

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

A regular meeting of the Buckhannon City Council was held on Thursday, June 4, 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 Fire Department	Chief J. B. Kimble	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: WV State Senator Bill Hamilton & wife, Sue; Father Edward Tetteh; Dennis Cortes; members of the Holy Rosary Catholic Church; Jody Light.

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM | Thursday, June 4, 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 05/21/2026
5. Recognition of Guests
 - a. Holy Rosary Catholic Church
 - i. Mayoral Proclamation Corpus Christi Day
 - b. Jody Light, President of the Almost Heaven BBQ Bash
 - i. 11th Annual Almost Heaven BBQ Bash Events & Activities June 18th-20th
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval Resolution No. 2026-10 General Fund Budget Revision #4 FY 2025/2026
 - b. Approval Payment of Bills
8. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
9. Fire Department Report – Chief J. B. Kimble
10. City Attorney's Report – Thomas J. O'Neill
 - a. Approval Ordinance No. 478 Utility Right-of-Way Regulations 2nd Reading
11. New Business Discussions
12. Council Members' Remarks and Announcements
13. City Recorder's Report, Remarks, and Announcement
 - a. Report of Events, Correspondence, and Information

- i. FOIA Request & Fulfillment: The Data Branch & SmartProcure re: vendor-purchasing records and Akhila Ch re: copies of all request solicitations
 - ii. Mayor's Memorial Day Welcoming Remarks 2026
 - iii. Charles Gibson Public Library Meeting Minutes 04/08/26
 - b. CAC Upcoming Events
 - i. June 5 –Bluegrass Night-Gauley Divide String Band from 7:00-9:00 p.m. Tickets Available at colonialartscenter.org
 - ii. June 9 & 23 – Five Dollar Guitar Lessons
 - iii. June 13 - O.U.R. House Benefit Concert
 - iv. June 16 – Buckhannon Songwriter Meeting (Free Monthly Workshop)
 - c. The Event Center at Brushy Fork Upcoming Events
 - i. June 13- Real Shoot Wrestling 7-9pm

14. Mayor's Remarks and Announcements

15. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on June 1, 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. Approval of Previous Meeting Minutes 05/21/2026 - Mayor Skinner recognized that the minutes for 05/21/2026 were reported as available, and the board asked for any corrections or additions or a motion to approve.

Reger/Randall moved to approve the minutes for the regular meeting of the City Council for 05/21/2026. The motion carried.

5. Recognition of Guests:

a. Holy Rosary Catholic Church

i. Mayoral Proclamation Corpus Christi Day - Mayor Robert Neal Skinner, III welcomed Father Edward Tetteh, SVD to join him as he presented a proclamation declaring June 7, 2026, as Feast of Corpus Christi Day in the City of Buckhannon. The proclamation recognized the longstanding relationship between the City of Buckhannon and Holy Rosary Catholic Church and encouraged all citizens to celebrate with parishioners. Members of the parish were invited forward to join him and Father Tetteh for a photograph.

PROCLAMATION

***WHEREAS**, the City of Buckhannon and Holy Rosary Catholic Church are united in promoting a deeply symbiotic relationship among the townspeople and parishioners; and*

***WHEREAS**, the parishioners of Holy Rosary Catholic Church are committed to living the Eucharist, the True Presence of Jesus Christ in the world; and*

***WHEREAS**, the Feast of Corpus Christi, also called Solemnity of the Most Holy Body and Blood of Christ, honors of the real presence of the body (corpus) of Jesus Christ in the Eucharist; and*

***WHEREAS**, the Feast of Corpus Christi will be observed on June 7, 2026, in the Holy Roman Catholic Church and particularly by Holy Rosary Church in Buckhannon; and*

***NOW, THEREFORE**, I, Robert Neal Skinner III, Mayor of the City of Buckhannon, WV, do hereby declare June 7, 2026 as:*

The Feast of Corpus Christi Day

in the City of Buckhannon and encourage all citizens to rejoice and celebrate with their friends and neighbors from Holy Rosary Church.

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Buckhannon to be affixed this 4th day of June, 2026.*

Robert Neal Skinner, III, Mayor



Mayor Skinner recognized Senator Hamilton for his continued support of Buckhannon and Upshur County and congratulated him on his re-election. Senator Hamilton thanked the Mayor for the recognition and wished all a great evening.

b. Jody Light, President of the Almost Heaven BBQ Bash

I. 11th Annual Almost Heaven BBQ Bash Events & Activities June 18th -20th - Jody Light provided a comprehensive update on the upcoming Almost Heaven BBQ Bash, scheduled for June 18–20, 2026, in Jawbone Park. Key highlights included: participation of teams representing 12 states, including Oklahoma and Florida. Attendance by several nationally recognized and award-winning barbecue competitors, including the 2024 KCBS World Champion. King’s Barbecue, winner of multiple national titles including the 2025 Jack Daniels Invitational and the 2026 KCBS World Invitational Wells Cup. They may need to place a small number of vendors near the former Fox’s Pizza/Post Office area due to increased 50-amp electrical demand. Entertainment lineup includes Rick K and the All-Nighters and Landau Eugene Murphy Jr. A special Salute to America’s 250th Anniversary and West Virginia Day ceremony will be on Saturday at 5:00 p.m., featuring a Color Guard and patriotic music, special guests, and dignitaries. Numerous free or low-cost children’s activities, including: Lego “mini figure” station and displays by professional Lego builder Lia Chan; Ohio School of Falconry demonstrations, “When Pigs Hide” scavenger-style activity with 3D-printed pigs and prizes, sand art, a free Lego build area, face painting sessions, and cake-decorating contests, WV National Guard gaming trailer (Saturday). Extensive marketing efforts include 10,000 rack cards distributed statewide, flyers sent home with all Upshur County students, radio advertising through West Virginia Radio Corporation, Social media, and regional distribution through The Inter-Mountain. Council members were invited to the VIP Cooks’ Meeting and Dinner on Friday at 5:00 p.m. at the Bicentennial Inn’s Peak Pavilion.

Mayor’s Welcome Letter:

On behalf of our entire city, it is my great pleasure to welcome you to the **11th Annual Almost Heaven BBQ Bash**, taking place June 18–20, 2026, in beautiful downtown Buckhannon at Jawbone Park.

Each year, this event brings together the very best of what makes our region special—hospitality, community spirit, and unforgettable experiences. Recognized as one of West Virginia’s premier festivals, the BBQ Bash features top Kansas City Barbeque Society teams from across the country competing in chicken, ribs, pork, and brisket, alongside outstanding local food vendors, artisans, and live entertainment.

What truly sets this event apart is its commitment to being a **free, family-friendly celebration** where everyone can come together to enjoy great food, music, and activities. From hands-on crafts and FREE sand art to the Kids Cake Decorating Contest and live performances, there is something for every age and interest.

This year, we are especially excited to highlight the expanded **Lego Brick Bash experience**, which adds a whole new dimension of creativity and fun. Families can look forward to age-based building contests,

interactive displays, specialty displays with Professional LEGO Builders. These activities inspire imagination, problem-solving, and joy—making them a true highlight of the weekend. There’s also a new FREE Flying Pig Hunt featuring colorful 3D printed flying pigs throughout the downtown area – with special prizes too!

Events like the Almost Heaven BBQ Bash are more than just festivals—they are a celebration of community pride and a showcase of the people, talent, and traditions that make our region such a special place to live and visit. Whether you are joining us for the competition, the food, the Lego fun, or simply the fellowship, we are honored to have you here.

Thank you to the event organizers - all who work tirelessly throughout the year, planning this now annual tradition in our city. I encourage you to explore downtown Buckhannon, support our local businesses, and most importantly—enjoy every moment of this unforgettable weekend.

Welcome to the Almost Heaven BBQ Bash—we’re glad you’re here.

With a warm welcome,
Robbie Skinner
Mayor, City of Buckhannon

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

7. Financial Report – Director of Finance, Amberle Jenkins: Mrs. Jenkins presented the current financial reports to the Council as follows:

Council 6-4-26

Balances May, 2026

General Fund mm checking \$2,056.953

Historic Landmark savings \$3,045

Coal Tax \$55,645

Municipal Stabilization Fund \$1,102,881

Flood Control Acct \$78,377

Consolidated Public Works Board \$82,387 Cemetery Funds \$248,379.91

Sales Tax \$1,439,631

Opioid Account \$91,182

Stockert Youth Center capital/donations \$310,031

General Fund – revenues \$835,790 (\$419,184 final draw for this fy from Sales Tax)

and Expenditures were \$528,665

Invoices to note—see attached

Mrs. Jenkins also presented the following to the Council:

a. Approval Resolution No. 2026-10 General Fund Budget Revision #4 FY 2025/2026 – This budget revision contained 75 line-item adjustments totaling \$31,157 in net increases and will be the final budget revision for this fiscal year.

Bucklew/Zuliani moved to approve Resolution No. 2026-10 General Fund Budget Revision #4 FY 2025/2026 as presented. The motion carried.

RESOLUTION 2026-10

At a regular session of the municipal council, held June 4, 2026 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the CITY OF BUCKHANNON - GENERAL FUND. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number #4, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Pamela Bucklew, and duly seconded by Robert Zuliani the vote thereon was as follows:

<u>ROBERT N SKINNER III</u>	<u>Yes</u> or No
<u>RANDALL SANDERS</u>	<u>Yes</u> or No
<u>PAMELA BUCKLEW</u>	<u>Yes</u> or No
<u>JACK REGER</u>	<u>Yes</u> or No
<u>ROB ZULIANI</u>	<u>Yes</u> or No
<u>SCOTT RANDALL</u>	<u>Yes</u> or No
<u>SHAWN YOUNG</u>	<u>Yes</u> or No

WHEREUPON, RANDALL SANDERS, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the RECORDER is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5119
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET
 Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists.
 (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: **2026**
 Fund: **1**
 Revision Number: **4**
 Pages: **1 of 2**

CITY OF BUCKHANNON
 GOVERNMENT ENTITY

Person To Contact Regarding Request:
 Name: **AMBERLE JENKINS**
 Phone: **304-472-1651**
 Fax: **304-472-0934**
 Email: amby.jenkins@buckhannonwv.org

70 E MAIN ST
 STREET OR PO BOX
 BUCKHANNON 26201
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
304	Excise Tax on Utilities	230,000	5,557		235,557
362	Charges to Other Entities	152,500	6,100		158,600
358	Civic Center / Coliseum	11,500	14,500		26,000
366	State Government Grants	65,000	5,000		70,000
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 31,157

Explanation for Account # 378, Municipal Specific:
Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	274,505		5,815	268,690
410	City Council	67,835	1,100		68,935
411	Recorder's Office	7,950		400	7,550
413	Treasurer's Office	23,870		500	23,370
416	Police Judge's Office	9,751		100	9,651
420	Engineering	28,863		380	28,483
437	Planning & Zoning	69,990		3,850	66,140
439	Data Processing	61,000	6,000		67,000
440	City Hall	90,200		5,500	84,700
700	Police Department	1,748,555	32,330		1,780,885
705	City Jail	23,320		3,000	20,320
706	Fire Department	1,331,065	2,300		1,333,365

NET INCREASE/(DECREASE) Expenditures 31,157

APPROVED BY THE STATE AUDITOR
 BY: Deputy State Auditor, Local Government Services Division Date

