

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

A regular meeting of the Buckhannon City Council was held on Thursday, May 21, 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	Present
Council Member	Jack Reger	Present
Council Member	Robert Zuliani	Present
Council Member	Scott Randall	Present
Council Member	Shawn Young	Present
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	Rodney Irvin	Present
MyBuckhannon.com	Brian Bergstrom	Present
Record Delta	Noah Jeffries	Present

Guests: Cari Young, Laurie Young;

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM | Thursday, May 21, 2026
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. City Council Official Oath of Office: Four (4) Year Term 2026-2030
 - a. Shawn Dakota Young
5. Approval of Previous Meeting Minutes:
 - i. Regular 04/16/2026
 - ii. Regular 05/07/2026
6. Recognition of Guests
7. Public Comment – Motion to Open & Close Requested
8. Financial Report – Director of Finance Amberle Jenkins
 - a. Canvass-Certification of Votes-Election May 12, 2026
 - b. State Auditor’s Office Deadline for submitting GF Annual Financial Statements
 - c. Approval Payment of Bills
9. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Agreement with UCC to Assistant for Installation of Pringle Tree Playground Equipment
 - b. 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. Approval Ordinance No. 478 Utility Right-of-Way Regulations 1st Reading
12. New Business Discussions

13. Council Members' Remarks and Announcements

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

a. Report of Events, Correspondence, and Information

i. Mayor's Proclamation Annual Webb Grubb Police Officer Recognition Day Honoree J.C. Raffety

ii. Mayor's Proclamation Annual Fire Fighter Recognition Friendly Way Day Honorees Tom Anderson & Rick Kitzmiller

iii. Gold Star Living Tribute Rose Garden Visited by VFW National President of the VFW Auxiliary

iv. Monday, May 25, is Memorial Day-All City offices, including the Transfer Station, will be closed. There will be no Waste Collection

b. CAC Upcoming Events

• June 5 –Bluegrass Night-Gauley Divide String Band from 7:00-9:00 p.m. Tickets Available at colonialartscenter.org

15. Mayor's Remarks and Announcements

16. Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters

17. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on May 18, 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: Mayor Robbie Skinner called the meeting to order.

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

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

4. City Council Official Oath of Office: Four (4) Year Term 2026-2030

a. Shawn Dakota Young - Mayor Skinner invited Shawn Young to the front of the room and administered the Oath of Office for a four (4) year term from 2026 to 2030. Mr. Young provided remarks and joined his wife, Cari, for photos before taking his seat at the City Council table.

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

CITY OF BUCKHANNON

OFFICIAL OATH

State of West Virginia,
County of Upshur,
City of Buckhannon,

I, **Shawn Dakota Young**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of West Virginia, the Charter and Ordinances of the City of Buckhannon, West Virginia, and faithfully discharge my duties as **Council Member** of the said City to the best of my ability, so help me God.


Shawn Dakota Young

Subscribed and sworn to before me this 21st day of May, 2026.


Mayor Robert Neal Skinner, III





5. Approval of Previous Meeting Minutes:

- **Regular 04/16/2026**
- **Regular 05/07/2026**

Mayor Skinner reported that the minutes for 04/16/2026 and 05/07/2026 were available and asked for any corrections, additions, or a motion to approve.

Zuliani/Reger moved to approve the meeting minutes for 04/16/2026 and 05/07/2026 as presented. The motion carried.

Mayor Skinner expressed his appreciation to the Upshur County Commission. He noted that today would ordinarily have been the Commission’s regular meeting; however, commissioners were involved in a major announcement earlier in the day at the proposed John C. Allen Regional Hub site along Corridor H. The announcement detailed nearly \$16 million in investment for the first phase of a comprehensive recreation complex in Upshur County. The Mayor further thanked the Commission for convening a special meeting to certify the recent municipal election results, allowing the City to formally welcome Councilmember Shawn Young that evening. Without the special session, seating the new councilmember would have been delayed. The Mayor noted that Mr. Young is ready to begin his service, and the City is pleased to have him aboard.

6. Recognition of Guests - None

7. Public Comment—Motion to Open & Close Requested – None, no action required.

8. Financial Report – Director of Finance, Amberle Jenkins: Mrs. Jenkins welcomed Mr. Young to the City Council and invited him to stop by for a crash course on the finances of the city. She encouraged him to either get hold of her or Barbara Hinkle, and they would be glad to go over the budgets and how they work whenever he wished. She then presented the current financial reports to the Council as follows:

Amby report 5-21-26

Balances in the Enterprise Funds April, 2026

Waste Collection Board	mm/cking	\$1,916,837	cd/sav \$329,682
			Plus a letter of credit for \$64,000
Water Board	mm/cking	\$1,252,141	work/capital & savings -\$962,596
Water Project Fund (from \$6million loan)		\$4,854,004.	
Sanitary Board	mm/cking	\$761,334	work capital/cds \$505,561
Storm water Fund	mm/cking	\$305,041.	

Mrs. Jenkins also presented the following to the Council:

a. Canvass-Certification of Votes-Election May 12, 2026 – For information only

CERTIFIED RETURNS OF PRIMARY ELECTION

May 12, 2026

The Board of Canvassers of the County of Upshur, State of West Virginia, having carefully and impartially examined the returns of the Primary Election held in said County, on the 12th day of May 2026, do hereby certify that in said County or District, at said election on the official ballot for the office of

RECORDER BUCKHANNON

RANDY SANDERS received
five hundred and sixty-four (564)

CITY COUNCIL MEMBER BUCKHANNON

SHAWN YOUNG received
two hundred and nine (209)

MATT KERNER received
sixty-two (62)

SCOTT PRESTON received
one hundred and sixty-four (164)

JOSHUA DAVID HINCHMAN received
forty-one (41)

ABIGAIL WIERNIK received
one hundred and seven (107)

SCOTT RANDALL received
one hundred and eighty-seven (187)

B.J. TEETS received
one hundred and sixty (160)

JERRY A COCHRAN SR. received
eighty (80)


JIM VALENSON received
thirty-five (35)

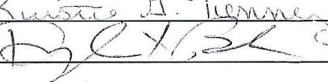
ROBERT OSBURN received
fifty-seven (57)


GREG KELLEY received
forty-five (45)

KEITH ROWAN received
one hundred and four (104)

IN WITNESS WHEREOF, WE, THE SAID BOARD OF CANVASSERS
HAVE HEREUNTO SIGNED OUR NAMES THIS 21ST DAY OF MAY, 2026.



