

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON; TO-WIT:

A Buckhannon Housing Enforcement Board Regular Meeting was held on January 27, 2026, at 5:30 pm in City Hall. The following people were present (GTM means attendance by GoToMeeting):

Mayor	Robbie Skinner	Present - GTM
Recorder	Randy Sanders	Present
Building Code Enforcement Officer	Vincent Smith	Present
City Engineer	Jay Hollen	Present
Upshur County Health Dept Officer	Sue McKisic; RN, BSN	Present
BFD Chief	J.B. Kimble	Present
UC Safe Sites & Structures Rep	Jerry Wamsley	Absent

Guests: None

City of Buckhannon Housing Enforcement Board
Meeting Agenda
5:30 PM Monday, January 27, 2026
Council Chambers | 70 East Main Street

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 07/21/2025, 10/20/2025 Meeting Canceled
5. Public Comments – Motion to Open & Close Requested
6. Recognition of Guests
7. Department Report – Building Code Enforcement Officer, Vincent Smith
 - a. Vacant Properties Case Status Report
 - b. Code Enforcement Case Status Report
 - c. Update Regarding the Progress of Properties of Primary Concern
 - i. 12 Cooper Street -Lough- Generator
 - ii. 80 S. Kanawha Street- Wilson- Appearance of Lot/Unsafe Structure
 - iii. 47 W. Lincoln Street- Perry Wolfe- No electric
 - iv. 117 Barbour Street- Gould Appearance of Lot
 - v. 116 Railroad Ave-Appearance of Lot/Storage/Floodplain Area
8. Business Discussion
9. Report of Events, Correspondence, and Information
 - a. Meeting Schedule 2026
10. Board Members' Remarks and Announcements
11. Declaration of Adjournment

This agenda is certified by Mayor Robbie Skinner on January 23, 2026. To participate in this meeting virtually, use this link: <https://global.gotomeeting.com/join/520841085>, or by phone, call: +1 (786) 535-3211, access code: 520-841-085.

1. Call to Order: At 5:30 p.m., Mayor Skinner called the meeting to order.

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

3. Pledge of Allegiance—Vincent Smith led the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 07/21/2025 – Mayor Skinner recognized that the meeting minutes of 07/21/2025 were available for consideration and asked for corrections or approval as presented.

Hollen / Skinner motioned to approve the minutes from the meeting of 07/21/2025 as presented. The motion carried.

5. Public Comment – Motion to Open & Close Requested – There was no one in attendance for Public Comment, so no action was necessary.

6. Recognition of Guests – There were no guests to be recognized.

7. Department Report –Building Code Enforcement Officer, Vincent Smith

a. Vacant Properties Case Status Report – Vincent Smith presented the Vacant Property Report. The City currently has approximately fifty-two (52) active vacant structures, nine (9) properties on hold, and two (2) removed from the list.

Vacant Properties Meeting January 27, 2026

REMOVED

1. 14 Island Ave-Water On
2. 115 Wood St-Water On

ON HOLD

1. 129 Barbour St-Permit
2. 138 Barbour St-Permit
3. 140 Camden Ave
4. 96 E Main-New Owners
5. 12 Leonard St-Permit
6. 456 Morton Ave-Permit
7. 41 North Florida-New Owners
8. 27 Pinnell St-New Owners
9. 133 Pocahontas St-Permit

ACTIVE

1. 5 Chestnut St
2. 44 Cleveland Ave
3. 47 Cleveland Ave
4. 6 Cooper St
5. 93 East Main St
6. 15 Elizabeth St
7. 1 Factory St
8. 6 Franklin St
9. 62 Highland Dr
10. 14 Huffman Ln
11. 5 Madison St
12. 5 Monongalia St
13. 67 Morton Ave
14. 69 Morton Ave
15. 58 North Florida St
16. 64 North Florida St
17. 70 Oklahoma Ave
18. 184 Pocahontas
19. Putnam St
20. 86 Randolph St

21. 87 Randolph St
22. 90 Randolph St
23. 97 Randolph St
24. 107 Randolph St
25. 163 Randolph St
26. 37 South Florida St
27. 44 South Florida St
28. 60 South Florida St
29. 119 South Florida St
30. 121 South Florida St
31. 139 South Florida St
32. 198 South Florida St
33. 205 South Florida St
34. 29 South Kanawha St
35. 35 South Kanawha St
36. 105 South Kanawha St
37. 143 South Kanawha St
38. 166 South Kanawha St
39. 189 South Kanawha St
40. 191 South Kanawha St
41. 193 South Kanawha St
42. 41 North Spring St
43. 34 Thurman Ave
44. 40 Thurman Ave
45. 529 Upper Dr
46. 47 West Lincoln St
47. 48 West Lincoln St
48. 19 West Victoria St
49. 111 Wood St
50. 123 Wood St
51. 125 Wood St
52. 7 Zeno

b. Code Enforcement Case Status Report – Mr. Smith presented Code Enforcement Case Status Report as a FYI.



