONDS	2NDQTR PYMENT10.1.2025-10.	697.72
		700-343-00	MAT&SUPP-PARKS	PVC PIPE &FTNG-WLKTRL RR	58.44
		700-343-00	MAT&SUPP-PARKS	INFERRED HEATER WLKTRL RR	149.15
		700-226-00	INSURANCE & BONDS	CONS 4TH QTR 2025 UNEMPLOY	6.73
		700-106-01	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	71.51
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	219.60
		700-106-01	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	66.02
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	219.60
		700-342-00	MAT & SUPP - PARKING	LAB TEST A. GARMAN	68.00
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	306.26
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	200.02

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	71.62
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	46.78
	HIGHLAND LANDSCAPING LLC	700-345-00	TREE MAINTENANCE	YARD RESTORATION 32 COLLE	750.00
	KEVIN HAWKINS	700-343-00	MAT&SUPP-PARKS	REF CITY PRK PAV #3 RENTAL	50.00
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INS PREM AUTO LIA DEC 2025	82.09
	**PAYROLL EXPENSES			12/01/2025 - 12/31/2025	8,165.50
				TOTAL:	12,185.22

**Reger/Waldo moved to accept the financial report as presented. The motion carried.**

**a. Possible Budget Revision** – The Board reviewed the Budget Revision and considered a motion to approve.

**Waldo/Reger moved to approve the Budget Revision as presented. The motion carried.**

Consolidated						
Budget Revision 1-22-25						
Revenue						
093-399-000-03	Contrib From General Fund	\$ 100,000	\$ 25,000	\$ 125,000	\$25T for tree projects	
093-366-000-00	State Grants (tree grant)	\$ -	\$ 9,333	\$ 9,333		
			\$ 34,333			
Expenses						
093-700-345-00	Tree Maintenance	\$ 15,000	\$ 24,133	\$ 39,133		
093-700-345-01	Tree Grant	\$ -	\$ 10,200	\$ 10,200	Camden Ave tree project	
			\$ 34,333			

**8. Department Report – Street Department & Parks Superintendent Brad Hawkins** – Brad Hawkins presented the following (“We” refers to the Street Department):

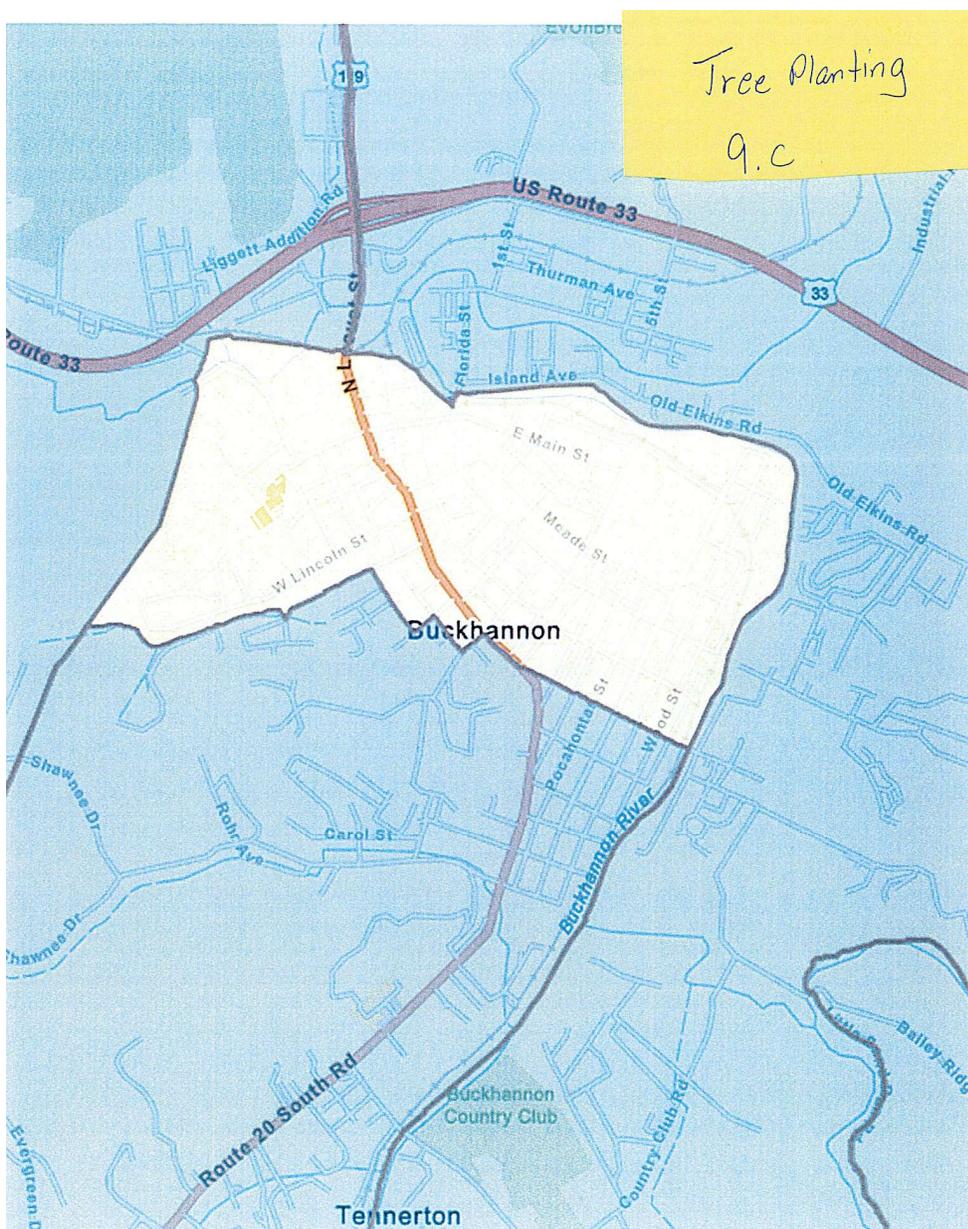
- We have been doing snow removal.
- We have taken down all the Christmas decorations.
- We have finished the sidewalk project on N. Florida Street, with one cooperative residential sidewalk project on Cooper Street to complete.