 Kristina A. Tiemme




Clerk's Signature

b. State Auditor's Office Deadline for submitting GF Annual Financial Statements – For information only



State of West Virginia
 Mark A. Hunt
 State Auditor

Office of the State Auditor
 Local Government Services
 PO Box 1063
 Clarksburg, WV 26302

Toll Free (877) 982-9148
 Telephone (304) 627-2415
 Fax (304) 340-5090
 www.wvsao.gov

To: Mayors
 City Clerks/Recorders

From: Ora L. Ash *Ora*
 Deputy State Auditor
 Local Government Services

Date: May 8, 2026

Deadlines for Submitting Budget Revisions and Annual Financial Statements

June 15: Final Budget Revision for current fiscal year (2025-2026)

We encourage you to review your current year budgets to see if you need to make any adjustments before the end of the fiscal year. Our office must be in receipt of the final budget revision for the current fiscal year by Monday, June 15. We are currently working to get caught up on the budget revisions we already have. This deadline should give sufficient time for us to review, approve and return the request to you for entry into your books before the end of the fiscal year. **It is a very real possibility that any revisions received after this deadline will not be processed by our office.**

Annual Financial Statement publication

Each municipality is required to complete and publish an annual financial statement for the current fiscal year. For cities, it is due within 90 days of the end of the fiscal year and must be published. For towns and villages, it is due within 120 days of the end of the fiscal year and must be made available to the public. Everyone is required to send a copy of that statement to our office. Please email those statements to us at LGS@wvsao.gov. If you have not submitted your statement for fiscal year ending 2025 to us, please do so.

All budget documents and financial statements must be emailed to: LGS@wvsao.gov

If you have any questions, please call us at (304) 627-2415 or 1-877-982-9148 or email LGS@wvsao.gov.

c. Approval Payment of Bills – The full list of bills appeared in the meeting packet.

Bucklew/Randall moved to approve the bills as presented. The motion carried.

MAY 1-19, 2026 GENERAL FUND PAYMENT OF BILLS

\$10,876.39 – TATE COMMUNICATION – POLICE DEPT DOOR ACCESS CONTROLS

\$2,073.94 – MES SERVICE COMPANY – RESCUE TOOL SERVICE CALL

\$4,770.00 – BENJAMIN LEE ARISMAN – 2 WEEKS OF MOWING CITY LOTS

05-21-2026 09:51 AM DISBURSEMENTS 05-01-26 TO 05-19-26 PAGE: 1

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF MAY 2026 HEALTH INS	2,290.19
		409-105-00	MAYOR'S INSURANCE	GF MAY 2026 RETIREES	36.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	APR 2026 CC FEES	2,735.43
		409-341-00	MAYOR'S SUPPLIES & M	MAR 2026 CC FEES	2,787.18
	PIN CENTER	409-341-00	MAYOR'S SUPPLIES & M	25 KEYS TO CITY & POUCHES	99.62
	WVNET	409-341-00	MAYOR'S SUPPLIES & M	WEB HOSTING APR-JUN 2026	26.25
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	75.69
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	17.70
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF APRIL 2026 HSA FEES	9.75
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	MAY 2026 POSTAGE BY PHNE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	APRIL 2026 RECDESK CC FEES	132.55
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	120.11
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	ELI CAMPBELL	409-341-00	MAYOR'S SUPPLIES & M	REFUND ELEC PERMIT #76863	100.00
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	3,215.73
				TOTAL:	11,920.37
COUNCIL	UPSHUR COUNTY COMMISSION	410-460-00	CAT CONTROL EXPENSE	APR 2026 7 CAT TRAPPINGS	70.00
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	800.00
RECORDER	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	500.00
				TOTAL:	1,370.00
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF MAY 2026 HEALTH INS	1.98
		413-105-00	TREASURER'S GROUP IN	GF MAY 2026 RETIREES	12.00
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	26.49
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.20
	PAYFLEX - INSPIRA	413-105-00	TREASURER'S GROUP IN	GF APRIL 2026 HSA FEES	3.25
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	854.63
COURT	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	708.33
				TOTAL:	1,612.88
CITY ENGINEER	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	57.10
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	13.36
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	1,826.93
				TOTAL:	1,897.39
ZONING	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF MAY 2026 HEALTH INS	514.98
		437-105-00	ZONING HEALTH INS	GF MAY 2026 RETIREES	12.00
	WV CODE OFFICIALS ASSOC.	437-221-00	ZONING TRAINING	V SMITH REGISTRATION	200.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98
	PAYFLEX - INSPIRA	437-105-00	ZONING HEALTH INS	GF APRIL 2026 HSA FEES	3.25

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	3,307.70
				TOTAL:	4,164.45
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	IT SERVICES MAY 2026	450.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	MAY 2026 CH INTERNET	212.50
	STRATEGY LLC	439-230-00	DATA PROCESSING	MAY 2026 IT CONTRACT	1,750.00
				TOTAL:	2,412.50
CITY HALL	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF MAY 2026 HEALTH INS	1.98
		440-105-00	CITY HALL JANITOR IN	GF MAY 2026 RETIREES	12.00
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	90.04
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.06
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	GF APRIL 2026 HSA FEES	3.25
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH RUGS 5.4.26	46.59
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	2,934.00
				TOTAL:	3,108.92
POLICE	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF MAY 2026 HEALTH INS	9,214.78
		700-105-00	POLICE DEPT. GROUP I	GF MAY 2026 RETIREES	120.00
	TATE COMMUNICATIONS	700-459-00	POLICE DEPT. NEW EQU	POL DEP DOOR ACCESS CNTRLRS	10,876.39
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	APR 2026 CAR WASHES	91.50
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
		700-459-00	POLICE DEPT. NEW EQU	28JXMD 2025 DODGE DURANGO	950.37
		700-459-00	POLICE DEPT. NEW EQU	28JXMD DODGE DURANGO	1,063.79
		700-459-00	POLICE DEPT. NEW EQU	29LWX5 2026 CHEV TRAX	764.42
		700-459-00	POLICE DEPT. NEW EQU	299577 2025 CHEV TAHO	1,614.97
		700-459-00	POLICE DEPT. NEW EQU	28XZPG 2025 DODGE DURANGO	1,061.57
		700-343-00	POLICE DEPT. AUTO SU	23H64C 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 MAY 2026	2,802.39
	MY BUCKHANNON	700-341-00	POLICE DEPT. MAT & S	SURPLUS AUCTION RN 2 WKS	61.60
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,007.78
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	469.56
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	GF APRIL 2026 HSA FEES	35.75
	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	188.52
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POL FUEL BILL APR 2026	3,762.61
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	83,805.41
				TOTAL:	126,147.28
FIRE	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF MAY 2026 HEALTH INS	7,961.80
		706-105-00	FIRE DEPT. GROUP INS	GF MAY 2026 RETIREES	120.00
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	735.58
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK MAY 2026	4,790.11
	BRIAN ELMORE	706-345-00	FIRE DEPT. UNIFORMS	BOOTS-BRIAN ELMORE	137.80
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,472.57
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	344.41