 6/4/26
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

General Fund Budget Revision

#4

Original Adjustment Proposed

Revenues

001-362-000-02	Camp Buccaneer	30000	6100	36100
001-366-000-00	Police grants	11850	5000	16850
001-358-000-99	Event Center Alcohol Rev	2000	14500	16500
001-304-000-00	Utility Tax	230000	5557	235557
			31157	

Expenses

001-409--103-00	Mayor's Asistant Salary	37000	-1000	36000
001-409-105-00	Mayor's Office staff health ins	31100	420	31520
001-409-106--00	Mayor's Office staff retirement	4580	-1500	3080
001-409-211-00	Mayor's Telepphone	2100	100	2200
001-409-21800	Mayor's Postage	15000	665	15665
001-409-223-00	Professional Services	9000	-7000	2000
001-409-341-05	Event/Firework expense	81500	2500	84000 Community Band \$1500
001-410-101-00	Council Elected Salary	12000	-1000	11000 Dthomas not paid
001-410-226-00	Council Insurance (property	12360	2100	14460
001-411-214-00	Recorder Travel	300	-300	0
001-411-226-00	Insurance (bonds,wrkcomp)	600	-100	500
001-413-105-00	Treasurer's Group Ins	1500	-500	1000
001-416-226-00	Police Judge Ins Bonds	300	-100	200
001-420-104-00	City Engineer Fica	1821	20	1841
001-420-221-00	Engineering Training	500	-200	300
001-420-226-00	Engineer Ins Bonds	600	-200	400
001-437-103-00	Zoning Salary	43000	50	43050
001-437-104-00	Zoning FICA	6285	-2500	3785
001-437-106-00	Zoning Retirement	5655	-1000	4655
001-437-214-00	Code Enforcement Travel Exp	1800	500	2300
001-437-221-00	Zoning Training	1000	-500	500
001-437-341-00	Zoning Supplies	2500	-400	2100
001-439-230-00	Data Processing	51000	6000	57000 IT, Software subscriptions, internet
001-440-213-00	City Hall Utilities	21000	1000	22000
001-440-216-00	City Hall Maintenance	5000	1500	6500 Rugs, pest control, misc repairs, supplies
001-440-459-00	City Hall Capital	10000	-8000	2000 Work needed on restrooms was not completed
001-700-103-00	Police Dept Salaries	968000	5000	973000
001-700-104-00	Police Fica	74060	380	74440
001-700-105-00	Police Group Ins	148000	-10000	138000
001-700-211-00	Police Telepphones	16000	2000	18000 new cell phones
001-700-221-00	Police Training	22000	-5000	17000
001-700-341-06	Police Forfeiture Expense	0	13950	13950 Task Force Vehicle. Paid by Police Forfeiture funds
001-700-343-00	Police Auto Supplies	40000	10000	50000 Police tires and fuel increases
001-700-459-00	Police New Equipment	259435	16000	275435 Secure Electronic PD Door Access system & transmission repair on non-leased vehicle for VIPs and Liason)

001-705-234-00	Regional Fees	23320	-3000	20320	
001-706-211-00	Fire Dept Telephones	4000	600	4600	
001-706-101-00	Fire Salaries	725000	-8000	717000	
001-706-214-00	Fire Dept Travel	4500	-2000	2500	
001-706-216-00	Fire Dept Maintenance	17500	-5000	12500	
					Volunteer Ins, comp, unempl,
001-706-226-00	Fire Dept Insurance	56650	15000	71650	liability
001-706-341-00	Volunteer Firefighter	15000	100	15100	
001-706-461-00	Fire Grant Expense	0	1600	1600	
001-750-103-00	Street Dept Salaries	584000	-35000	549000	
001-750-213-00	Street Dept Utilities	40000	-5000	35000	
001-750-341-02	City Property Mowings	56500	21200	77700	Mowing contract \$64,395
001-750-343-00	Street Dept Auto Supplies	80000	-2000	78000	
001-750-345-00	Street uniforms	15000	2900	17900	
001-750-458-05	Street Dept Projects	295000	-20500	274500	EC suggests moving to paving
001-750-459-00	Street Capitol Exp	147152	2000	149152	
001-750-461-00	Street Paving	400000	20500	420500	
001-753-341-00	Snow Removal	20000	-5000	15000	
001-906-101-00	CAC Salaries	26840	-1500	25340	
001-906-213-00	CAC Utilities	8000	500	8500	
					art insurance,work
001-906-226-00	CAC insurance	5000	1100	6100	comp,unemp,liability
001-906-450-01	Theatre Bldg	27000	-1000	26000	
001-906-459-00	Theatre Capital	64000	1000	65000	
001-907-101-00	Stockert Youth Center Salaries	186240	47000	233240	
001-907-103-00	Camp Buccaneer Salaries	79800	-47000	32800	
001-907-211-00	Telephones	5950	600	6550	
001-907-213-00	Utilities	19000	3500	22500	Increase in power bills
001-907-361-00	After School Supplies	6000	700	6700	
001-907-363-00	Karate Class Instruction	4000	1500	5500	
001-907-368-01	Zumba	1500	700	2200	
001-907-368-02	Yoga Fitness Class	5000	1100	6100	
001-907-368-04	Misc Activities-One Time	1000	-1000	0	
001-907-458-01	SYC Childrens Festival	2000	-1000	1000	
001-940-106-00	Event Center Retirement	600	60	660	
001-910-341-00	Event Center Supplies	10000	15000	25000	
001-910-457-00	Conference Center Payment	40212	2612	42824	
001-976-213-00	Safety Complex Utilities	27000	4000	31000	Increase in power bills
001-976-216-00	Safety Complex Maintenance	10000	2000	12000	
				31157	
				0	

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

Zuliani/Young moved to approve the bills as presented. The motion carried.

MAY 20-31, 2026 GENERAL FUND PAYMENT OF BILLS

- \$4,602.96** – GO DADDY.COM – POLICE DEPT EMAIL RENEWALS
- \$1,495.50** – SYMBOL ARTS – POLICE DEPT CHALLENGE COINS
- \$11,053.00** – WITMER PUBLIC SAFETY GROUP – SUPER VAC FAN, FLAMEFIGHTER HOSE TESTER
- \$3,225.00** – ALL AMERICAN FIRE EQUIPMENT – IQ WARRIOR TURNOUT GEAR
- \$2,483.08** – J F ALLEN – BLACKTOP FOR PATCHING
- \$1,757.50** – STATE ELECTIRC SUPPLY – DUSK TO DAWN LIGHT CHANCERY ST & EMERGENCY LANE
- \$1,991.00** – SHERWIN WILLIAMS ELKINS – PAINT FOR CURB PAINTING
- \$ 1,500.00** – HINKLE TRUCKING – BULK CEMENT
- \$4,055.25** – TRADEWORX – POCAHONTAS ST CURBS
- \$9,540.00** – BENJAMIN LEE ARISMAN – MOWING OF CITY LOTS
- \$5,782.00** – DECKSDIRECT.COM – HAND RAIL FOR ADA RAMP AT JAWBONE PARK
- \$8,218.82** – TRADEWORX – DRYWALL, PAINT AT CAC
- \$12,318.49** – UPSHUR COUNTY BOARD OF EDUCATION – GYM RENTAL SYCC BASKETBALL
- \$19,654.75** – TRADEWORX – BUILD BURN ROOMS AT PUBLIC SAFETY TRAINING FACILITY

06-01-2026 07:30 PM

DISBURSEMENTS 05-20-26 TO 05-31-26

PAGE: 1

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	ENG GIS SERVICES APR 2026	162.50
	ASCAP	409-341-00	MAYOR'S SUPPLIES & M	2026 LICENSE RENEWAL	500.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	85.94
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	82.13
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.98
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	38.15
	BUCKHANNON POSTMASTER	409-341-00	MAYOR'S SUPPLIES & M	PCRD-POSTAGE MAIL LIBRARY	2.72
	GENERAL FUND	409-341-00	MAYOR'S SUPPLIES & M	APR 2026 LOC FEES	72.50
		409-341-00	MAYOR'S SUPPLIES & M	MAR 2026 LOC FEES	72.50
		409-341-00	MAYOR'S SUPPLIES & M	MAY 2026 LOC FEES	72.50
	THE SIGN GUY LLC	409-341-00	MAYOR'S SUPPLIES & M	MAYOR'S WVSF SGN-DECAL	30.00
	EVENTBRIGHT	409-341-00	MAYOR'S SUPPLIES & M	PCRD-WVEMA CONF REGISTRATI	225.00
	DELUX BUSINESS FORMS	409-341-00	MAYOR'S SUPPLIES & M	PCRD- GF CHECKS	458.24
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-COLLECTION ACCT CKS	204.73
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	122.25
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	28.59
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-HON FILING CABINET	164.75
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-ENVELOPES GIFT BOXES	8.49
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-ENVELOPES	4.01
	PAYFLEX - INSPIRA	409-105-00	MAYOR'S INSURANCE	GF MAY 2026 HSA FEES	9.75
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-APR 26 CELL PHN & GEO	41.70
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	MAY 2026 MAILER & INSERT P	94.30
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-RECDESK APR 2026 CC F	15.30
	BEENVERIFIED	409-341-00	MAYOR'S SUPPLIES & M	PCRD-APRIL 2026 BACKGROUND	9.99
	CINDY CRISLIP	409-341-00	MAYOR'S SUPPLIES & M	REIMB FOR NOTARY FEE	13.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	C & B BLUEPRINT INC	409-341-00	MAYOR'S SUPPLIES & M	MATTE BLCK PLOTTER INK	26.62
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	1,983.42
				TOTAL:	4,554.06
COUNCIL	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUITION	18.00
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	JUNE 2026 ATTORNEY FEES	1,354.17
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	49.60
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	11.60
	JOHN M SLAUGHTER II	410-460-00	CAT CONTROL EXPENSE	APR 2026 7 CAT TRAPPINGS	140.00
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	800.00
				TOTAL:	2,373.37
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	10.70
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	500.00
				TOTAL:	548.95
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUITION	38.46
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUITION	38.46
	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 MAY 2026 HSA FEES	3.25
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	427.32
				TOTAL:	540.18
COURT	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	43.92
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	10.27
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	708.33
				TOTAL:	762.52
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUITION	82.21
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUITION	82.21
	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			5/20/2026 - 5/31/2026	913.47
				TOTAL:	1,148.35
HOUSING	SUPERIOR ENVIRONMENTAL SERVI	436-354-00	HOUSING ENFORCEMENT	ASBESTOS INSPCT-86 RNDLPH	707.50
				TOTAL:	707.50
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUITION	148.85
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUITION	148.85
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	102.54
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.98
	PAYFLEX - INSPIRA	437-105-00	ZONING HEALTH INS	GF MAY 2026 HSA FEES	3.25
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	1,653.85
				TOTAL:	2,081.32
DATA PROCESSING	HEWLETT PACKARD FINANCIAL SE	439-230-00	DATA PROCESSING	JUNE 2026 PLOTTER RENT	78.90
				TOTAL:	78.90
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110 088 782 062 70 E MAIN	1,364.37
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	140.83