The Street Department reported that all equipment has been checked and prepared for the upcoming winter storm. The grader has been returned to service, and crews are ready for continuous operations as needed. Staff noted that in the event of extremely heavy snowfall (e.g., 10 inches overnight), plowing may temporarily fall behind, but crews will work steadily to catch up. In response to questions about procedures, staff explained that main thoroughfares, such as South Florida Street and Camden Avenue, are plowed and treated continuously during snowfall. Secondary streets are plowed after the storm ends, as treating them during active snowfall is ineffective. Intersections on primary routes receive treatment throughout the event. The Mayor and Board members discussed the possibility of increasing the salt budget during upcoming budget planning, noting an increase in public complaints this winter despite procedures remaining consistent with prior years. Staff emphasized that the City cannot salt every street to the same extent as the State due to cost, but intersections and high-priority areas remain the focus. Staff also discussed the potential use of beet-juice pretreatment, which is more cost-effective than salt and has been successfully used in other cities for smaller storms or icy conditions. Regarding staffing, the department confirmed that snow response is not limited to regular shift hours. Crews, including supervisors, come in during overnight hours when necessary to prevent snow from packing on streets before morning traffic. Members asked what residents can do to assist? The Street Department staff emphasized: parking off the street whenever possible; not pushing driveway snow into the roadway, which creates hazards and additional work. Sidewalk clearing responsibilities were also discussed. Recorder Sanders noted ongoing outreach to landlords to ensure compliance with the ordinance, which places responsibility on property owners, regardless of lease terms.

**9. New Business Discussions:**

**a. The Rotary Club of Buckhannon Upshur Request to Donate Outdoor Bench, Awarded through the Club’s Recycling Initiative, to Charles W. Gibson Library** – Action taken earlier in the meeting.