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ETHAN SMITH	706-345-00	FIRE DEPT. UNIFORMS	REIMB CRHRT JKCT,EMB. HAT	269.58
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF APRIL 2026 HSA FEES	32.50
	FIRST COMMUNITY BANK CORPORA	706-459-00	FIRE DEPT. CAPITAL O	MAY 2026 BFD BREATHING APP	4,338.59
	MARIA POTTER	706-345-00	FIRE DEPT. UNIFORMS	REIMB FOR PANTS	139.07
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL APR 2026	1,443.72
	MES SERVICE COMPANY LLC	706-216-00	FIRE DEPT. MAINTENAN	RESCUE TOOL SERVICE CALL	2,073.94
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	54,996.16
				TOTAL:	78,855.83
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	570.96
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	779.82
	LEAF	750-341-00	STREET DEPT. MAT & S	STR & WAS PRNTR LSE MAY 20	54.34
	GOLDEN EQUIPMENT CO INC	750-343-00	STREET DEPT. AUTO SU	HYD MOTOR FOR GUTTER BROO	676.08
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF MAY 2026 HEALTH INS	8,698.84
		750-105-00	STREET DEPT. GROUP I	GF MAY 2026 RETIREES	120.00
	J F ALLEN CO	750-458-05	STREET DEPT. PROJECTS	#57 STNE-MIX CONCRETE	848.26
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	BATTERIES FOR SISSOR LIFT	744.04
	HART OFFICE SOLUTIONS INC	750-341-00	STREET DEPT. MAT & S	STR 142 CLRD CPY APR 2026	11.17
	LOWES BUSINESS ACCOUNTS/SYNC	750-458-05	STREET DEPT. PROJECTS	PAINT AND RAKES	175.67
		750-458-05	STREET DEPT. PROJECTS	STRNGLNE,DRLL BTS-FNCE DQ	98.70
		750-341-00	STREET DEPT. MAT & S	PRSS WSHR HNDLE,FTTNG-SHP	283.04
		750-458-05	STREET DEPT. PROJECTS	SANBLADES	24.66
		750-458-05	STREET DEPT. PROJECTS	CEMENT FOR JAMBOIE RAMP	239.16
		750-341-00	STREET DEPT. MAT & S	CABINET DOOR HINGES-SHOP	47.48
		750-458-05	STREET DEPT. PROJECTS	PLYWOOD FOR FORMING RAMP	383.20
		750-458-05	STREET DEPT. PROJECTS	PLYWOOD FOR FORMING RAMP	64.56
	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	1,718.28
	MY BUCKHANNON	750-341-00	STREET DEPT. MAT & S	SURPLUS AUCTION RN 2 WKS	61.60
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,231.77
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	288.08
	AMMIE GARMAN	750-341-00	STREET DEPT. MAT & S	REIMB FOR ZIPTIES PARKING	15.35
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I	GF APRIL 2026 HSA FEES	32.50
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	MAY 2026 PUBLIC MRKS BLDG	9,774.80
	BENJAMIN LEE ARISMAN	750-341-02	CITY PROPERTY MOWING	MOW CTY LTS 4.13-26	4,770.00
	FREEDOM AG & ENGRY COOPERAT	750-341-00	STREET DEPT. MAT & S	BOOTS-TRAVIS C & DANNY B	358.48
		750-458-05	STREET DEPT. PROJECTS	STPW&GRSS SEED-DQ FNCE	149.89
		750-461-00	STREET PAVING	PROPANE-CLMG BLCTP TOOLS	32.83
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	158.72
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STR FUEL BILL APR 2026	5,005.83
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STR UNIFORMS 4.30.26	246.15
		750-345-00	STREET DEPT. UNIFORM	STR UNIFORMS 5.7.26	246.15
	ACE MATERIALS	750-458-05	STREET DEPT. PROJECTS	CNCRTE-JWBNE RAMP&STGE	1,626.88
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	47,804.88
				TOTAL:	88,935.11
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,421.16
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	166.86
				TOTAL:	6,588.02
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	50.60
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	54.69

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
				TOTAL:	105.29
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	FEB 2026 HTL MTL REC IN MA	2,368.89
				TOTAL:	2,368.89
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	247.85
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING MAY 2026 PYMT	5,220.65
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	88.31
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	20.66
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	143.95
	CINTAS	906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.4.26	29.65
	ADAM MINNICK	906-341-01	CAC BOOKINGS	5-2-26 COMEDY SHOW	690.00
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	2,361.40
				TOTAL:	8,802.47
STOCKERT YOUTH CENTER	LEAF	907-341-01	OPERATING EXPENSES	SYC PRNTR LSE MAY 2026	179.50
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF MAY 2026 HEALTH INS	2,916.90
		907-105-00	GROUP INSURANCE	GF MAY 2026 RETIREES	48.00
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	515.75
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	120.61
	APRIL E SMALL	907-368-01	ZUMBA	APR 2026 KICKBOX INSTRCTR	302.40
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF APRIL 2026 HSA FEES	16.25
	DANN WEBB	907-363-00	KARATE CLASS INSTRUC	APR 2026 KARATE INSTRCTR	456.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	553.07
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC FUEL BILL APR 2026	551.69
	KIMBERLY DAWN GIFFORD	907-368-01	ZUMBA	APR 2026 KANGOO INSTRCTR	84.00
	CINTAS	907-216-00	MAINTENANCE	SYC MATS & MOPS 4.27.26	89.75
		907-216-00	MAINTENANCE	SYC MATS & MOPS 5.4.26	60.97
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	APR 2026 YOGA INSTRUCTOR	996.00
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	15,919.79
				TOTAL:	22,810.68
CONVENTION CENTER	LOUDIN INSURANCE AGENCY INC	910-341-00	EVENT CENTER SUPPLIE	RENEW BEER/ALCOHOL BOND EV	200.00
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	15.79
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	3.68
	UPSHUR BUCKHANNON HEALTH DEP	910-341-00	EVENT CENTER SUPPLIE	26-27 HEALTH PERMIT RENewa	550.00
	POWELL INC	910-341-00	EVENT CENTER SUPPLIE	HVAC REPAIRS-EVNT CMTR	540.00
	**PAYROLL EXPENSES			5/01/2026 - 5/31/2026	2,361.33
				TOTAL:	3,670.80
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S FLORI	648.83
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	PS WATCH GUARD MAY 2026	150.00
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 5.4.26	30.70
				TOTAL:	829.53

9. Public Works Report – Director of Public Works Ethan Crosten: Ethan Crosten offered his congratulations to Councilmember Shawn Young and invited him to meet with him at a convenient time for an orientation tour of the Sewer Plant, Water Treatment Plant, and Transfer & Waste Stations. Mr. Crosten noted that this opportunity is open to any member of Council who would like to walk through the facilities and gain a clearer understanding of the operations referenced in the monthly reports. He then presented the following report to the Council.