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LOWES BUSINESS ACCOUNTS/SYNC	440-216-00	CITY HALL MAINTENANC	PCRD-CARPET CLRHR FOR CITY	143.92
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CH PEST CNTRL MAY 2026	33.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUITION	132.03
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUITION	132.03
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	PCRD-PAPER TWLS BATH TISSU	48.36
		440-341-00	CITY HALL SUPPLIES	PCRD-PAPER TWLS BATH TISSU	56.77
	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
	AMAZON.COM	440-341-00	CITY HALL SUPPLIES	PCRD-US & WV FLAGS	107.86
	PAYFLEX - INSPIRA	440-105-00	CITY HALL JANITOR IN	GF MAY 2026 HSA FEES	3.25
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH RUGS 5.11.26	46.59
		440-216-00	CITY HALL MAINTENANC	CH RUGS 5.18.26	46.59
		440-216-00	CITY HALL MAINTENANC	CH RUGS 5.26.26	46.59
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	1,467.00
				TOTAL:	3,880.29
POLICE	LEAF	700-341-00	POLICE DEPT. MAT & S	POL PRNTR LSE MAY 2026	159.10
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	BOOTS-DYLAN MAJOR	181.10
	QUICK SLICK OIL CHANGE	700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE-CAR 10	25.00
		700-343-00	POLICE DEPT. AUTO SU	OIL CHNGE-TSK FORCE VHCLE	25.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUITION	1,726.79
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUITION	2,562.26
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFES CONTRIBUTI	1,118.44
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFES CONTRIBUTI	1,954.27
	GO DADDY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-BPD EMAIL RENEWALS	4,602.96
	ST JOSEPH HOSPITAL OF BUCHEHA	700-341-00	POLICE DEPT. MAT & S	LAB TEST DYLAN MAJOR	70.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	3,189.11
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	745.84
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-DISINFECTANT MARKERS	157.00
		700-341-00	POLICE DEPT. MAT & S	PCRD-DOOR CHINE POLICE DEP	14.43
		700-341-00	POLICE DEPT. MAT & S	PCRD-TOILET PAPER CUPS TAP	206.68
		700-341-00	POLICE DEPT. MAT & S	PCRD-BLEACH	35.48
	PAYFLEX - INSPIRA	700-105-00	POLICE DEPT. GROUP I	GF MAY 2026 HSA FEES	35.75
	CHEWY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-K9 UNIT DOG FOOD	188.97
	JAMES FISHER	700-343-00	POLICE DEPT. AUTO SU	REIMB FOR FUEL	45.16
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-APR 26 CELL PHN & GEO	1,235.33
	SYMBOL ARTS	700-341-00	POLICE DEPT. MAT & S	PCRD-CHALLENGE COINS	1,495.50
	MOUNTAIN STATE VETERINARY SE	700-341-00	POLICE DEPT. MAT & S	VET CRE K9-ERROS-VCCNTNS	54.98
	SHERATON CONVENTION CENTER H	700-221-00	POLICE DEPT. TRAININ	PCRD-LODGING K9 UNIT TRAIN	759.84
	WOODYS CAR WASH & DETAILING	700-343-00	POLICE DEPT. AUTO SU	10 CRSR DETAILS WASH	800.00
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	51,460.81
				TOTAL:	72,849.80
FIRE	EXTREME TACTICAL DYNAMIC -AS	706-343-00	FIRE DEPT. AUTO SUPP	PCRD-LED STROBE LGHTS SQUA	89.92
	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	VFD-VFIS 3RD Q 2026	7,781.00
	WV OFFICE EMERGENCY RESPONSE	706-221-00	FIRE DEPT. TRAINING	PCRD-JOEY BAX WV EMT RECER	18.75
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE PEST CNTRL MAY 2026	44.00
	SUBSET GRAPHICS LLC	706-341-00	FIRE DEPT. MATERIAL	DECALS-FRNDLY WAY	158.00
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUITION	766.13
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUITION	1,013.00
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFES CONTRIBUTI	1,269.85
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFES CONTRIBUTI	1,724.55
	ST JOSEPH HOSPITAL OF BUCHEHA	706-341-00	FIRE DEPT. MATERIAL	LAB TEST-SHANE JENKINS	70.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,980.23

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	463.12
	AMAZON.COM	706-345-00	FIRE DEPT. UNIFORMS	PCRD-M.POTTER DUTY BELT &	129.94
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-LINN BAXA PAINT SHIRTS	290.37
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-BOOTS & PANTS J.B.KIM	185.93
	RELIANCE STANDARD INSUANCE	706-105-00	FIRE DEPT. GROUP INS	DIFF BILLED & HELD TANNER	3.35
	PAYFLEX - INSPIRA	706-105-00	FIRE DEPT. GROUP INS	GF MAY 2026 HSA FEES	32.50
	NATIONAL REGISTRY EMT	706-221-00	FIRE DEPT. TRAINING	PCRD-JOEY BAXA EMT RECEIPT	25.00
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-APR 26 GEUTAB	190.28
	ROZELLE ENTERPRISES LLC	706-216-00	FIRE DEPT. MAINTENAN	CHANGE EXTERIOR LGHT-PSC	480.24
	WITMER PUBLIC SAFETY GROUP I	706-459-00	FIRE DEPT. CAPITAL O	SUPER VAC FAN	4,560.00
		706-459-00	FIRE DEPT. CAPITAL O	FLMEFGHTR HSE, FREIGHT	6,493.00
	BADGE & WALLET	706-341-00	FIRE DEPT. MATERIAL	PCRD-2 NAME BARS	88.35
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	210.27
	ALL AMERICAN FIRE EQUIPMENT	706-341-00	FIRE DEPT. MATERIAL	IQ WARRIOR TURNOUT GEAR	3,225.00
	THE THREAD LAB	706-341-01	VOLUNTEER FIREFIGHTE	PCRD-CADET SHIRTS	55.00
	DELTA HOTELS	706-214-00	FIRE DEPT. TRAVEL EX	PCRD-RM CHG TANNER SMITH C	110.00
	7CS CONSULTING LLC	706-221-00	FIRE DEPT. TRAINING	CERT FIRE INSPCTR CLASS	495.00
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	31,544.33
				TOTAL:	63,497.11

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	BUCKHANNOH UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STR WASTE CHRGE APR 2026	163.11
	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	15.28
	FISHER AUTO PARTS INC	750-343-00	STREET DEPT. AUTO SU	BATTERY FOR SKIDSTEER	176.49
	RITE-WAY HEATING & PLUMBING	750-341-00	STREET DEPT. MAT & S	HSE WYE&RUBBER WSHR-FSTVL	24.26
	BUCKHANNOH WORK ADJUSTMENT	750-341-00	STREET DEPT. MAT & S	BUNDLE OF STAKES-WVSP	21.75
	J F ALLEN CO	750-461-00	STREET PAVING	9.90 TN BLCKTOP-ST PATCH	910.80
		750-461-00	STREET PAVING	17.09 TN BLCKTOP-ST PATCH	1,572.28
	STATE ELECTRIC SUPPLY CO INC	750-458-05	STREET DEPT PROJECTS	OTDR LGHT-CHNCRY&EMRGN LH	1,757.50
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	1/2" AIR HOSE FOR S-10	26.45
	HART OFFICE SOLUTIONS INC	750-341-00	STREET DEPT. MAT & S	STR 302 CLRD CPY MAY 26	23.76
	HARBOR FREIGHT TOOLS	750-341-00	STREET DEPT. MAT & S	PCRD-SAW BLADES STEAM CLEA	162.96
	LOWES BUSINESS ACCOUNTS/SYNC	750-341-00	STREET DEPT. MAT & S	PCRD-PAINT BRUSHES ROLLER	39.88
		750-341-00	STREET DEPT. MAT & S	36" WOOD GRADE STAKES	12.33
		750-341-00	STREET DEPT. MAT & S	,STRE4X4'S-BNCH,OIL-BLWP	821.04
	SHERWIN WILLIAMS-ELKINS	750-341-00	STREET DEPT. MAT & S	PAINT FOR CURB PAINTING	1,991.00
	STATE EQUIPMENT INC.	750-341-00	STREET DEPT. MAT & S	WEED EATER STRING	26.99
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	JUNE 2026 CNCRTE TRK PYMNT	2,753.72
	SEALCOAT CONCEPTS LLC	750-341-00	STREET DEPT. MAT & S	PAINTING CURBS ON MAIN ST	1,300.00
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,026.88
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,398.65
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	760.84
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	1,116.07
	JOHN BOGGESS dba VJG ASSOCIA	750-341-00	STREET DEPT. MAT & S	GLOVES, COFFEE FLTR&SCUPS	1,172.26
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STR DEBT EXCVTR PYMT JUNE	2,736.13
	WALMART STORES INC -BUCKHANH	750-341-00	STREET DEPT. MAT & S	PCRD-2 32" TV SCREENS FOR	270.22
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STR MAY 2026 PEST CNTRL	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,732.57
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	405.22
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD-CONDUIT CORD MATS	940.72
		750-341-00	STREET DEPT. MAT & S	PCRD-WAT HOSES 50AMP 25' C	484.52
		750-343-00	STREET DEPT. AUTO SU	PCRD-GOOSENECK HITCH ADAPT	189.99
		750-343-00	STREET DEPT. AUTO SU	PCRD-HYDRAULIC VALVE KIT K	798.95
		750-341-00	STREET DEPT. MAT & S	PCRD-STRING & FLOOD LGHTS	596.32
		750-343-00	STREET DEPT. AUTO SU	PCRD-BATTERY SHUT OFF FORD	15.99

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		750-341-00	STREET DEPT. MAT & S	PCRD-HAND CLEANER	130.85
	PAYFLEX - INSPIRA	750-105-00	STREET DEPT. GROUP I	GF MAY 2026 HSA FEES	32.50
	HINKLE TRUCKING, INC.	750-458-05	STREET DEPT PROJECTS	HAUL 14.66 TN BULK CMNT	1,500.00
	AT&T MOBILITY	750-211-00	STREET DEPT. TELEPHO	PCRD-APR 26 CELL PHN & GEO	396.53
	ROZELLE ENTERPRISES LLC	750-458-05	STREET DEPT PROJECTS	POCA CRBS(FORM, POUR, BKFL	4,055.25
	BENJAMIN LEE ARISMAN	750-341-02	CITY PROPERTY MOWING	MOW CTY LTS 5.11-5.24.26	4,770.00
		750-341-02	CITY PROPERTY MOWING	4.27-5.20.26 MOW CITY LOT	4,770.00
	FREEDOM AG & ENGERY COOPEPAT	750-461-00	STREET PAVING	PROPANE FOR PAVER	33.98
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STR UNIFORMS 5.14.26	251.76
		750-341-00	STREET DEPT. MAT & S	FIRST AID KIT RESTALTING	25.83
	CITYNET LLC	750-213-00	STREET DEPT. UTILITI	STR MAY 2026 FIBER	100.00
	DECKSDIRECT.COM	750-458-05	STREET DEPT PROJECTS	PCRD-HND RAIL ADA RAMP JAW	5,782.00
	RAPID RADIOS	750-341-00	STREET DEPT. MAT & S	PCRD-SIMS RENEWAL RADIO&69	50.00
		750-341-00	STREET DEPT. MAT & S	PCRD-SIMS RENEWAL RADIO&69	50.00
	STRATEGY LLC	750-341-00	STREET DEPT. MAT & S	STR JUNE 2026 MICROSOFT OF	123.90
	**PATROLL EXPENSES			5/20/2026 - 5/31/2026	27,941.23
				TOTAL:	75,492.26

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	MON POWER	751-213-00	STREET LIGHTS	110 088 782 484 E MAIN ST	126.26
		751-213-00	STREET LIGHTS	110 100 156 733 107 E MAIN	109.72
		751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CA	94.90
		751-213-00	STREET LIGHTS	110 160 309 701 31 S KAHAW	26.28
		751-213-00	STREET LIGHTS	110 170 666 488 26 LINCOLN	16.27
				TOTAL:	373.43