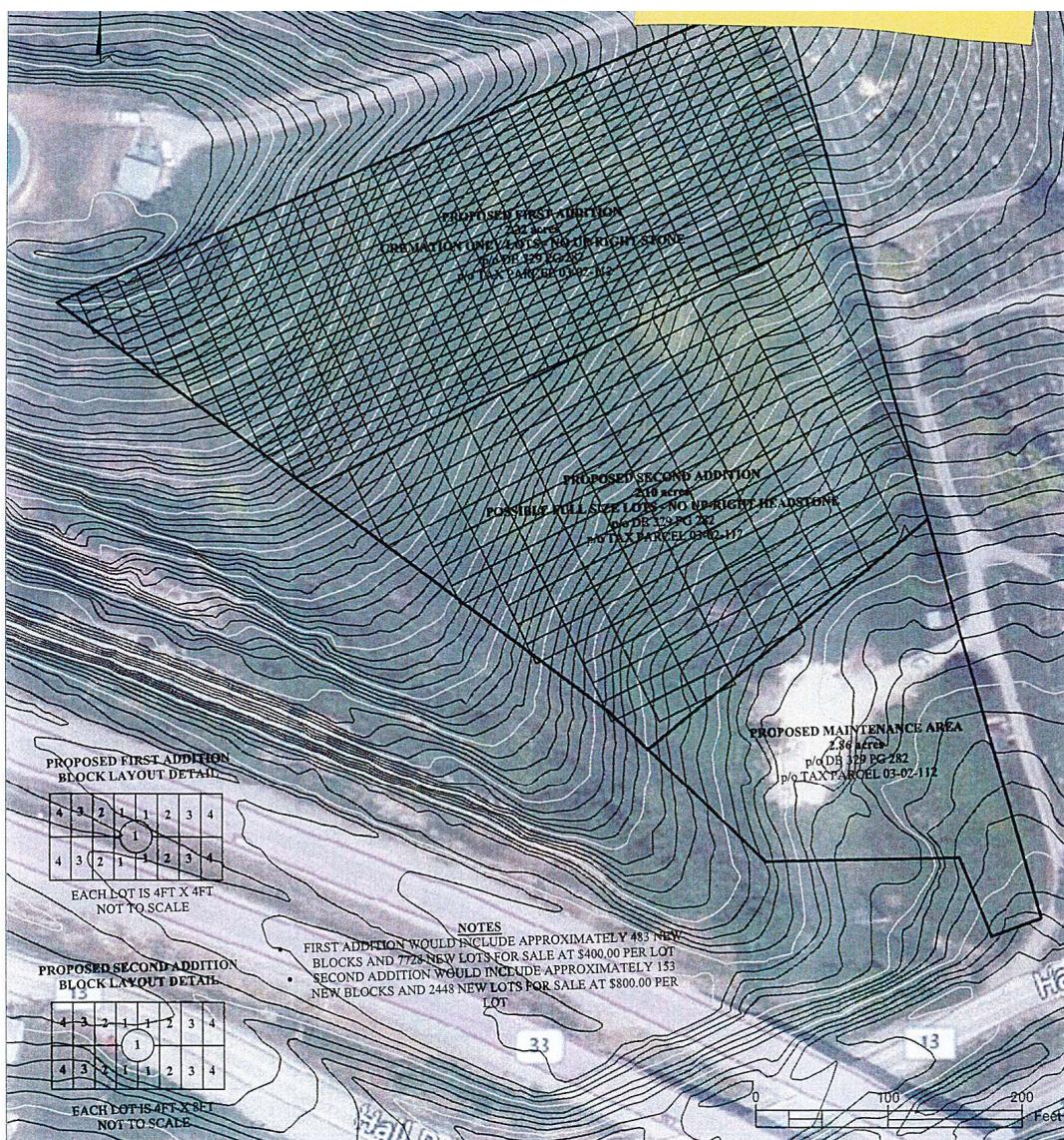
**c. Tree Planting Project** – Without objection, *c. Tree Planting Project* was moved to the table for discussion. City Horticulturalist Dixie Green reported that all trees purchased for fall planting have been installed, except for two that require corrections and will be planted in the spring. Ethan Crosten noted that the City remains eligible for additional grant funding for urban tree planting in the darker-shaded areas of the existing project map. He, the Mayor, and Board members discussed the need to improve communication with adjacent property owners before future plantings, following several residents' concerns during the previous cycle. While the City retains full authority to plant within its right-of-way, the Board agreed that advance notification would help protect the City's investment and reduce the likelihood of trees being removed or damaged. The Street Department will continue reviewing potential project areas and preparing options for future grant applications. Ms. Green led a discussion about the deteriorating wooden fencing surrounding the well-known flower display beside Dairy Queen. The property is privately owned, though the City has historically maintained the flower area. Previous attempts to contact the owner regarding a possible purchase or use agreement were unsuccessful. All agreed the location is a popular photo spot and visual landmark, and expressed interest in exploring improvements such as black metal fencing to match other downtown features, and possibly adding benches and plantings if property access can be secured. Staff will again attempt to contact the owner and will also evaluate the feasibility of removing an old wooden utility pole that detracts from the site.