**Buckhannon City Council
Public Works Director Report
By: Ethan Crosten
May 21, 2026**

Street:

- The previous two weeks have been primarily focused on preparation, operation, and clean up related to the West Virginia Strawberry Festival. This included setting and placing wooden barricades and bin blocks, setting up vendors and taking down vendors, placing and removing cords and hoses, street clean up each night, setting up detour routes, manning barricades during events, and attending pre event briefings.
 - Street Department Crews worked 808 hours directly related to the festival, for a total of \$47,320.50 in labor. Each Street Department employee worked an average of 67.5 hours the week of Festival.
 - Water, Sewer, and Waste Departments contributed another 103 hours for an additional \$7,810.56 in labor.
 - Including all city departments labor, water, sewer, electric, waste collection and misc. materials, a total of \$84,969.36 were contributed to the festival. A further break down is shown on the spread sheet attached.
- I'm working with the paving contractor to get the paving project on Camden and Wood Street completed during the second week in June.

Waste:

- Nothing New

Sewer:

- Crews are continuing to work on the Chestnut Street sanitary sewer upgrade. This project will continue to take place over the next couple months.
- We are getting ready to start a sanitary sewer upgrade near W. Main Street. This will replace approximately 500 feet of clay sewer.

Stormwater

- We were informed the application deadline was pushed back to August, so it will be fall before any information is provided on if the City was awarded the Taylor Street Stormwater Grant.

Water:

- We have postponed the Central Avenue Project to change services on Camden Avenue. This is in preparation for paving in the area.
- All hydrants have been flow tested and painted accordingly.
- Completed the SCADA installation at the Mount Hope Meter pit.

Zoning and Code Enforcement

- Working with residents to cut and maintain their grass.

Engineering:

- Charles W. Gibson Library Remediation Project – City Engineer Jay Hollen has been inspecting the roof remediation project which begun this week.
- WVDOH Transportation Alternative Program (TAP) North Locust Street Sidewalk & Lighting Project (Gateway North) – Continuing to work on the preliminary design of the project. Awaiting approval from the WVDOH regarding surveying of the (30) properties whose front property line is adjacent to the existing WVDOH Rights-of-Way along WV County Route 20.
- Water Treatment Plant – Preliminary design continues on the new water treatment plant (WTP). After a site meeting in Baden, Pa three weeks ago, the decision to go with on-site chlorine gas generator was made, which provided Potesta with additional design parameters that are to be taken into account. Additional schematic /layout in-house & Potesta meetings have been held over the last two weeks. Design is still on schedule to be completed in 16- to 20 months.

West Virginia Strawberry Festival In-Kind Services 2026

Utility Contribution						
Utility	Meter #	Begin Meter	End Meter	Quantity	Monetary Value	Notes
Water and Sewer		322	333	11	\$ 14.65	Madison Street Lot
Water and Sewer		323	340	17	\$ 43.94	Jawbone Lot
Electric	337-149-022	5085	5286	201	\$ 33.29	Jawbone #1
Electric	337-149-043	8831	9185	354	\$ 52.32	Jawbone #2
Electric	313-026-065	52004	53391	1387	\$ 189.52	Fosters
Electric	24-931-436	1247	1771	524	\$ 74.58	Dog Show
Garbage Disposal					\$ 2,321.70	Per Waste Spv.
Total:					\$ 2,730.00	

Personnel Contribution			
Department	Hours	Value w/ Fringe	Value w/o Fringe
Street	808	\$ 47,320.50	\$ 24,319.13
Waste	39	\$ 2,115.84	\$ 826.50
Sewer	28	\$ 1,881.60	\$ 735.00
Water	36	\$ 3,813.12	\$ 1,489.50
Police	390	\$ 18,746.72	\$ 11,716.70
Fire	181	\$ 6,486.40	\$ 4,054.00
Total w/ fringe	1482	\$ 80,364.18	\$ 43,140.83

Overall Summary	
Item	Value
Utility Contribution	\$ 2,730.00
Materials	\$ 1,875.18
Labor	\$ 80,364.18
Labor w/o Fringe	\$ 43,140.83
Total w/o Fringe:	\$ 47,746.01
Total w/ Fringe	\$ 84,969.36

Misc Material Contribution			
Vendor	Item(s)	PO	Value
Amazon	Cord Mats	108232	\$ 940.72
Amazon	Hoses and Cords	108223	\$ 484.52
Amazon	Power Cord Adapters	108240	\$ 449.94
Total:			\$ 1,875.18

A detailed discussion concerning the WV Strawberry Festival included Recorder Randy Sanders reporting that the City participated in two productive after-action “hot wash” meetings following the West Virginia Strawberry Festival—one held internally with department heads, and a second facilitated by Steve Wykoff of the West Virginia Department of Homeland Security and Emergency Management, with participation from Chief Gregory and other key personnel. Recorder Sanders stated that consensus across both meetings was clear: The festival continues to be outstanding, receiving strong public feedback and remaining one of the top three tourism-generating events in West Virginia, alongside the State Fair and Bridge Day. He stressed that while the event is highly

successful, it may be time to evaluate the City’s infrastructure capacity. He emphasized that the goal should not necessarily be to expand the festival further, but to refine and strengthen the systems that support it, given the consistently high attendance. Mr. Crosten agreed with this assessment, noting that the summary “captures both meetings very well.” He reported that the Street Department in particular is operating at or near maximum capacity during festival week. Several employees reached the 16-hour daily work limit on Thursday, Friday, and Saturday, preventing them from working beyond those hours. To be specific, current staffing levels cannot absorb additional workload without exceeding safe and legal limits. It was reiterated that the WV Strawberry Festival is a “magnificent event,” and that the City’s focus should be on perfecting what already works exceptionally well, provided festival organizers share that vision.