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TRAFFIC SIGNALS & SIGN MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	43.10
		752-213-00	TRAFFIC SIGNALS POWE	110 087 174 485 S KANAWHA	33.58
		752-213-00	TRAFFIC SIGNALS POWE	110 088 235 830 REGER ST	35.72
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	46.35
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	31.87
				TOTAL:	190.62

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	40.01
	LOWES BUSINESS ACCOUNTS/SYNC	906-216-00	THEATRE MAINTENANCE/	HOSE W/ELBW-WET WELL SHP	15.09
		906-216-00	THEATRE MAINTENANCE/	KEYS FOR THE THEATER	23.65
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CNTRL MAY 202	102.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	2.27
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	4.01
	WALMART STORES INC -BUCKHANH	906-341-00	CAC SUPPLIES & EXPEN	PCRD-PEPSI CANDY BARS WATE	123.70
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	58.10
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	13.59
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD- WINDOW LATCHES	30.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-VELCRO TAPE EXT CABLE	98.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-SAMSON SPEAKERS	79.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-DOOR STOPS PAPER TWLS	46.33
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-DISH SOAP	6.25
	ROZELLE ENTERPRISES LLC	906-450-01	THEATRE BLDG	FRMNG, DRYWLL, PNT-CAC	7,297.42
		906-450-01	THEATRE BLDG	REMV DRYWLL, MOLD INS-CAC	921.40
	RANDALL SANDERS	906-341-00	CAC SUPPLIES & EXPEN	REIMB ALC,CLEAN,FE ADS A.M	105.24
	CINTAS	906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.11.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.18.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.26.26	29.65

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	937.06
				TOTAL:	9,995.04
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 592 119 SYC	756.52
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	44.84
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	74.36
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	TOILET TISSUE-SYC	84.42
	LEAF	907-341-01	OPERATING EXPENSES	SYC PRNTR LSE JUNE 2026	197.45
	J T MARTIN COMPANY IDC	907-216-00	MAINTENANCE	SEMI ANNUAL INSPECT	211.94
		907-216-00	MAINTENANCE	FIRE EXTINGUISHERS	71.44
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	64.37
	MICROSOFT STORE	907-341-00	MATERIALS & SUPPLIES	PCRD-MICROSOFT 365 SUBSCRI	13.38
	LOWES BUSINESS ACCOUNTS/SYCH	907-341-00	MATERIALS & SUPPLIES	RUGS,DUCT TAPE-SYC	125.80
		907-341-00	MATERIALS & SUPPLIES	SPRY PNT,4" WIRE WHEEL	19.38
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	225.09
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	223.11
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	207.22
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	207.41
	UPSHUR CO BD OF EDUCATION	907-356-00	YOUTH BASKETBALL	GYM RENTAL-SYC BBALL	12,318.49
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	LAB TEST-KIMBERLY KARICHEH	70.00
	WALMART STORES INC -BUCKHAMH	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SHACKS	64.40
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SHACKS	12.34
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SUPPLIES	90.65
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SHACKS	41.28
		907-341-00	MATERIALS & SUPPLIES	PCRD-BUILDING SUPPLIES	106.79
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SUPPLIES	69.49
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC MAY 2026 PEST CNTRL	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	471.27
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	110.22
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF MAY 2026 HSA FEES	16.25
	LYNX WV INC	907-213-00	UTILITIES	SYC ANTENNA RNT MAY 2026	145.00
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-APR 26 GEOTAB	38.85
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SHACKS	603.64
	CINTAS	907-216-00	MAINTENANCE	SYC MATS & MOPS 5.11.26	89.75
		907-216-00	MAINTENANCE	SYC MATS & MOPS 5.18.26	60.97
		907-216-00	MAINTENANCE	SYC MATS & MOPS 5.26.26	89.75
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	7,601.18
				TOTAL:	24,565.55
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER JUNE 2026	3,351.00
	WV PUBLIC EMPLOYEES RETIREME	910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	1.20
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	46.70
	WALMART STORES INC -BUCKHAMH	910-341-00	EVENT CENTER SUPPLIE	PCRD-SUGAR TRBAGS ICE CRU	35.57
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	130.63
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	30.55
	AMAZON.COM	910-341-00	EVENT CENTER SUPPLIE	PCRD-TABLE CLOTHS	463.96
		910-341-00	EVENT CENTER SUPPLIE	PCRD-TABLE CLOTHS	97.16
	AT&T MOBILITY	910-213-00	UTILITIES-ADJUTANT G	PCRD-APR 26 CELL PHN	51.13
	RANDALL SANDERS	910-341-00	EVENT CENTER SUPPLIE	REIMB ALC,CLEAN,FB ADS A.M	554.15
	360TRAINING.COM	910-341-00	EVENT CENTER SUPPLIE	PCRD-TIPS TRAINING FOR CIN	38.00

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			5/20/2026 - 5/31/2026	2,106.78
				TOTAL:	6,906.83
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S FLORI	1,718.06
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	224.07
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE PEST CNTRL MAY 2026	47.00
	ROZELLE ENTERPRISES LLC	976-459-01	PUBLIC SAFETY TRAINI	BLD BURN ROOMS-LIVE BRN	19,654.75
	CUMMINS SALES & SERVICE FAIR	976-216-00	SAFETY COMPLEX MAINT	PSC 2NDQ 2026 GHRTR MAINT	526.66
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 5.11.26	30.70
		976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 5.18.26	30.70
		976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 5.26.26	30.70
	CITYNET LLC	976-213-00	SAFETY COMPLEX UTILI	PSC MAY 2026 FIBER	300.00
				TOTAL:	22,563.64

8. Public Works Report – Director of Public Works Ethan Crosten: Ethan Crosten presented the following report to the Council.

**Public Works Director
Report June 4, 2026**

Street:

- Crews continue alley trimming and general maintenance throughout the city.
- Sidewalk improvements are underway at 101 and 57 S. Kanawha Street and 13 Cleveland Avenue.
- Preparing to pave Pocahontas Street and Henry Street next week.
- Still planning to have the contractors pave Camden and Wood Street within the next two weeks.
- Certified letters have been issued to utilities affected by the proposed right-of-way ordinance. A Utility Coordination Meeting is set for August 5, as required by ordinance.
- I have been working with our paving contractors, on-call contractors, and yard restoration contractors on potential contract renewals for the next two fiscal years.

Waste:

- Waste Board approved the purchase of two new garbage trucks for the 2025-2026 fiscal year.
- We have been conducting interviews for the open Waste Collection Driver.

- **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 have a directional drill set up for next week.
 - Crews have moving along on W. Main Street, they have about 300 feet of clay line remaining.
 - **Stormwater**
 - The application deadline for the Taylor Street Stormwater Grant has been extended to August. As a result, the City does not expect award notifications until fall..
- **Water:**
 - The water department has been moving along well to complete abandoning an old main line on Camden Avenue by transferring services to the new line.
- **Zoning and Code Enforcement**
 - I have completed the survey at 86 Randolph Street, this property is scheduled to be demolished and auctioned off.
- **Engineering:**
 - a. **Charles W. Gibson Library Remediation Project – Jay has been inspecting the roof remediation project which begun last week.**

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

June 3rd, 2026

RE: Ordinance 478 – Right-of-Way Excavations

Dear Utility Provider,

The City of Buckhannon is committed to maintaining safe, reliable, and well-coordinated public infrastructure for the benefit of our residents, businesses, and utility partners. To support these goals, the City is in the process of adopting an updated Ordinance 478 – Right-of-way Excavation that will govern work performed within City-owned streets, sidewalks, alleys, easements, and other public rights-of-way.

The proposed ordinance is intended to establish clear and consistent standards for permitting, construction practices, restoration requirements, emergency work procedures, traffic control, and coordination among utility providers operating within the City. The ordinance will also help ensure the protection of public infrastructure and improve communication between utility companies and municipal departments.

Key provisions of the proposed ordinance include:

1. Right-of-Way Permit requirements for excavation, construction, maintenance, and utility installations within public rights-of-way.
2. Restoration standards requiring affected pavement, sidewalks, curbs, landscaping, and other public infrastructure to be repaired to City specifications.
3. Traffic control and public safety requirements in accordance with applicable federal, state, and local.
4. Notification and coordination procedures for planned utility work and emergency repairs.

The City values its partnership with utility providers and encourages your review and input as this ordinance moves through the adoption process. A copy of the proposed ordinance is attached for review, and any comments or questions may be directed to the Buckhannon City Hall. Final Reading for this ordinance is scheduled for June 18th, 2026.

Per Article III of attached Ordinance 478, the City of Buckhannon has a **Utility Coordination Meeting scheduled for August 5, 2026**. We invite your utility to have a representative present during this meeting to discuss upcoming capital improvement projects and work to minimize disturbances to City Streets after resurfacing projects are completed.

We appreciate your continued cooperation and commitment to providing essential services to the citizens of Buckhannon. We look forward to working collaboratively to ensure the successful implementation of these updated right-of-way standards.

Sincerely,

Ethan Crosten
 Director of Public Works
 City of Buckhannon

CC: Robert Neal Skinner, Mayor
 Buckhannon City Council
 Brad Hawkins, Street Commissioner
 Jay Hollen, City Engineer
 Tom O’Niell, City Attorney

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



Permit Fee Report #76922 - #76937
05/21/2026 - 06/03/2026

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)													
76934	Shop N Save CPG Development	203 S Kanawha St	Foam Coat Roofing and Coating Inc	Refoaming low spot on roof - Warranty work	35,000.00	262.50		No		No	N/A	No	No
76929	Patrick Martin Rentals	6 Cleveland Ave	Spotloe Construction	Metal over shingles overlay not disturbing roof	12,000.00	102.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76930	Patrick Martin Rentals	8 Cleveland Ave	Spotloe Construction	Metal over shingles overlay not disturbing roof.	8,800.00	74.80		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
76922	Don Patron/Francisco Figueroa	31 S Florida St	DAVID DAVIS HEATING AC & ELEC INC	Roof top HVAC replacement system. Connect to existing electric.	8,000.00	76.00		No		No	Zone AE	Yes-Elevation Cert. Not Required	No
					63,800.00	515.30							

Group Total: 4

Group: Demolition

76927	Rex Snider	112 1/2 Camden Ave	Wilbur Snider	Razing structure Keeping	40,000.00	20.00	B2 Single Family Reside	Yes -If yes attach report	5/27/2026	No	N/A	No	No
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				existing footers. Replace and new home construction. 24 x 36			ntial (500 sq ft)						
					40,000.00	20.00							

Group Total: 1

Group: No Charge

76924	City of Buckhannon	86 Randolph St	SUPERIOR ENVIRONMENTAL/CONTRACTOR	Demolition: 24'x30' One Story House, 12'x30' Carport, 20'x6' Front Porch & 8'x4' Rear Porch	0.00	0.00		Yes -If yes attach report		No	N/A	No	
					0.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