**b. Parks Projects- Remaining Budget** – Andrew Loudin reported that after recent purchases, including trash cans, playground equipment, signage, and fencing, approximately \$25,000 remained in the FY 2026 Parks budget. Several potential projects were reviewed, including City Park Pavilion gutters and French drain, frost-free valve repairs, paving the North End boat ramp, and replacing the deteriorating split-rail fence at North End Park with chain-link fencing to match existing park infrastructure. The primary recommendation was to purchase playground border curbing, ADA-accessible ramps, swing wear mats, and two truckloads of mulch from Davis Athletics to complete the new playground installation. The package includes 140 playground borders, five swing wear mats, one half-ramp, and 200 cubic yards of mulch. It was noted that the border system will significantly reduce maintenance and prevent mulch displacement.

**Reger/Waldo moved to approve all project estimates presented, including the curbing/mulch package, paving, and related improvements, and the park fencing line items, for a combined total of \$23,189.38. The motion carried.**

**d. New Addition to the Cemetery for Cremation Plots** – Mr. Crosten and Mr. Hawkins presented a conceptual presentation outlining a proposed expansion of burial capacity at Heavner Cemetery by developing the City-owned parcel located west of the existing cemetery, below the water tank. The area is too steep for traditional full-burial lots but is suitable for cremation burials, which continue to increase in demand. The preliminary concept includes approximately 483 new blocks, yielding an estimated 7,728 cremation-sized (4' x 4') lots. The proposed lot price is \$400 per cremation lot, compared to \$800 for a standard full-burial lot, with the goal of keeping costs affordable for families while generating long-term revenue to support cemetery maintenance. Development would occur in two phases: Upper, steeper section – cremation-only; to be developed first. Lower section – initially planned for cremation lots but accessible to equipment and could be adapted for full burials in the future if needed. Amby Jenkins noted that the entire parcel is already designated for cemetery use; however, updates to cemetery rules and regulations will be required, particularly regarding marker and monument standards (e.g., flat markers only in the new section). The discussion was informational. By general consensus, the Board directed staff to continue refining the layout, cost estimates, and necessary policy revisions and return with more detailed recommendations at a future meeting.



**e. Approve Wage Increase James Hoover per Employee Classification System** – The Board considered a request for a pay increase for James Hoover, who was hired in December of the previous year and has now completed one full year of service. Mr. Crosten reported that although James initially stated during his interview that he had limited experience with concrete work, he has since demonstrated strong skills in forming and finishing, proving to be one of the department's more reliable and capable employees. He consistently reports to work on time, rarely takes leave, and has become a valued member of the crew. Based on his performance and dependability, Mr. Crosten and Mr. Hawkins recommended awarding an additional pay increase.

**Waldo/Reger moved to approve a \$ 1.00-per-hour wage increase for James Hoover, per the Employee Classification System. The motion carried.**

**f. Event Request-Paddle for Pets 2026 at Poundstone River Walk** – Action taken earlier in the meeting.

**g. Jawbone Park Stage Improvements** - Mayor Skinner discussed the need to add ADA compliant access to the Jawbone Park stage after the issue became apparent during the recent menorah lighting event. The stage was originally designed for bands and equipment and does not currently provide accessible entry.

Staff presented three options:

1. Concrete ADA Ramp (In-House Construction); estimated cost: approximately \$19,000–\$20,000; most durable and aesthetically consistent with the park; requires significant labor and construction time; would involve forming, excavation, concrete work, and installation of coated aluminum handrails
2. Prefabricated Metal Ramp (AMP Ramp); estimated cost: \$24,947; faster installation, but visually less appealing; would occupy substantial space due to ADA slope requirements; concerns raised about aesthetics in a highly visible park area
3. Mechanical Lift Options; cost range: \$16,000–\$40,000; several of those in the discussion strongly advised against lifts due to reliability issues, weather exposure, and high maintenance costs; past experience with similar equipment at other facilities has been poor.

The Board expressed a clear preference for a concrete ramp, citing durability, appearance, and long-term reliability. It was emphasized that staying focused on the project is crucial if it is completed in-house, to ensure it is not delayed by competing priorities. It was noted that the ramp design would follow the layout prepared by Jay Hollen, including required landings and turns, and would occupy one parking space while maintaining access to nearby restrooms.

**Waldo/Reger moved to approve proceeding with the construction of a concrete ADA ramp, using the design prepared by City Engineer Jay Hollen. The motion carried.**

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

**a. Addressing & Mapping Verification Letter RE: 35 Boggess Street**

**b. Addressing & Mapping Verification Letter RE: 11½ Thurman Avenue**

**c. City, County & Chamber Partner to Launch Second Mountaineer Mile in Upshur County at the Buckhannon River Walk Trail**

BUCKHANNON, WV: The City of Buckhannon, the Upshur County Commission, and the Buckhannon-Upshur Chamber of Commerce are pleased to announce the addition of a second Mountaineer Mile destination in Upshur County. This new wellness trail will be located at the Buckhannon City Riverwalk, expanding local opportunities for residents and visitors to enjoy accessible, health-focused outdoor recreation.