a. Agreement with UCC to Assist with Installation of Pringle Tree Playground Equipment –

Mr. Crosten reported that the Upshur County Commission had requested assistance with installing new playground equipment at Pringle Tree Park. He met with County staff to review the equipment—a small slide and compact jungle gym—and discussed what support the City could provide. The County plans to pre-assemble the units at its garage, and City crews could assist with assembly, transport, and final placement if needed. Mr. Crosten and Andrew Loudin also visited Pringle Tree Park to evaluate potential locations, noting that the park currently lacks a designated playground area. City staff could help the County establish a compliant layout, including proper spacing and mulch depth requirements. Recorder Randy Sanders reported that Upshur County Commission President Kristie Tenney had made the request and he added that the County has a limited maintenance staff. He recommended preparing a memorandum of understanding to address liability for any assembly, transport, and/or advisory assistance. He noted that the project is small in scope and aligns with ongoing cooperative efforts between the City and County. Mr. Crosten estimated that once the County completes its preparation, City involvement would take approximately half a day, with transport being the phase requiring the most caution.

Sanders/Reger moved to approve an agreement with UCC to assist in the installation of Pringle Tree playground equipment. The motion carried.

b. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits – The Building and Wiring Permits had been circulated for review earlier that day and were included in the Council packet.

Sanders/Zuliani moved to approve the Building and Wiring Permits as presented. The motion carried with Mr. Reger abstaining.



**Permit Fee Report #76908 - #76921
05/07/2026 - 05/20/2026**

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
Group: Commercial-Industrial (nonresidential)													
76915	JC3 Properties	14 N Spring St	APPALACHIAN ROOFING & SHEET METAL	Roof overlay (TPO) not disturbing roof	79,000.00	513.50		No		Yes	N/A	No	No
76914	TOM THACKER	1 COLLEGE AVE		*Metal awning over existing concrete front porch stoop 7'6" x 6'10" (needs to be 10'6" from back of sidewalk) *Metal roof over existing pad 4' x 6' *Private sidewalk side area to parking lot.	1,500.00	16.50		No	5/13/2026	Yes	N/A	No	No

76910	ADORATION HOSPICE	21 E MAIN ST	Image One Industries LLC	REPLACEMENT OF SIGNAGE 32.66 SQ FT SIGNAGE FACING MAIN ST	4,000.00	38.00	A Commercial Property	No	5/8/2026	Yes	N/A	No	No
					84,500.00	568.00							

Group Total: 3

Group: No Charge

76917	WVANG / USPFO	50 ARMORY RD	Trinity Electric LLC	EMERGENCY REPLACEMENT GENERATOR ON EXISTING PAD 6' X 10'	158,000.00	0.00	A Commercial Property		5/18/2026	No	Zone A	Yes-Elevation Cert. Not Required	No
					158,000.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

76918	Connie Wilson	145 Fayette St	WINDOW WORLD OF FAIRMONT	11 Aluminum replacement windows.	8,780.00	96.58		No		No	N/A	No	No
76919	Robert Hill	15 Pinnell St	WINDOW WORLD OF FAIRMONT	3 Vinyl replacement windows	2,975.00	32.73		No		No	N/A	No	No
76920	BRENDA & WILLARD CASTO	85 SMITHFIELD		REPLACING EXISTING PORCH AREA WOOD LATTICE SKIRTING WITH VINYL LATTICE	999.00	10.00		No		Yes	N/A	No	No
76921	FRANK HARTMAN	50 S FLORIDA		Replace existing oval porch rail 2nd floor and rotted floor boards back deck	4,000.00	44.00		No		Yes	N/A	No	No
76916	MARK HARPER	190 CAMDEN AVE	Crites Electric, Inc.	GENERATOR ON A 30" X 52" PAD	10,740.00	118.14	B2 Single Family Residential (500 sq ft)	No	5/6/2026	No	N/A	No	No
76912	CHRIS RUSSELL	180 FAYETTE		SOFFIT AND FASCIA , SCREEN IN ONLY BACK PORCH (7' X 10')	999.00	10.00		No		No	N/A	No	No
76913	TARA SAENZ	26 REGER AVE	DAN NEEL FENCE CO (304 FENCE)	6' VINYL FENCE TOTAL LF 323	11,650.00	128.15		No	5/6/2026	No	N/A	No	No
76909	Melodie Stemple	178 Pocahontas St	SUPERIOR ENVIRONMENTAL/ ASBESTOS	Razing storage building and replacing with 10' x 12' prefab building on the existing foundation	4,200.00	46.20		Yes -If yes attach report	5/7/2026	No	N/A	No	No

76908	Rick Primavero	33 Shawnee Dr	Highland Landscaping LLC	Landscaping/Yard Sprinkler System with backflow preventer device install	10,000.00	110.00		No	5/7/2026	No	N/A	No	No
					54,343.00	595.80							

Group Total: 9

Group: Residential Electrical Fee

76916	MARK HARPER	190 CAMDEN AVE	Crites Electric, Inc.	GENERATOR ON A 30" X 52" PAD	10,740.00	100.00	B2 Single Family Residential (500 sq ft)	No	5/6/2026	No	N/A	No	No
76911	Ty Talbert	20 Meade St		Service Upgrade	8,000.00	100.00	B2 Single Family Residential (500 sq ft)	No	5/6/2026	Yes	N/A	No	No
					18,740.00	200.00							

Group Total: 2

Group: Zoning Application Fee

76916	MARK HARPER	190 CAMDEN AVE	Crites Electric, Inc.	GENERATOR ON A 30" X 52" PAD	10,740.00	20.00	B2 Single Family Residential (500 sq ft)	No	5/6/2026	No	N/A	No	No
76914	TOM THACKER	1 COLLEGE AVE		*Metal awning over existing concrete front porch stoop 7'6" x 6'10" (needs to be 10'6" from back of sidewalk) *Metal roof over existing pad 4' x 6' *Private sidewalk side area to parking lot.	1,500.00	20.00		No	5/13/2026	Yes	N/A	No	No
76913	TARA SAENZ	26 REGER AVE	DAN NEEL FENCE CO (304 FENCE)	6' VINYL FENCE TOTAL LF 323	11,650.00	20.00		No	5/6/2026	No	N/A	No	No
76910	ADORATION HOSPICE	21 E MAIN ST	Image One Industries LLC	REPLACEMENT OF SIGNAGE 32.66 SQ FT SIGNAGE FACING MAIN ST	4,000.00	20.00	A Commercial Property	No	5/8/2026	Yes	N/A	No	No
76908	Rick Primavero	33 Shawnee Dr	Highland Landscaping LLC	Landscaping/Yard Sprinkler System with backflow preventer device install	10,000.00	20.00		No	5/7/2026	No	N/A	No	No

76909	Melodie Stemple	178 Pocahontas St	SUPERIOR ENVIRONMENTAL/ ASBESTOS	Razing storage building and replacing with 10' x 12' prefab building on the existing foundation	4,200.00	20.00		Yes -If yes attach report	5/7/2026	No	N/A	No	No
					42,090.00	120.00							
Group Total: 6													
					357,673.00	1,483.80							

Total Records: 21

5/21/2026

10. Police Department Report – Chief Matt Gregory welcomed Councilmember Shawn Young, noting that the Buckhannon Police Department is always open for tours and orientation. He reported that this year marked his 30th West Virginia Strawberry Festival in service and described the 2026 event as highly successful, with no major incidents and the City’s primary goal of public safety fully achieved.