76937	Josh Burnside	1 Lightburn St		Replacing siding and gutters	999.00	10.00		No		Yes	N/A	No	No
76933	Lois Loudin	14 Gate St	ALFORD FOUNDATION	Foundation Stabilization- Replacement of main beam with treated lumber.	7,035.00	77.39		No		Yes	Zone AE	Yes-Elevation Cert. Not Required	No
76935	Henry Ruppenthal	123 Randolph St		Replace roof - removing old shingles	7,900.00	86.90		Yes -If yes attach report		No	N/A	No	No
76936	Kendall Lambert	215 Wood St		Aluminum Widow replacement - two windows	600.00	10.00		No		No	N/A	No	No
76931	Wanda Bennett	30 Upper Drive	Spotloe Construction	Replacing retaining wall 58ft. Reroof shed metal to metal.	12,000.00	132.00		No	5/28/2026	No	N/A	No	No
76928	Barbara Day	29 Tuggle St	Middletown Home Sale Inc	New Home Double wide on permanent foundation 26 ft x 48 ft (1248sq ft)	160,000.00	960.00	B2 Single Family Residential (500 sq ft)	No	5/28/2026	No	Zone AE	Yes-Elevation Cert. Not Required	No
76925	Chris Hayslette	11 Lincoln Way	Topper Construction	Replacement of wood	31,664.00	284.98		No		No	N/A	No	No

				batten board with siding									
76926	Leann Groah	66 5th Street		Replacing rotted floor joists with treated lumber. (flooring)	2,500.00	27.50		No		No	Zone AE	Yes -If yes attach report	No
76927	Rex Snider	112 1/2 Camden Ave	Wilbur Snider	Razing structure Keeping existing footers. Replace and new home construction. 24 x 36	40,000.00	360.00	B2 Single Family Residential (500 sq ft)	Yes -If yes attach report	5/27/2026	No	N/A	No	No
					262,698.00	1,948.77							

Group Total: 9

Group: Residential Electrical Fee

76928	Barbara Day	29 Tuggle St	Middletown Home Sale Inc	New Home Double wide on permanent foundation 26 ft x 48 ft (1248sq ft)	160,000.00	160.00	B2 Single Family Residential (500 sq ft)	No	5/28/2026	No	Zone AE	Yes-Elevation Cert. Not Required	No
76932	Bob Hinchman	200 Randolph St	TWISTED WIRE	Service upgrade 200 amp	1,500.00	100.00	B2 Single Family Residential (500 sq ft)	No		No	N/A	No	No
76927	Rex Snider	112 1/2 Camden Ave	Wilbur Snider	Razing structure Keeping existing footers. Replace and new home construction. 24 x 36	40,000.00	100.00	B2 Single Family Residential (500 sq ft)	Yes -If yes attach report	5/27/2026	No	N/A	No	No
76923	Joalde Enterprises	125 Wood St		Electrical reconnect	0.00	100.00	B2 Single Family Residential (500 sq ft)	No		No	Zone AE	Yes-Elevation Cert. Not Required	No
					201,500.00	460.00							

Group Total: 4

Group: Zoning Application Fee

76928	Barbara Day	29 Tuggle St	Middletown Home Sale Inc	New Home Double wide on permanent foundation 26 ft x 48 ft (1248sq ft)	160,000.00	20.00	B2 Single Family Residential (500 sq ft)	No	5/28/2026	No	Zone AE	Yes-Elevation Cert. Not Required	No
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76931	Wanda Bennett	30 Upper Drive	Spotloe Construction	Replacing retaining wall 58ft. Reroof shed metal to metal.	12,000.00	20.00		No	5/28/2026	No	N/A	No	No
76925	Chris Hayslette	11 Lincoln Way	Topper Construction	Replacement of wood batten board with siding	31,664.00	20.00		No		No	N/A	No	No
76927	Rex Snider	112 1/2 Camden Ave	Wilbur Snider	Razing structure Keeping existing footers. Replace and new home construction. 24 x 36	40,000.00	20.00	B2 Single Family Residential (500 sq ft)	Yes -If yes attach report	5/27/2026	No	N/A	No	No
					243,664.00	80.00							

Group Total: 4

					811,662.00	3,024.07							
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9. Fire Department Report – Chief J.B. Kimble provided the following report with these key operational points:

- 445 incidents year-to-date through May (down 2% from prior year).
- A new HVAC unit has been installed at the fire station.
- Fire Training Facility:
 - First-floor burn rooms nearly complete.
 - Live-burn training is expected to begin next week.
 - Second and third floors progressing.
- New hose tester and smoke-removal fan purchased.
- Swift-water rescue training scheduled at Audra State Park.
- Extrication training was conducted using a donated vehicle from Number One Auto.
- Participation in a regional fitness challenge with Elkins Fire and Police Departments.

Council expressed interest in attending future live burn training demonstrations.

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

a. Approval Ordinance No. 478 - Utility Right-of-Way Regulations, 2nd Reading - City Attorney Tom O’Neill presented Second Reading of Ordinance 478. A minor amendment was proposed to add “email address” to required applicant contact information in Article II, Section 2.1(a), which does not reset the reading sequence.

Reger/Randall moved to approve Ordinance No. 478, Utility Right-of-Way Regulations, on its 2nd reading, to include language adding the requirement for an email address to the contact information in Article II, Section 2.1(a). The motion carried.

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

WHEREAS, West Virginia Code §8-12-13 empowers a municipality to provide for the regulation of public rights-of-way; and,

WHEREAS, The City of Buckhannon encourages the coordination of Public Utility Excavations in the Public Rights-of-Way in order to minimize the disruption of traffic flow, limit inconvenience to residents, businesses, and visitors, and provide for the public safety, health, and welfare; and,

WHEREAS, The Excavation permitting process minimizes the impact of construction on residents and businesses by enforcing cleanliness and safety standards for construction sites, imposing strict timelines for construction in Public Rights-of-Way, and requiring a durable restoration of the rights-of-way with a uniform visual appearance; and,

WHEREAS, Prompt restoration of the Public Rights-of-Way is an essential element of this policy and will be enforced.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I – GENERAL PROVISIONS

1.1 EXCAVATION IN THE PUBLIC RIGHTS-OF-WAY.

No excavation in the Public Rights-of-Way within the City shall occur, except in accordance with the provisions of this Ordinance. The office of the Director of Public Works shall be the responsible City of Buckhannon agency for managing the Public Rights-of-Way.

1.2 PERMITS REQUIRED FOR EXAVATIONS IN CITY RIGHTS-OF-WAY

(a) It is unlawful for any Person to make any Excavation in any of the Public Rights-of-Way without first obtaining from the City a permit authorizing such Excavation.

(b) No Excavation permit will be issued to any Applicant who lacks the legal authority to occupy and use the Public Rights-of-Way for the purposes identified in the Application for the permit.

(c) Applicants conducting residential and commercial building construction projects will be issued permission to construct accesses to the property across Public Rights-of-Way by the City as part of the Building Permit process.

1.3 DEFINITIONS.

For purpose of this ordinance, the following terms shall have the following meanings:

(a) "Applicant" means any Owner, Person, or business, who has submitted an Application for a permit to excavate.

(b) "Application" means the form prescribed by the Director of Public Works along with any subsequent changes made to the format after the date of the adoption of this Ordinance outlining the scope of work requested by the Applicant.

(c) "Block" means that part of the Public Right-of-Way that includes the street area from the property line to the parallel and/or opposite property line in width and extending from the centerline of an intersecting street to the nearest property line or to the centerline of the next intersecting street in length.

(d) "Certified Telecommunications Provider" means a Person who has been issued a certificate of convenience and necessity, certificate of operating authority, or service provider certificate of operating authority by the West Virginia Public Service Commission to offer local service.

(e) "City" means the City of Buckhannon.

- (f) "Conduit" means a single enclosed raceway for cables, fiber optics, or other wires but does not include the maintenance duct associated with a Conduit that is reserved for use in replacing damaged cable or for rerouting purposes.
- (g) "Deposit" means any bond, cash deposit, or other security provided by the Applicant in accordance with his or her permit.
- (h) "Emergency" means any Excavation in Public Rights-of-Way required to preserve life or prevent serious damage to property or restore critical public services when such necessity arises at a time when it is impossible or impractical to secure a permit prior to commencing Excavation.
- (i) "Excavation" means any work in the surface or subsurface of the Public Rights-of-Way, including, but not limited to the following: opening the Public Rights-of-Way; installing, servicing, repairing or modifying any Facility; and restoring the surface and subsurface of the Public Rights-of-Way. Excavation shall not include activities in Public Rights-of-Way wherein the surface and subsurface are not disturbed and wherein such activities take place through existing manholes, Conduits and other such facilities.
- (j) "Facility" or "Facilities" shall include, but not be limited to, any and all lines, poles, cables, cabinets, ducts, conduits, converters, equipment, drains, handholds, manholes, pipes, pedestals, splice boxes, surface location markers, tracks, tunnels, utilities, vaults and other appurtenances or tangible things owned, leased, operated, or licensed by a Person or company, that are located or are proposed to be located under, on, or above ground within the Public Rights-of-Way.
- (k) "Major Project" means any reasonably foreseeable Excavation that will interfere with the public's use and enjoyment of the Public Rights-of-Way for more than 15 consecutive calendar days.
- (l) "Municipal Utility" means any agency, board, commission, or department of the City that owns; installs, or maintains any Facility or facilities located in-the Public Rights- of-Way.
- (m) "Owner" means any Person, including the City, who owns any Facility or facilities that are or are proposed to be installed or maintained in the Public Rights-of-Way.
- (n) "Permit" means the approved permission to proceed with the scope of work outlined on the Application along with any revisions to the scope of work as outlined and approved by the Director of Public Works.
- (o) "Permittee" means the Applicant to whom a permit to excavate or otherwise work in the Public Rights-of-Way has been granted by the Director of Public Works. In the case where the Permittee is a licensed contractor rather than the Facility Owner, the Permittee must show written authorization from the Facility Owner to act in their behalf.
- (p) "Person" means any individual, firm, Owner, sole proprietorship, partnership, corporation, unincorporated association, governmental body, Certified Telecommunications Provider, registered with the State of West Virginia, Federal Government, Municipal Corporation, executor, administrator, trustee, guardian, agent, occupant, or other legal entity.
- (q) "Public Utility" means any Person or Owner whose Facility or facilities in the, Public Rights-of-Way are used to provide electricity, natural gas, information services, sewer services, steam, water, telecommunications, transit service, cable television, video, or other services to customers regardless of whether such Person or Owner is deemed a public service corporation by the West Virginia Public Service Commission (PSC).
- (r) "Public Rights-of-Way" means the area across, along, beneath, in, on, over, under, upon, and within the control of the City to which the City holds the property rights including but not limited to public alleys, boulevards, courts, lanes, roads, sidewalk, spaces, streets, and ways which are or will be under the permitting jurisdiction of the Director of Public Works.
- (s) "Subcontractor" means any contractor employed by the Permittee to perform any portion of the Excavation permitted. Subcontractors must be duly licensed by the State of West Virginia and the City of Buckhannon prior to doing any work in the City.
- (t) "WVDOT" means the West Virginia Department of Transportation, its Division of Highways.