City and County leaders extend their appreciation to Governor Patrick Morrisey, West Virginia Tourism Secretary Chelsea Ruby, West Virginia Secretary of Health Dr. Arvin Singh, and Lauren Winans of 304 Today for their continued support and dedication to promoting health and wellness across West Virginia.

The public is invited to join City, County, and Chamber officials, along with community members, for a Ribbon Cutting Ceremony celebrating the new Mountaineer Mile location:

**Wednesday, January 7, 2026 12:00 p.m. (Noon) Buckhannon Walk Trail – Baseball Field Side**

This collaborative project reflects the community's ongoing commitment to expanding recreational amenities and encouraging healthy lifestyles for all who live in and visit Upshur County.

**d. WV Economic Development-LWCF Program on Site Inspection at NBRP-Good Compliance**

December 17, 2025

The Honorable Robbie Skinner III  
Mayor  
City of Buckhannon  
70 East Main Street  
Buckhannon, West Virginia 26201

Dear Mayor Skinner:

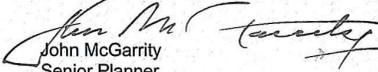
As part of our regularly scheduled, on-site inspections required by the National Park Service (NPS) on Land and Water Conservation Fund (LWCF) projects, the city's LWCF-assisted facilities at North Park were recently inspected.

The city's facilities were found to be in good compliance with National Park Service standards, which reflects well on the recreation staff's efforts and interest to keep these important facilities attractive for the public's use and enjoyment.

As you may know, the 1965 LWCF Act states that federally assisted park areas cannot be converted to alternative uses other than public outdoor uses, without replacement of the assisted parklands with comparable facilities at local expense. Any such conversion must not be done without prior notice to our office, with approval by the NPS. To prevent a conversion-in-fact from occurring, the NPS requires notice to be given of any park facility changes prior to construction. Any future, planned park changes **including outsales, conversions, abandonments, or additions** to LWCF-assisted parks needs to be reported to our office before such changes are acted upon.

We are pleased to be able to show the NPS the city's efforts to continue to maintain these worthwhile public facilities. Please contact me or Phillip Avis of our office at (304) 558-2234 or by email at [john.r.mcgarrity@ev.gov](mailto:john.r.mcgarrity@ev.gov) or [Phillip.L.avis@wv.gov](mailto:Phillip.L.avis@wv.gov) for any additional information or questions about the state's LWCF grant program.

Sincerely,

  
John McGarrity  
Senior Planner

## 11. Board Members' Remarks and Announcements

**Mark Waldo:** Mr. Waldo had nothing further.

**Jack Reger:** Mr. Reger had nothing further.

**Nancy Shobe:** Mrs. Shobe was absent.

**Robert Zuliani:** Mr. Zuliani was absent.

**Randy Sanders:** Recorder Sanders reported on the Mountaineer Mile located at the Buckhannon River Walk Trail, noting that it was a great event.

**Brad Hawkins:** Mr. Hawkins requested direction before issuing this year's mowing bids, specifically regarding whether curb line trimming and flat marker cleaning at the cemetery should remain part of the contracted mowing services or be reassigned to a seasonal employee. The following points were discussed by the Mayor, the Board, and the Street Department: the cemetery mowing and marker trimming performed by the current contractor has been consistently satisfactory, and no complaints have been received; curb cleaning within city limits, however, has not been completed despite repeated requests, suggesting the current structure of the contract may not be effective. Mr. Hawkins noted that a dedicated seasonal worker could maintain curbs throughout town, assist with alley maintenance when time permits, and handle flat marker trimming at the cemetery if needed. The Board expressed concern that curb cleaning may be a low-priority task for contractors and that revising the bid language alone may not resolve the issue. Consensus emerged that the cemetery contract should remain unchanged, while curb cleaning should be removed from the mowing bid and handled by a seasonal City employee. All agreed this approach is likely to improve results and maintain the high standard of care at the cemetery while addressing ongoing curb maintenance needs in town.

## 12. Declaration of Adjournment

**At 9:02 a.m., Waldo made a motion to adjourn.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