Key operational points included:

- Officers logged 390 hours of overtime, primarily during the final four days of the festival.
- Total overtime cost was just under \$19,000, including fringe benefits.
- All officers worked 16-hour shifts to maintain maximum coverage.
- A formal after-action report will be compiled to guide planning for 2027.

Chief Gregory emphasized that the festival’s success depended on extensive interagency cooperation. He publicly thanked the Upshur County Sheriff’s Office, West Virginia State Police, BPD VIPS, all City departments, Upshur County CERT, Homeland Security & Emergency Management, Harrison County Sheriff’s Office, Kanawha County Sheriff’s Office, the Phelps Task Force, Upshur County E911, Buckhannon Fire Department, Upshur EMS, WVU Medicine, West Virginia Wesleyan College, and the Strawberry Festival public safety liaisons. He noted that planning begins months in advance and that the City’s greatest strength is its team-based, collaborative planning model.

Chief Gregory also reminded Council that the Youth Police Academy is accepting applications until June 1.

- Program dates: July 13–17, 8 a.m.–12 p.m.
- Open to middle- and high-school students, including incoming 6th graders.
- Capacity: 40 participants, with enrollment nearly full.
- Activities include crime scene work, driving simulators, mock traffic stops, radio protocol, and hands-on demonstrations.
- Applications are available on the BPD website, by phone, or by contacting Chief Gregory, Tim Smith, or Officer Dylan Major.

Councilmembers praised the strong police presence during the festival, noting that officers were highly visible and professional throughout the event. Chief Gregory agreed that omnipresence is a core element of the security plan. Additional discussion included towing procedures—a few vehicles were towed each day after extensive warnings, signage, and announcements—and barricade issues, with some drivers attempting to bypass barricades. Concrete barricades are now used at critical intersections due to past issues with wooden ones. Disregarding barricades is a ticketable offense under the failure-to-obey-a-traffic-control-device category. Chief Gregory closed by thanking Council and reiterating the department’s commitment to safety and professionalism.

11. City Attorney’s Report – Thomas J. O’Neill

a. Approval Ordinance No. 478 - Utility Right-of-Way Regulations, 1st Reading - City Attorney Tom O’Neill welcomed Councilmember Shawn Young and noted his open-door policy for any questions. He then presented Ordinance No. 478, An Ordinance Providing for the Regulation of Excavation of Public Rights-of-Way within the Municipal Limits of the City of Buckhannon. The ordinance was read by caption and entered for first reading.

Mr. O’Neill explained that the ordinance is modeled on Charleston’s framework and is intended to address recurring issues where utilities excavate newly paved streets without coordination. The ordinance establishes a permitting system, requires insurance and indemnification, mandates

coordination meetings between the City and utilities, and sets restoration standards to ensure high-quality repairs. Fees associated with the permits will be set separately by Council.

Public Works Director Ethan Crosten confirmed that the ordinance addresses his operational concerns, particularly regarding advance notice and restoration quality. He described recent issues and noted that the ordinance will allow the City to enforce proper repair standards and require utilities to coordinate before paving seasons. He outlined plans to notify utilities by certified mail and schedule annual coordination meetings.

Mr. O'Neill emphasized that regulated utilities are generally diligent in adhering to local ordinances and that the City has multiple avenues for enforcement if needed.

ORDINANCE NO. 478 OF THE CITY OF BUCKHANNON, AN ORDINANCE
PROVIDING FOR THE REGULATION OF EXCAVATION OF PUBLIC RIGHTS-OF-WAY WITHIN THE MUNICIPAL
LIMITS OWNED OR CONTROLLED BY THE CITY OF BUCKHANNON; REQUIRING APPLICATIONS FOR
PERMITS TO EXCAVATE; REQUIRING INSURANCE; REQUIRING THE CITY TO COORDINATE
INFRASTRUCTRE PLANS WITH PUBLIC UTILITIES; REQUIRING COORDINATION BETWEEN THE CITY AND
POTENTIAL EXCAVATORS; PROVIDING FOR A PERMITTING SYSTEM; SETTING RESTORATION
STANDARDS; DEFINING PENALTIES; DEFINING TERMS; AND SETTING AN EFFECTIVE DATE

Reger/Zuliani moved to approve Ordinance No. 478 Utility Right-of-Way Regulations on its 1st Reading. The motion carried.

12. New Business Discussion – No new business was brought before Council.

Mayor Skinner reminded Council that an executive session would be held following the regular meeting to discuss personnel and property matters and asked all Councilmembers to remain present.

13. Council Members' Remarks and Announcements

Scott Randall: Councilmember Randall asked a business-related question regarding in-kind services and fringe benefits, inquiring whether fringe benefit calculations are consistent across all departments or if they vary. Mr. Crosten confirmed they are consistent. Mr. Randall then welcomed Councilmember Shawn Young, noting that he has gotten to know him over the past several months and is excited to have him serving on Council as both a colleague and a friend. He commended the 2026 West Virginia Strawberry Festival, describing it as “absolutely amazing.” He echoed earlier remarks about the Buckhannon Police Department, praising the strong, visible law-enforcement presence throughout the event. He offered special recognition to Chief Matt Gregory for his 30 years of service during the festival, noting that the success and lack of major incidents reflect the department’s thorough preparation and professionalism. He closed by expressing appreciation for the continued support of the City’s residents in the recent election, and he spoke of his commitment to ongoing service.