ARTICLE II – APPLICATIONS FOR PERMITS TO PERFORM AN EXCAVATION

2.1 APPLICATIONS.

An original and two (2) copies of an Application shall be submitted in a format and manner specified by the Director of Public Works and shall contain:

- (a) The name, address, telephone, email address, and facsimile number of the Applicant. When an Applicant is not the Owner of the Facility to be installed, maintained, or repaired in the Public Rights-of-Way, the Application shall also include the name, address, telephone, email address, and facsimile number of the Owner.
- (b) A copy of the franchise, easement, encroachment agreement, or other legal instrument that authorizes the Applicant, Permittee or Owner to use or occupy the Public Rights-of-Way for the purpose described in the Application unless regulated by the Public Service Commission pursuant to Chapter 24 of West Virginia State Code. When the Applicant is not the Owner of the Facility or Facilities to be installed, maintained, or repaired in the Public Rights-of-Way, the Applicant must demonstrate, in a form and manner specified by the Director of Public Works, that the Applicant is authorized to act on behalf of the Owner. A master copy of this authorization to use or occupy Public Rights-of-Way can be deposited with the City in lieu of providing a new document with each Application. The requirements of this Subsection do not apply to a Public Utility that is regulated by the West Virginia Public Service Commission and obligated by the Commission to provide utility service to customers in the City.
- (c) When the Excavation site encompasses both State of West Virginia and City of Buckhannon Public Rights-of-Way, a copy of any applicable state rights-of-way Excavation permits shall accompany the Application for the City permit. Any provision of this article which may be incompatible or in conflict with state law shall not be applicable as to streets which are part of the WVDOT's highway system.
- (d) A description of the location, purpose, method of Excavation, and surface and subsurface area of the proposed Excavation.
- (e) A sketch showing the proposed location, dimensions of the Excavation, the nearest cross street, the right-of-way property line, a North arrow, other underground or overhead facilities in the vicinity of the proposed Excavation, cross sections and/or profiles with a clear legend explaining all plan details, and the facilities to be installed, maintained, or repaired in connection with the Excavation, and any other details as the Director of Public Works may require as an addendum to the Permittee's Facility Plans of Record if required by a franchise agreement.
- (f) The proposed start date of Excavation.
- (g) The proposed duration of the Excavation, including the duration of the restoration of the Public Rights-of-Way physically disturbed by the Excavation.
- (h) A detailed traffic control plan needed to accomplish the Excavation.
- (i) For proposed attachments to poles and bridges a detailed site plan and specifications with the permit Application for approval by the Director of Public Works is also required.
- (j) The Miss Utility of West Virginia confirmation number.
- (k) Details regarding the location(s) of any public tree(s) likely to be disturbed.
- (l) The signature of the authorized Applicant acknowledging the terms and conditions of the policy and permit Application.
- (m) The City of Buckhannon shall establish a schedule of fees to be paid by Applicants by motion of the City Council, which schedule shall be published on the application forms prepared by the Director of Public Works and otherwise available upon request.
- (n) Any other information that may be reasonably required by the Director of Public Works.

2.2 INSURANCE

The Permittee shall obtain insurance of the types and in the amounts described below. The insurance shall be written through insurance companies admitted to write policies in the State of West Virginia and shall be written on forms acceptable to the City of Buckhannon.

(a) Commercial General Liability Insurance and Umbrella Liability Insurance Permittee shall maintain commercial general liability (CGL) with a limit of not less than \$1,000,000 each occurrence. Permittee shall also maintain umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence.

1) CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal injury and advertising injury.

2) The City of Buckhannon and its agents, officers, directors and employees, shall be included as an additional insured, and shall also be included as an additional insured under the umbrella liability policy. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to, or maintained by the City of Buckhannon, with respect to Permittee's operations. If any applicable insurance coverage is subject to a deductible, the Permittee shall be responsible for such deductible(s).

3) There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

4) Waiver of Subrogation. Permittee waives all rights against the City of Buckhannon and its agents, officers, directors- and employees for recovery of damages to the extent these damages are covered by the insurance maintained pursuant to this section.

5) The Permittee shall require all Subcontractors to secure and maintain CGL insurance coverage of similar type and scope as required by Permittee as stated herein.

(b) Business Auto

Permittee shall maintain business auto liability insurance with a limit of not less than \$1,000,000 each accident.

1) Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos).

2) Waiver of Subrogation. Permittee waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or insurance obtained by Permittee pursuant to this section or pursuant to any applicable auto physical damage coverage.

(c) Workers Compensation Insurance

Permittee shall maintain workers compensation and employers liability insurance of not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

(d) Professional Errors and Omissions Liability Insurance

If Permittee's work or processes include design work related in any way to the permitted Excavation, Professional Errors and Omissions Liability Insurance shall be required with a limit of not less than \$1,000,000 each occurrence.

(e) The City of Buckhannon and its agents, officers, directors and employees, shall be included as an insured under all insurance policies required under this Ordinance. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to, or maintained by the City of Buckhannon, with respect to Permittee's operations. If any applicable insurance coverage is subject to a deductible, the Permittee shall be responsible for such deductible(s).

(f) Permittee waives all rights against the City of Buckhannon and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the insurance maintained pursuant to this section.

(g) Evidence of Insurance

Prior to commencing the Work, Permittee shall furnish the City of Buckhannon with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, setting out compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to the City of Buckhannon prior to the cancellation of any insurance referred to therein.

(h) Acceptance of any insurance certificate provided to the City of Buckhannon pursuant to section 2.2 shall not constitute a waiver of the right of the City of Buckhannon to enforce any provision or requirement imposed on Permittees under section 2.2.

ARTICLE III - COORDINATION OF EXCAVATION

Municipal and/or Public Utilities are requested to submit a long-range plan of proposed Excavations in Public Rights-of-Way so that Major Projects in the same Block planned within a three (3) year period can be coordinated to the maximum amount possible.

Applicants may apply jointly for permits to excavate in the Public Rights-of-Way at the same time and place thereby minimizing permit and restoration costs. In addition, planned Excavations in Public Rights-of-Way on any pavement less than three (3) years old for the purpose of a main extension or replacement shall require full overlay of the pavement lane in order to return the pavement to a minimum of the condition existing prior to the Excavation.

Utility Coordination Meeting: The City will host utility coordination meetings at least one (1) time per year, at the initiation of the Director of Public Works. The purpose of the meeting shall be or the City to inform agencies and public infrastructure contractors of proposed and current capital improvement projects in the City and also for the agencies and public infrastructure contractors to inform each other and the City of current and future projects. Each agency and public infrastructure contractor shall designate a specific representative for the City of Buckhannon to contact and make reasonable efforts to attend and participate in the meetings of the City when notified of the time and date.

ARTICLE IV – PERMITS TO EXCAVATE WITHIN PUBLIC RIGHTS-OF-WAY

4.1 ACTION ON APPLICATIONS FOR PERMITS TO EXCAVATE

(a) After receipt of an Application for an Excavation permit, the Public Works Director, or his or her designee, shall within five (5) business days determine whether an Application has been properly completed.

(b) If the Application is deemed to be incomplete, the Director of Public Works or his or her designated representative will advise the Applicant of the reasons for rejecting the Application as incomplete.

(c) If the Application is deemed to be complete, the Director of Public Works may deny, approve, or conditionally approve the Application within fifteen (15) calendar days. The permit may be conditioned with specified requirements that preserve and maintain the public health, safety, welfare, and convenience.

(d) If the Application is denied, the Director of Public Works shall advise the Applicant in a written, electronic, or facsimile communication of the basis for denial. Permits may be denied for, but not limited to, any one or more of the following reasons:

(1) The proposed activity will substantially interfere with vehicular or pedestrian traffic and no approved procedures have been implemented to minimize the interference.

(2) The proposed construction will substantially interfere with another activity for which a permit has been issued or will conflict with existing Facilities already in the Public Rights-of-Way.

(3) The proposed barricading, channelizing, signing, warning, or other traffic control procedures or equipment do not comply with the requirements of the Traffic Control Regulations published by any agency of the State of West Virginia.

(4) The activity or the manner in which the Excavation is to be performed will violate a city ordinance or regulation or a state or federal statute or regulation.

(5) The Applicant has not presented insurance and bonding as required by this ordinance.

- (6) The Applicant has consistently failed in the past to perform in accordance with the requirements of this Ordinance and has failed to give adequate assurances of future compliance.
- (7) The Applicant has failed to present all the information required by this Ordinance or to file the Application within the time prescribed by this Ordinance.
- (8) The Applicant has misrepresented or falsified information in the Application.
- (9) The Applicant has outstanding debts to the City.
- (10) The Applicant is not in compliance with the applicable requirements of an existing permit issued under this Ordinance.
- (11) The Applicant has requested to excavate within a Public Right-of-Way that, in the opinion of the Director of Public Works, should be crossed by jacking, boring, or tunneling to better serve the interests of the public.
- (12) There is a lack of available space in the Public Right-of-Way at the requested location to accommodate the Applicant's request.

4.2 TERMS AND LIMITATIONS.

The permit shall specify the location, extent, and method of the Excavation, the start date and duration of the Excavation, the Permittee to whom the permit is issued, and any conditions placed on the permit.

4.3 EXPIRATION OF PERMIT.

Permits shall be void if the Excavation as specified in the permit has not started within thirty (30) calendar days of the start date specified in the permit. If the Excavation, including restoration, has not been completed within the time specified in the permit, the Director of Public Works may cause a "Stop Work Order," to be issued and/or withhold future permits or cause such Excavation to be completed by other contractors at the Permittee's sole expense; provided, however, that the Director of Public Works may issue extensions to the start date, or time of completion, or both, upon written request from the Permittee stating the reasons for the extension.

4.4 NON-TRANSFERABILITY OF PERMITS.

Permits are not transferable.

4.5 EMERGENCY EXCAVATIONS.

Nothing contained in this Ordinance shall be construed to prevent any Person from taking any action necessary to preserve life or prevent serious damage to property when such necessity arises when prior approval of a permit is impossible to secure. An emergency would exist anytime the public services of a group of individuals was interrupted; when the safety of the public is endangered by a damaged utility such as a ruptured gas line or when there is a possibility that damage might occur to public or private property unless immediate corrective action is taken. Then, at the applicant's sole risk and responsibility, repair the damaged facilities. Appropriate safety methods and devices must be used to give adequate warning and protection to Persons and property. In the event any Person takes any action to excavate or cause to be excavated the Public Rights-of-Way pursuant to this section, such Person shall apply for an Emergency permit immediately upon the opening of City offices by the usual permit Application process. The Applicant for an emergency permit shall attach a written statement of the basis of the emergency action and describe the Excavation performed and any Excavation remaining to be performed.

Permit Applications for main replacements and conduit for communications lines will not be granted emergency status. Street restoration requirements and maintenance of traffic regulations will not be changed due to the emergency nature of the Excavation.

4.6 LIABILITY UPON PERMITTEE AND INDEMNIFICATION OF CITY.

Each Permittee and Facility Owner is wholly responsible for the quality of the Excavation performed in the Public Rights-of-Way and is liable for all consequences of any condition of such Excavation and any facilities installed in the Public Rights-of-Way. Further, as a condition of the issuance of a Permit, Permittee agrees and binds himself or herself to indemnify, defend, and keep and hold the City, its officers, agents, and employees free and harmless from any and all claims, causes of action, damages or any liability, without limit and without regard to the cause or causes thereof, related in any way to any injury or damage of any type to any Persons or property arising out of, or directly or indirectly resulting from, any act or omission of Permittee, related in any way to: (a) any Excavation, service or other related activity performed by Permittee; (b) Permittee's use of the public ways or other areas of the City; (c) the acquisition, construction, reconstruction, erection, installation, operation, maintenance, repair or extension of Permittee's facilities; (d) the failure, refusal or neglect of Permittee to perform any duty imposed upon or assumed by Permittee by or under their Permit. In the event that any suit or proceeding shall be brought against the City at law or in equity, whether asserted by Permittee or any third party, Permittee, upon notice given to it by the City, will defend the City in any such action or other proceeding at the cost of the Permittee, and Permittee shall pay any and all judgments, settlements, awards, expenses and costs of any type, including, but not limited to, fees and charges of engineers, architects, attorneys, and other professionals and all court, arbitration or other dispute resolution costs, and shall hold the City, its officers, agents, and employees free and harmless there from. The issuance of any permit, inspection, repair, or suggestion, approval or acquiescence of any Person affiliated with the City of Buckhannon shall not excuse the Permittee from such responsibility or liability.