Case Status Report

07/16/2025 - 01/22/2026

Case Date	Case #	Parcel #	Parcel Address	Description	Main Status
1/16/2026	420	3-13-1	176 POCAHONTAS STREET	In rear -Loblolly Lane/Alley -debris along fence	Active
1/9/2026	418	3-1-54	12 COOPER STREET	Short in Electric Box causing MonPower to disconnect the mainline power. Owner is running a generator- approx 12 people living in the house and one person has use of oxygen	Active
12/31/2025	416	3-1-119	11 CLEVELAND AVENUE	MUD ON CLEVELAND AVE- RESIDENTS COMPLAINING	Active
12/29/2025	415	3-10-48	77 WEST VICTORIA STREET	BROKEN FURNITURE & MATTRESS IN THE YARD-MOVED IN SINCE SEPT/OCT.	Active
12/12/2025	413	3-5-3	45 CLEVELAND AVENUE	Appearance of Lot- Trash & Debris	Active
12/11/2025	412	3-10-84	153 SOUTH KANAWHA STREET	Open Raw Sewage spill onto street from the basement broken pipe	Active
12/6/2025	409	3-11-335	116 RAILROAD AVENUE	Appearance of Lot, trash & debris 116 Railroad Ave Lot 16	Active
10/1/2025	402	3-13-102	166 WOOD STREET	Zoning: Change of Use - Electrical Code Violations	Active
8/23/2025	395		MAIN/LOCUST	Overgrown vegetation on the building at the City Mural on corner of Main/Locust	Active
7/23/2025	389	3-4-229	44 EAST MAIN STREET	Installation of HVAC without permit & valid license. Owner did not give permission for the building project.	Active

c. Update Regarding the Progress of Properties of Primary Concern

i. 12 Cooper Street -Lough- Generator - At 12 Cooper Street, a generator had been running continuously due to the occupants' lack of electrical service. A warning citation was issued, followed by a formal citation when the generator continued to operate. The owner reported that both he and his sister rely on oxygen and that the power company removed the meter due to an electrical short, not nonpayment. He stated he would restore service once he received funds at the beginning of the month. The Municipal Court gave him until the 1st of the month.

BFD Chief JB Kimble and Mr. Smith also discussed numerous call that the BFD has responded to at this address. Mr. Smith noted a home health nurse has reported drug paraphernalia and as many as ten individuals living throughout the structure, including in the crawl space. The Board discussed mandatory reporting obligations, safety concerns, and the need for coordination with the Police Department and Health Department. Vincent will follow up with the nurse (who are usually mandatory reporters), the police chief, and the property owner.

ii. 80 S. Kanawha Street- Wilson- Appearance of Lot/Unsafe Structure - At 80 S Kanawha Street, the water line had frozen and burst, and although a contractor had been engaged, repairs had not been completed. The house has broken windows and appears to be occupied only in one room. The Board discussed long-standing habitability concerns and the limits of enforcement when an occupant refuses entry. The Board agreed that the City must be more proactive to avoid liability similar to a recent case in Clarksburg where municipal inaction contributed to a fire loss. Vincent will issue a warning citation providing thirty days to correct appearance issues and address habitability concerns.

805 Kanawha St



v. 116 Railroad Ave-Appearance of Lot/Storage/Floodplain Area – Mr. Smith then discussed 116 Railroad Street. A trailer located in the floodplain had not been moved within the required 180-day period and had accumulated trash and debris. A citation was issued last Friday, giving ten days for removal. The Board acknowledged the owner’s difficulty in obtaining eviction through magistrate court but affirmed the need for compliance.



iii. 47 W. Lincoln Street- Perry Wolfe- No electric - At 47 West Lincoln Street, the occupant is living in the home without electrical service and is using well water and wood heat. The exterior appearance is not severely deteriorated, and the occupant has been cleaning the property using a City dumpster. Vincent advised the resident that City water and electric service are required. The Board directed Vincent to issue a warning citation with thirty days to restore utilities and correct

violations. The Board also discussed well-water testing requirements and potential backflow risks, which Vincent will review with the Health Department.

iv. 117 Barbour Street- Gould Appearance of Lot - At 117 Barbour Street, the structure continues to deteriorate, and the porch appears at risk of collapse. The Board agreed that the property has shown no improvement and directed Vincent to issue a citation with ten days to correct appearance violations. The Board reiterated the importance of documenting enforcement actions to protect the City's interests.



The Board then discussed broader enforcement concerns, emphasizing the need for consistent citations to avoid municipal liability and to prevent neighborhood decline. The Board agreed that appearance citations should be issued where appropriate and that the City must document its efforts.

The Board reviewed additional properties on the vacant list. At 105 South Kanawha Street, homeless individuals had recently broken into the structure. The property is on the vacant list, and Vincent will contact the owner regarding trespassing enforcement. The Board also reviewed properties formerly associated with Opportunity House, Inc., including 5 Madison Street, 93 East Main Street, the Cleveland Avenue homes, and the Elizabeth Street property. All are vacant with water and electric service disconnected. The organization's board is defunct, and the individual claiming ownership has outlined plans to rehabilitate and sell certain properties, though no work is currently underway.

8. Business Discussions - There were no additional business discussions brought before the Board.

9. Report of Events, Correspondence, and Information – Sanders reviewed the following with the Board.

a. Meeting Schedule 2026 - The Board reviewed the 2026 meeting schedule. Vincent identified a conflict with the originally scheduled October 19 meeting. The Board rescheduled that meeting to Wednesday, October 14, 2026.

10. Board Members' Remarks and Announcements – Members briefly reviewed the Code Enforcement Case Study included in the packet and noted increased homeless activity at 105 South Kanawha Street. No further remarks were offered.

11. Declaration of Adjournment

At 6:19 p.m., Mayor Skinner declared the meeting adjourned.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