Pamela Bucklew: Councilmember Bucklew stated that she agreed with the previous comments offered by Mr. Randall. She then reported several items of concern: The stop sign in front of the Charles W. Gibson Library is extremely faded and needs to be replaced; the road markings near Wendy’s, particularly the area indicating that vehicles are not permitted to exit, need to be repainted. She requested that Madison Street also be restriped; she thanked the Street Department for installing the new fencing on Park Street, noting that it looks very nice. She also shared that Taylor Keagle had approached her regarding a proposed mural on the side of the Fish Hawk Acres building. The property owners have granted permission, and she advised him that, as it is private commercial property, the City has no objection. She also suggested he check with the City if scaffolding or equipment would be needed. Mayor Skinner confirmed that murals on private commercial property are permitted. She concluded with a brief anecdote from festival weekend, noting that her son was temporarily unable to access his home due to barricades and traffic control, but emphasized that VIPS and police personnel were simply doing their jobs and managing the situation appropriately.

Jack Reger: Councilmember Reger stated that the 2026 West Virginia Strawberry Festival was a memorable and exceptionally well-executed event, and he commended everyone involved for their hard work. He welcomed Councilmember Shawn Young, noting that he will be a tremendous addition to the Council. He reported attending the recent Gold Star Families ceremony, where he, Recorder Sanders, and Councilmember Randall were present. He described it as a meaningful event

honoring families who have lost sons and daughters in military service and emphasized the importance of recognizing their sacrifice. He also noted the recognition of J.C. Raffety, describing him as a good man and well deserving of the honor, and expressed appreciation for Tom Anderson and Rick Kitzmiller, who were recognized from the Buckhannon Fire Department, stating that they too are to be commended.

Shawn Young: Councilmember Young congratulated Councilmember Scott Randall on his re-election and expressed his appreciation for the warm welcome he has received. He noted that he greatly enjoyed the 2026 West Virginia Strawberry Festival and thanked everyone involved for their efforts. He concluded by wishing all residents a safe and happy Memorial Day weekend.

Robert Zuliani: Councilmember Zuliani welcomed Councilmember Shawn Young, stating that he looks forward to working alongside him. He expressed satisfaction with the recent election results, noting that the outcome further strengthens the City Council. He thanked all City workers—including the Street Department, Police Department, Fire Department, and VIPs—for their extensive efforts during the 2026 West Virginia Strawberry Festival. He remarked that many residents may not realize the number of hours and the level of preparation required both during festival week and in the months leading up to it. He also noted several seasonal concerns, including grass clippings being blown into streets and low-hanging tree branches obstructing sidewalks. He further commented on traffic issues, referencing Councilmember Bucklew’s earlier remarks about vehicles exiting incorrectly near Wendy’s. He added that he has observed multiple instances of drivers pulling the wrong way onto the one-way street near Academy—across from Smoker Friendly—suggesting that improved markings or signage may be needed. Staff noted that “Do Not Enter” signs are already posted, though some drivers may be intentionally disregarding them. He concluded his remarks by thanking everyone for their continued efforts.

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

a. Report of Events, Correspondence, and Information

i. Mayor’s Proclamation Annual Webb Grubb Police Officer Recognition Day Honoree J.C. Raffety

ii. Mayor’s Proclamation Annual Fire Fighter Recognition Friendly Way Day Honorees Tom Anderson & Rick Kitzmiller

iii. Gold Star Living Tribute Rose Garden Visited by VFW National President of the VFW Auxiliary

iv. Monday, May 25, is Memorial Day-All City offices, including the Transfer Station, will be closed. There will be no Waste Collection

b. CAC Upcoming Events

• **June 5 –Bluegrass Night-Gauley Divide String Band from 7:00-9:00 p.m. Tickets Available at colonialartscenter.org**

MAYOR’S PROCLAMATION

WHEREAS, our Buckhannon and Upshur County community is proud to honor our police officers who protect and serve while placing their lives on the line with every shift they work; and,

WHEREAS, on May 17, 2017, the City of Buckhannon resolved to recognize and pay tribute to all police officers on each Wednesday of our annual West Virginia Strawberry Festival. We first honored **Wilbert H. “Webb” Grubb**, whom this day of recognition is named in 2017. In 2018, we followed by honoring Lieutenant Keith Rowan, Chief Fred Gaudet in 2019, Lieutenant Darrell Bennett in 2021, our former Upshur County Sheriff David Coffman in 2022, former police officer Buddy Ray Zickefoose in 2023, Chief Chesley Mearns in 2024 and Chief Virgil Miller in 2025; and,

WHEREAS, today, May 13, 2026, our City celebrates the 9th annual **Webb Grubb Police Officer Recognition Day**, honoring **former FBI special agent, U.S. Marshal and Buckhannon Police Chief J.C. Raffety**. We encourage all of **Chief Raffety’s** family members and admirers, as well as those of Officer Grubb, and our actively and former serving police officers, to pay tribute and honor his commitment today during this ceremony; and,

WHEREAS, our City further shall add **Chief J.C. Raffety** to its “**Wall of Blue**” – in honor of and tribute to Officer Grubb, Lieutenant Rowan, Chief Gaudet, Lieutenant Bennett, Sheriff Coffman, Buddy Ray Zickefoose, Chief Mearns, Chief Miller and future honorees during Webb Grubb Police Officer Recognition Days ahead.

NOW, THEREFORE, I, ROBERT NEAL SKINNER, III, MAYOR OF THE CITY OF BUCKHANNON, pursuant to the power and authority duly vested in me, do hereby proclaim today, Wednesday, May 13, 2026, to be “**WEBB GRUBB POLICE OFFICER RECOGNITION DAY**” throughout our City of Buckhannon. I further proclaim that our 2026 honoree shall be **former FBI special agent, U.S. Marshal and Buckhannon Police Chief J.C. Raffety** who served as the Chief of Police for the Buckhannon Police Department from 2000 to 2001. I hereby direct the installation of Chief Raffety’s placard along Webb Grubb Lane at our Public Safety

Complex to forever honor and recognize **Chief J.C. Raffety** together with the aforementioned police officers listed above, as well as all future honorees for their service, and for protecting our Buckhannon and Upshur County community.

I urge all residents and festival visitors alike to join the family of **Chief J.C. Raffety**, together with the family of **Officer Grubb, Chief Gregory**, our City of Buckhannon Police Officers, myself, members of our City Council, and entire community as we celebrate his service to the City of Buckhannon, today at our 9th annual "**Webb Grubb Police Officer Recognition Day**" ceremony.

Given under my hand and official seal of the City of Buckhannon, this 13th day of May 2026.