4.7 PERMIT TO BE AVAILABLE AT EXCAVATION SITE.

Permittees must have the permit or a photo duplicate available for review at the site of the Excavation for the duration of the Excavation that shall be shown, upon request, to any police officer, inspector, or any other employee of a City agency or department with jurisdictional responsibility over activities in the Public Rights-of-Way. Failure to have a valid copy, or failure to produce a valid permit upon request, may cause a "Stop Work Order" to be issued and additional permit fees to be incurred. All additional costs incurred, as result of the issuance of a "Stop Work Order," shall be the Permittee's responsibility.

4.8 FEES AND DEPOSITS.

Permittee shall remit to the City the applicable fees and deposits as required by such applicable building or zoning ordinance as may be in effect at the time of the Application. The City of Buckhannon shall establish a schedule of fees to be paid by Applicants by motion of the City Council, which schedule shall be published on the application forms prepared by the Director of Public Works and otherwise available upon request.

ARTICLE V – EXCAVATIONS

5.1 NOTICES

Any Permittee who makes an Excavation in the Public Rights-of-Way shall provide notice as follows:

- (a) Excavation location notice to City required: At least twenty-four (24) hours prior to the commencement of Excavation, the Permittee shall deliver an Excavation location(s) sheet, as designated by the Director of Public Works, to the Director of Public Works, or his or her designee. Failure to fax or deliver the Excavation location(s) sheet within the prescribed time may result in the issuance of a "Stop Work Order" authorized by the Director of Public Works.
- (b) Notice for Emergency Excavation. For Emergencies, the Permittee, or the Applicant if a permit has not yet been issued, shall notify, as soon as possible, the City of Buckhannon Public Works Director and advise of the Emergency and any potential impacts on traffic flow or pedestrian safety. The Permittee shall then apply for a permit within twenty-four (24) hours after City offices open in the regular manner.
- (c) Notice for Marking of Subsurface Facilities. Any Person excavating within the Public Rights-of-Way shall comply with the requirements of Miss Utility One-Call notification (1-800-245-4848).

5.2 LIMITS UPON EXCAVATION IN THE PUBLIC RIGHTS-OF-WAY

- (a) Scope. It is unlawful for any Permittee to make, to cause, or permit to be made, any Excavation in the Public Rights-of-Way outside the boundaries, times, and description set forth in the permit.
- (b) Single Excavation maximum of 500 feet. No single Excavation site shall be longer than 500 feet in length at any time except with the prior written approval of the Director of Public Works.
- (c) No Excavation will be permitted (except for Emergencies) on certain streets during special City events, or other events so designated by the City.

5.3 EXCAVATION OUTSIDE THE PAVEMENT

- (a) All Excavation areas outside the pavement shall be restored to their original condition immediately after Excavation completion. All pits/trenches remaining open overnight shall be barricaded or fenced on all sides to ensure pedestrian and motorist safety.
- (b) When the Excavation area is interrupted in excess of one week, temporary repairs (select fill to grade) must be made. No Excavation area outside of the pavement will be left in a disturbed condition over fifteen (15) days. When the Permittee is notified of a failure in the Excavation area (i.e. cave-in), the Permittee must respond and repair the Excavation area within 24 hours.
- (c) The City reserves the right to perform any and all required repairs, and warrant for the collection for all associated costs from the Permittee, where necessitated by emergency conditions.

5.4 QUALITY ASSURANCE/QUALITY CONTROL INSPECTION

- (a) The City may inspect any permitted Excavation within the Public Rights-of-Way. The inspector serves as liaison with the Permittee to advise on construction standards and practices, and to coordinate activities between the City and other utility companies and to advise on the extent and scope of restoration.
- (b) Quality control is the responsibility of the Permittee. It is the Permittee's responsibility to be familiar with the applicable standards and to employ qualified and licensed Subcontractors that will utilize these standards in the restoration of the Public Rights-of-Way. Permittees and their Subcontractors who fail to comply with these standards risk denial of permits for performing future Excavation in the Public Rights-of-Way.
- (c) The City's Rights-of-Way Inspector will be focused on restoration of the Public Rights-of-Way, backfill, compaction, hazard protection, repaving, and traffic control. Some inspections will be ongoing throughout the duration of a Permit, whereas other inspections will be made only after completion of the Excavation. Factors to be considered for ongoing inspections include location of, duration of work, size of area being disturbed or other issues as determined by the Director of Public Works. Any restoration not in compliance with the standards set forth in this ordinance must be repaired when directed by the City Inspector.

ARTICLE VI – RESTORATION STANDARDS

Each Permittee who excavates or is responsible for an Excavation in the Public Rights-of- Way shall be responsible to maintain, repair, or restore the site of the Excavation to a condition acceptable to the Director of Public Works. All restoration shall result in a work site condition that is at a minimum equal to or better than that which existed prior to construction. Complete restoration of all pavement surfaces disturbed must be complete no later than ten (10) working days from the date the pavement was first excavated, including final pavement finishes.

6.1 PAVEMENT

Excavations in Public Rights-of-Way on any pavement less than three (3) years old, for the purpose of a main extension or replacement, shall require full width overlay of the paving lane that is cut under the supervision of the City Rights-of-Way Inspector. Pavement restorations shall match the existing street cross section and pavement type. The limits of restoration required to any pavement type shall be dependent on

the size and location of the Excavation. Any variance of the limits of restoration required is at the discretion of the Director of Public Works.

1) Limits of Restoration:

(a) Asphalt Pavement:

1) Any Excavation, which transversely covers six feet (6') of a travel lane or street (eleven feet (11') typical), shall require the entire lane width to be milled and repaved.

2) Multiple hole cut Excavations that are located less than or equal to forty feet (40') from one another, longitudinally, and within the same traffic lane shall be restored as a single patch, as identified in section (1)(a)(1), above.

3) For any Excavation that disturbs more than 30% of an intersection, the Director of Public Works may require the restoration limits to be larger than the Excavation area to insure a smooth, rideable surface.

4) Any Excavation exceeding 40 square feet made in a street paved within the previous three (3) years shall require full paving lane width milling and repaving.

(b) Concrete Pavement:

1) Any Excavation exceeding 40 sq. ft. in a concrete street pavement shall require a slab replacement from the nearest transverse joint longitudinally and the entire width of the traffic lane.

2) Backfilling and Compaction:

(a) Select fill material shall be as defined as in the current edition of the WVDOT Roads and Bridges Specifications. The Permittee may elect to use controlled density (flowable) fill in lieu of select fill, subject to prior approval of the Director of Public Works. Controlled density fill material may not be used as a riding surface. Stone may be substituted for select fill at the discretion of the City Rights-of-Way Inspector. Each Excavation shall be backfilled and compacted within twenty-four (24) hours from the time the construction, related to the Excavation, is completed. Allowing vehicular traffic to compact a fill is not an acceptable compaction method.

(b) The Permittee shall use standard construction practices to backfill and compact each Excavation. Select fill material shall be placed in 6" lifts and compacted after each lift with appropriate compaction equipment. At a minimum, each lift shall be compacted utilizing a jumping jack compactor with a minimum of four (4) passes on each lift. As part of the Permittee's quality control plan, written verification of compaction is required. In addition, a City inspector may perform all necessary inspections during the compaction process to ensure compliance with these standards.

(c) The Director of Public Works may require a flow test to be performed prior to flowable fill being placed. If granular backfill is used, a City Inspector may be present during backfill operation or may require random testing.

3) Permanent Repair Patch:

(a) Patches will be approved based on their general appearance as well as their "rideability." Rideability is defined as a leveling tolerance to within one-quarter inch (1/4") at any point across the patch as it relates to the surrounding street surface. Cuts must be saw cut and squared for a better appearance and performance of permanent patch.

(b) Asphalt Pavement:

1) New hot mix asphalt will be placed in lifts (3" maximum) and compacted using a vibratory plate compactor or a static roller. Asphalt depths will be governed by the existing cross section of the street. When it is necessary to use cold patch in an opening due to the unavailability of hot mix material, the cold patch will be applied in one lift, approximately 2 inches thick. The restoration will not be considered complete until the cold patch is removed and replaced with hot mix asphalt and notice of the final repair is approved by the City.

(c) Concrete Pavement:

1) Once the compacted backfill has been placed, place, finish, and protect new concrete with adequate protection during its curing period. Concrete is required to "set" within 4 hours of placement. Before the pavement is opened to traffic, joints must be cleaned and properly sealed. Concrete restoration shall be in accordance with the current edition of the WVDOT Standard Specifications and typical detail drawings for Roads and Bridges.

6.2 TRANSPORTATION

(a) Signalized Intersections: The Permittee, or the Permittee's Subcontractor, must not cut into the pavement of a signalized intersection without contacting the Buckhannon Director of Public Works 24 hours in advance. The Public Works Office will attempt to locate and mark buried loop detection devices. Any Permittee, or Permittee's Subcontractor, that damages a loop detector must replace the damaged loop detector within 48 hours of such damage and the sole expense of the Permittee or Permittee's Subcontractor.

(b) Pavement Markings: Lane striping or other painted and affixed delineators, which are removed or damaged, must be replaced by the Permittee before restoration will be considered complete. Replacement materials for lane striping and other affixed delineators shall be as specified and approved by the Traffic Engineer, and as specified in the latest WVDOT standard specifications and typical detail drawings.

6.3 SIDEWALKS

Damaged sidewalks shall be removed and replaced in full sections (nearest joint). Replacement sidewalk material shall match the existing sidewalk to the extent practicable. All concrete edges that are to be removed must be saw cut and formed from construction joint to joint. A section's size will be determined by the adjacent sections or by the City's inspector.

(a) Any sections of sidewalk that have been undermined must be cut out and replaced. Suitable backfill must be installed and compacted prior to replacement.

(b) The Permittee, or the Permittee's Subcontractors, must not park any vehicles and/or equipment on City sidewalks or within a landscaped bed on City property. Any damage observed after the Excavation has been completed will be the Permittee's responsibility. The Permittee will be required to make the necessary repairs before the Excavation will be accepted.

6.4 STREET/ROAD CROSSINGS

(a) The preferred method of crossing a street in the City of Buckhannon will be by boring and jacking the new pipe, service line, conduit or system extension under the street crossed. Horizontal Directional Drilling (HDD) may also be used within the Public Rights-of-Way. Unless otherwise specified the West Virginia Department of Highway, Accommodation of Utilities on Highway Right of Way standards shall apply in addition to the following:

1) Horizontal Directional Drilling equipment operators must be trained in the safe and proper operation of the equipment. Written proof of proper training shall be furnished to the City's Rights-of-Way Inspector upon request. Failure to furnish training documentation could result in a Stop Work-Order being issued.

a. For all underground utility construction, the Permittee shall thoroughly investigate the location of all known Public or Municipal Utilities paralleling or crossing the proposed path of the proposed utility facilities and call MISS UTILITY one-call system (1-800-245-4848) for location of utilities and directly call any utilities or providers who are not a member of the one-call system to locate their facilities in the field prior to starting any Excavation.

b. All Public Utility Facilities which are to be located underground shall be installed to a minimum depth of thirty inches below the surface of the Public Rights-of-Way.

c. The Permittee or the Permittee's Subcontractor must be in direct charge and control of the HDD operation at all times.

d. The Director of Public Works shall be notified 48 hours in advance of starting HDD operations. HDD operations must be performed in the presence of a City Rights-of-Way Inspector unless otherwise directed by the Director of Public Works.