**Robert Neal Skinner, III,
Mayor, City of Buckhannon**

MAYOR'S PROCLAMATION

WHEREAS, the Council of the City of Buckhannon resolved in 2007 to honor the memory of longtime Fire Chief, **Carl R. "Bud," "Ole Friendly" Bennett**, by naming and dedicating the street in front of the truck bay of our City of Buckhannon Fire Department now known as "**Friendly Way**," and,

WHEREAS, Council further resolved to honor members of our Fire Department family who have contributed to the high quality of life enjoyed by our residents, while embodying the essence of our "**friendly way**" as part of their public service to our community during a celebration as part of our annual West Virginia Strawberry Festival to be known as "**Friendly Way Day**," and,

WHEREAS, our past honorees have been as follows: Bud Bennett in 2007, Harley Brown in 2008, Buddy Ray Zickefoose in 2009, Paul Mackey in 2010, Jack Ford in 2011, Larry Mackey in 2012, Jerry Wilfong in 2013, Wyatt Long in 2014, Dave Long in 2015, Kevin Goodwin in 2016, Charlie Shaffer in 2017, Paul Morrison in 2018, Joe Bennett in 2019, Steve Thacker in 2021, Steve Long in 2022, Vaden Queen in 2023, Joey Slaughter in 2024 and Jim Gregory & Brian Hollen in 2025; and,

WHEREAS, we are privileged to honor & celebrate the life & many contributions of "**TOM ANDERSON & RICK KITZMILLER**." With a career spanning over 30 years, they have serve our City of Buckhannon Fire Department in countless ways.

NOW, THEREFORE, I, ROBERT NEAL SKINNER, III, MAYOR OF THE CITY OF BUCKHANNON, pursuant to the power & authority duly vested in me, do hereby proclaim Friday, May 15, 2026, to be "**FRIENDLY WAY DAY**" throughout our City of Buckhannon. I further proclaim that our City's 2026 honorees shall be Tom Anderson & Rick Kitzmiller. Furthermore, I hereby direct the installation of permanent placards upon the "Red Wall" located along Friendly Way to forever honor & recognize **Tom Anderson & Rick Kitzmiller**.

I urge all residents and Festival visitors alike to join Buckhannon's most honored citizens today, **TOM ANDERSON & RICK KITZMILLER**, along with members of their Fire Department, family and friends, at our 19th annual ceremony. May every Firemen's Parade Day during our annual West Virginia Strawberry Festival now and forever be known as "**Friendly Way Day**" in honor and memory of our late, and beloved Fire Chief, **Carl R. "Bud," "Ole Friendly" Bennett**. May it also pay tribute to the public service and substantial contributors to our community to gentlemen such as our 2026 honorees: **TOM ANDERSON & RICK KITZMILLER**.

Given under my hand and official seal of The City of Buckhannon, this 15th day of May, 2026



**Robert Neal Skinner, III
Mayor, City of Buckhannon**

Gold Star Living Tribute Rose Garden Visited by VFW National President of the VFW Auxiliary

BUCKHANNON, WV – City Recorder Randy Sanders joined Carey Wagner, President of VFW Post 3663 Auxiliary, in welcoming Lois Callahan of Little Rock, Arkansas, National President of the Veterans of Foreign Wars of the United States (VFW) Auxiliary, on Wednesday, May 12, at the Gold Star Mothers Rose Garden in Jawbone Park.

Each year, the National Auxiliary President visits every state. This year, President Callahan selected Buckhannon's Rose Garden as her West Virginia stop, timed with the West Virginia Strawberry Festival.

On behalf of Mayor Robbie Skinner and the Buckhannon City Council, Recorder Sanders presented President Callahan with a Key to the City, recognizing her leadership, service to veterans and their families, and her visit to the Buckhannon community.



Remarks: Recorder Sanders noted that he will be issuing the City’s annual “spring dos and don’ts” reminder. The information will be distributed by email and posted on the City’s website and social media. He added that although these reminders are issued every year, zoning enforcement will continue to monitor problem areas. He congratulated Councilmembers Shawn Young and Scott Randall on their successful campaigns, noting that it was a large, competitive election with 12 candidates. He also praised the 2026 West Virginia Strawberry Festival, describing it as a fantastic event. While acknowledging that minor issues always arise, he emphasized the importance of strengthening and improving the festival rather than continually expanding it. He thanked all City employees, law enforcement partners, mutual aid agencies, and volunteers for their efforts. Mr. Sanders offered special recognition to Rodney Irvin, who managed the sound and technical operations at Jawbone Park throughout festival week. He noted that Mr. Irvin worked from daylight to dark, operating new sound equipment and ensuring high-quality entertainment for the community. He concluded by thanking all employees and volunteers for their outstanding work.

15. Mayor’s Remarks and Announcements – Mayor Skinner congratulated Councilmembers Scott Randall and Shawn Young on their election results, expressing that he is thrilled to have both serving on Council. He thanked Councilmember Young for his earlier comments regarding former Councilmember Dave Thomas, noting that they were very classy and well deserved. Mayor Skinner spoke at length about the 2026 West Virginia Strawberry Festival, emphasizing how near and dear the festival is to him as a longtime board member. He stated that the festival continues to grow in quality and is “a force to be reckoned with,” comparable to any small-town festival in the country. He stressed the importance of maintaining momentum, involvement, and investment from the City, noting that while the festival is strong, it is also “fragile,” and continued attention is essential to sustaining its success. He expressed appreciation for the overwhelmingly positive feedback from the community and visitors, despite the brief rain during the parade. He also highlighted the significance of the day’s earlier announcement regarding major state funding for the John C. Allen Regional Hub. He described the project as critical to attracting and retaining young families and professionals in the community. He thanked the Upshur County Commission, the Upshur County Development Authority, the Region VII Planning & Development Council, and the many individuals who have worked on the project since its early days in 2012, under the leadership of the late Shawn Tucker, followed by Mitch Shaw and the Rec Complex Board. He expressed gratitude to the Allen family for making land available and emphasized that the project will require continued community-wide support. Mayor Skinner concluded by noting that it had been a long but productive meeting and, at 8:12 p.m., entertained a motion to adjourn into executive session following a brief recess to allow the room to clear.

16. Executive Session - WV Code § 6-9A-4 (Personnel & Property Matters)

At 8:12 p.m., Randall/Bucklew moved to enter Executive Session to discuss personnel and property matters. The motion carried.

At 9:16 p.m., Sanders/Bucklew moved to leave the Executive Session. The motion carried.

17. Declaration of Adjournment – Mayor Skinner reported that at 9:16 p.m., Council had left the Executive Session where personnel & property matters were discussed with no decision being made.

There being no further business, at 9:16 p.m., the meeting was adjourned with a motion by Councilmember Zuliani.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