(b) A street may also be crossed with an open cut to the pavement if approved by the Director of Public Works. The following conditions will apply.

- 1) The use of steel road plating and a controlled density fill material will be required to ensure uniform compaction in order to reopen the street to traffic at the earliest possible time.
- 2) Concrete roadways will be repaired to the nearest expansion joint, and doweled (steel dowel rods) into the adjacent existing concrete.

6.5 DRIVEWAY APRONS

Driveway aprons shall not be "patched" following any utility Excavation until the Permittee or the Permittee's Subcontractor has notified the Director of Public Works for an inspection. The materials and method of restoration or replacement must be done in accordance with the City Engineer's design standards, and as specified by the City Engineer. All edges of concrete restoration shall be saw cut.

ARTICLE VII – VIOLATIONS

(a) The Director of Public Works, or his or her designee, or the Building Code Official, or his or her designee, or any sworn law enforcement officer, has the authority to enforce the regulations and standards specified in this Ordinance against violations thereof.

(b) Any Person or Permittee who performs Excavation for which a permit is required by this code that has begun such Excavation prior to obtaining the required permit, in violation of this ordinance, shall be assessed a fee in the amount of double the amount of the permit fee or an additional \$100.00 above the usual permit fee, whichever is greater.

(c) Any Person or Permittee occupying or using any of the Public Rights-of-Way of the City in a manner not permitted to the general public, without having first legally obtained the consent of the City in accordance with the requirements contained herein or occupying or using such Public Rights-of-Way inconsistent with the requirements of this Ordinance, shall be guilty of a misdemeanor punishable by fines of up to \$500.00. A separate and distinct offense shall be deemed committed each day a violation occurs or continues.

(d) Any Person or Permittee that fails to comply with the requirements as set forth in this Ordinance may be prohibited from continuing to work in the Public Rights-of-Way and all future permit requests may be denied.

(e) Violations by Municipal Utilities are not subject to the penalties specified herein. The Director of Public Works is empowered to abate violations by Municipal Utilities.

7.1 STOP WORK ORDER, PERMIT MODIFICATION, AND PERMIT EVOCATION

When the Director of Public Works has determined that a Permittee, Person, Facility Owner, or Subcontractor has violated the provisions of this ordinance or that an Excavation poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare, the Director of Public Works shall authorize a Stop Work Order, to impose new conditions upon a permit, or to suspend or revoke a permit by notifying the Permittee of such action in a written, electronic, or facsimile communication.

7.2 SUBSURFACE OR PAVEMENT FAILURES- WARRANTY

In the event that subsurface material or pavement over or immediately adjacent to any Excavation should become depressed, broken, or fail in any way within two (2) years after the Excavation has been completed and accepted by the City, the Permittee and the Permittee's Subcontractor that is responsible for the failure in the subsurface or surface of the Public Right-of-Way shall make the necessary repairs as directed by the Director of Public Works. The Director of Public Works shall notify the Permittee or Subcontractor of the

condition, location, and the required remedy, and such Permittee or Subcontractor shall repair or restore, or cause to be repaired or restored, such condition to the satisfaction of the Director of Public Works within seventy-two (72) hours of the notification. The Director of Public Works may extend the time for the responsible party to repair or restore the affected Public Right-of-Way.

7.3 REPAIR BY THE CITY

(a) In the event that any Permittee or Subcontractor fails, neglects, or refuses to repair or restore any condition pursuant to the Director of Public Works's notice as set forth in Section 7.2, the Director of Public Works may repair or restore, or cause to be repaired or restored, such condition in such manner as the Director of Public Works deems expedient and appropriate. The Permittee, or Subcontractor identified by the Director of Public Works as the responsible party shall compensate the City of Buckhannon for any costs associated with such remediation, repair, restoration, or any other actual costs incurred by the City that were made necessary by reason of the repair or restoration undertaken by the City and the City may collect against the Permittee if necessary. The City's determination as to the cost of the repair or restoration performed shall be final, but the Permittee may seek an itemization of all costs sought to be recovered. Additionally, the City has the right to file a lien against the real property of the Permittee, Facility Owner, or Subcontractor in an amount of the actual costs incurred and to institute a civil action in any court of competent jurisdiction for all costs incurred by the City with respect to the Excavation and for reasonable attorney fees and costs incurred in the prosecution of the action. In addition, the responsible party may be subject to those enforcement actions as set forth in this Ordinance.

(b) Repair or restoration by the City of Buckhannon in accordance with this Section shall not relieve the Person(s) from liability for future pavement failures at the site of the repair or restoration.

(c) Nothing contained in this Ordinance shall be construed to prevent the Buckhannon City Council from entering into agreements with railroad and Public Utility companies which may exclude from or grant them deviations from the provisions of this Ordinance when, in the judgment of the Director of Public Works, it is in the public interest to do so and the health, safety and welfare of the inhabitants of the city will be adequately safeguarded.

ARTICLE VIII – SEVERABILITY:

In the event that any provision of this Ordinance is determined to be unconstitutional or otherwise invalid by a court exercising competent jurisdiction, such determination shall not affect the validity of this Ordinance as a whole or the provisions thereof which are not specifically determined to be unconstitutional or invalid.

ARTICLE IX – EFFECTIVE DATE:

This Ordinance shall be effective thirty (30) days following its passage on Third Reading, (i.e., on July 17, 2026).

FIRST READING:	May 21, 2026
SECOND READING:	June 4, 2026
THIRD READING, PASSAGE AND ADOPTION:	June 17, 2026

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 478 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on June 17, 2026.

Randall H. Sanders, City Recorder

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

12. Council Members' Remarks and Announcements

Scott Randall: Councilmember Randall praised the city staff, naming Amby, Barb, and Ethan in particular, for their comprehensive work. He also expressed enthusiasm for the BBQ Bash, noting that our partnership with the organizers was definitely paying off.

Pamela Bucklew: Councilmember Bucklew announced that the McNish Kids Camp will again be held at the Colonial Arts Center; this year's dates are June 22–27, and they will present Shrek, Jr., with multiple performances on June 26 & 27.

Jack Reger: Councilmember Reger commended BBQ Bash organizers, noting the presentation of this year's activities was outstanding. He also expressed concern regarding Upshur County Board of Education facility rental fees billed to the Stockert Youth & Community Center for county school gym use during the SYCC's basketball season.

Shawn Young: Councilmember Young noted that, as he began reviewing the budget revision today, he had several questions, but they were all answered by Mrs. Jenkins' presentation, which he appreciated. Then has a point of privilege: he announced that his sister got married this weekend, and he's happy to add his new brother-in-law to the family. With that, he gave a shout-out to WV Wesleyan College for the great ceremony venue and the Opera House for a wonderful reception.

Robert Zuliani: Councilmember Zuliani commended the ongoing work of the Region VII Planning & Development Council, noting that the community frequently hears news of grants, funding awards, and successful advocacy efforts led by the organization. He specifically recognized Executive Director Shane Whitehair and his staff for their tireless, well-coordinated efforts in preparing competitive grant applications. He noted the recent announcement of \$33.31 million in USDA loans and grants for the City's new Water Treatment Plant and Line Replacement project, and the JF Allen Regional Hub's approximately \$16 million in grant funds for that project, as examples of the work the Region VII does.

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

a. Report of Events, Correspondence, and Information

- i. FOIA Request & Fulfillment: The Data Branch & SmartProcure re: vendor-purchasing records and Akhila Ch re: copies of all request solicitations**
- ii. Mayor's Memorial Day Welcoming Remarks 2026**
- iii. Charles Gibson Public Library Meeting Minutes 04/08/26**

b. CAC Upcoming Events

- i. June 5 –Bluegrass Night-Gauley Divide String Band from 7:00-9:00 p.m. Tickets Available at colonialartscenter.org**
- ii. June 9 & 23 – Five Dollar Guitar Lessons**
- iii. June 13 - O.U.R. House Benefit Concert**
- iv. June 16 – Buckhannon Songwriter Meeting (Free Monthly Workshop)**

c. The Event Center at Brushy Fork Upcoming Events

- i. June 13- Real Shoot Wrestling 7-9 p.m.**

Remarks: Recorder Sanders thanked the media for their coverage of the USDA grant announcement. He also announced that the next night, Create Buckhannon was premiering its Festival Friday season with the Davisson Brothers Band, who are very popular in our area, in the tristate area, and beyond. The event kicks off at 5:00 pm with Grayson Samples performing from 5:00 to 6:00 p.m., and at 6:30 p.m., the Davidson Brothers will perform. He also noted that Create Buckhannon will be selling its well-known chicken dinners and that several vendors will be on hand. He predicted a great crowd for the evening.

14. Mayor's Remarks and Announcements – Mayor Skinner noted that he appreciated all of the City Council, as well as, the staff out front for everything that they've done. This is not an easy time of year for Amby, Barb and the staff as we work toward getting the budget wrapped up for the current fiscal year. He then announced that he would entertain a motion for adjournment.

Mayor Skinner Speaks at Memorial Day Service

BUCKHANNON, WV: Mayor Robbie Skinner joined the Upshur County Honor Guard, which includes members of VFW Post 3663 and American Legion Post 7, as well as other community leaders and

members, to honor the fallen heroes on this Memorial Day. The service took place at the Heavner Cemetery. Here are Mayor Skinner's remarks:

Good afternoon,

Welcome, and thank you all for being here today as we gather to honor the brave men and women who gave their lives in service to our nation.

I especially want to thank the Upshur County Honor Guard for presiding over today's ceremony and for the dignity, reverence, and patriotism you continue to show our community year after year.

Memorial Day is not simply the unofficial start of summer. It is one of the most sacred days we observe as Americans. It is a day set aside to remember those who never made it home — the sons and daughters, husbands and wives, friends and neighbors who answered the call to serve, and in doing so, gave what President Lincoln called "the last full measure of devotion."

In communities like ours, remembrance is personal.

The names etched on monuments, the flags placed beside graves, and the stories passed down through generations remind us that freedom has always come at a cost. Many of those we honor today once walked our streets, sat in our churches, attended our schools, and called this same community their home as we do every day.

Today, we pause to remember their courage. We pause to remember their sacrifice. And we pause to remember the families who carried on without them.

As Mayor, I am deeply proud to serve a community that still values service, patriotism, and respect for those who came before us. We owe a debt we can never fully repay, but we can honor their memory by living lives worthy of their sacrifice — by loving our country, serving our neighbors, and never taking our freedoms for granted.

So today, may we not only remember the fallen, but may we also carry forward their legacy with gratitude and purpose.

May God bless the men and women we honor today, may God bless their families, and may God continue to bless the City of Buckhannon, the State of West Virginia, and the United States of America.

*Thank you,
Robbie Skinner
Mayor, City of Buckhannon*

The service was led by Upshur County Honor Guard Commander Ed Smith. Buckhannon City Recorder Randy Sanders, newly elected City Council Member Shawn Young, and WV Senator Robbie Morris were also in attendance.



15. Declaration of Adjournment:

There being no further business, at 8:07 p.m., the meeting was adjourned with a motion by Councilmember Randall.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
