

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

A Buckhannon Housing Enforcement Board Regular Meeting was held on April 20, 2026, at 5:30 pm in City Hall. The following people were present (GTM means attendance by GoToMeeting):

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

Guests: Kenny Willett

City of Buckhannon Housing Enforcement Board  
Meeting Agenda  
5:30 PM Monday, April 20, 2026  
Council Chambers | 70 East Main Street

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 01/27/2026
5. Public Comments – Motion to Open & Close Requested
6. Recognition of Guests
7. Department Report – Building Code Enforcement Officer, Vincent Smith
  - a. Vacant Properties Case Status Report
  - b. Code Enforcement Case Status Report
    - i. Health Dept Sewage Complaint Investigation re: 153 S Kanawha Street
  - c. Update Regarding the Progress of Properties of Primary Concern
    - i. 80 S. Kanawha Street - Appearance of Lot/Unsafe Structure
    - ii. 44 Cleveland Avenue -Appearance of Lot
    - iii. 44 Thurman Avenue -Appearance of Lot
    - iv. 86 Randolph Street - Ownership
8. Business Discussion
9. Report of Events, Correspondence, and Information
  - a. Reminder Notice to Residents Cleanup Checklist
  - b. Reminder Notice Burning Law March 1st - May 31st 5:00PM-7:00AM
  - c. Next HEB Meeting July 20, 2026
10. Board Members' Remarks and Announcements
11. Declaration of Adjournment

*This agenda is certified by Mayor Robbie Skinner on April 15, 2026. To participate in this meeting virtually, use this link: <https://global.gotomeeting.com/join/520841085>, or by phone, call: +1 (786) 535-3211, access code: 520-841-085.*

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

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

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

**4. Approval of Previous Meeting Minutes: 01/27/2026 –** Mayor Skinner recognized that the meeting minutes of 01/27/2026 were available for consideration and asked for corrections or approval as presented.

**Hollen/Skinner moved to approve the minutes of the 01/27/2026 meeting as presented. The motion carried.**

**5. Public Comment – Motion to Open & Close Requested** – Public Comment was opened without objection and Mayor Skinner recognized Kenny Willett. Mr. Willett addressed the Board regarding several dilapidated structures throughout the city, noting that concerns have been heightened by the upcoming WV Strawberry Festival. He referenced multiple properties, expressing concern that current fines are insufficient deterrents, as some owners “just pay the fine and go on.” Properties he mentioned include the yellow house at the top of Kanawha Hill; the brown house between McDonald’s and Smoker Friendly, with broken windows and possible unauthorized entry; and the end of South Florida Street, where properties are in deteriorated condition. He has concerns about automotive repair shops with excessive clutter; WV Wesleyan’s physical plant area, including old cars, tires, brush piles, and trash (“There are old cars back in there... piles of tires... bags of trash.”) Mayor Skinner and members provided an extensive explanation of State code limitations on municipal authority, including restrictions on compelling repairs or vacating occupied structures. He emphasized that we can’t force anybody out of their home... we can’t force major reconstruction or renovations. The city’s shift to on-site citations issued directly by the zoning officer eliminates the former multi-warning system. The Vacant Property Registry, implemented under Home Rule, which imposes escalating fines and has reduced the number of vacant structures from approximately 140–150 to 42. Challenges posed by aging housing stock, absentee owners, and residents with limited financial means. Board members acknowledged that several properties Mr. Willett raised are already under enforcement review. He also inquired about the enforcement of sidewalk snow removal and the cleanup of winter cinders. The Board affirmed that property owners are responsible for clearing sidewalks. The city will begin publishing a street sweeper schedule to assist residents in moving cinders to the curb for collection.

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

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

**a. Vacant Properties Case Status Report** – Zoning Officer Vincent Smith reported 42 vacant properties, with 59% past due on fees, noting the fine doubles every time. The Board discussed the need for stronger enforcement tools, including the placing of liens on properties with significant arrearages.

**Hollen/Skinner moved to authorize the Zoning Enforcement Officer to initiate lien proceedings on qualifying properties and to consult with the City Attorney regarding any necessary ordinance updates. The motion carried.**

Vacant Properties Meeting April 20, 2026

**ON HOLD**

1. Barbour St-Permit
2. Leonard St-Permit
3. Morton Ave-Permit
4. Morton Ave-Permit
5. Pocahontas St-Permit
6. Putnam St-On the Market for Sale
7. South Florida-Permit
8. Thurman Ave

**ACTIVE**

1. Chestnut St-Past Due \$600
2. Cleveland Ave-Past Due \$600
3. Cleveland Ave-Past Due \$600
4. Cooper St-Past Due \$600
5. East Main St-Past Due \$600
6. Elizabeth St-Paid
7. Factory St-Paid
8. Franklin St-Past Due \$200
9. Huffman Ln-Paid
10. Madison St-Past Due \$600
11. Monongalia St-Past Due \$600
12. Morton Ave-Past Due \$600
13. North Florida St-Past Due \$600
14. North Florida St-Past Due \$600
15. Oklahoma Ave-Past Due \$600
16. Pocahontas-Due \$1200
17. Randolph St-Paid
18. Randolph St-Past Due \$600
19. Randolph St-Due \$600
20. South Florida St-Past Due \$600
21. South Florida St-Paid
22. South Florida St-Paid
23. South Florida St-Past Due \$600
24. South Florida St--Past Due \$600
25. South Florida St-Past Due \$600

26. South Florida St-Past Due \$600
27. South Kanawha St-Past Due \$600
28. South Kanawha St-Past Due \$600
29. South Kanawha St-Past Due \$600
30. South Kanawha St-Past Due \$600
31. South Kanawha St-Past Due \$400
32. South Kanawha St-Paid
33. South Kanawha St-Paid
34. South Kanawha St-Due \$400
35. Thurman Ave-Past Due \$600
36. Upper Dr-Did not pick up letter
37. West Lincoln St-Past Due \$1,200
38. West Victoria St-Past Due \$1,200
39. Wood St-Paid
40. Wood St-Paid
41. Wood St-Due \$600
42. Zeno-Due \$400

**b. Code Enforcement Case Status Report** – Mr. Smith reported multiple active complaints and noted that seven citations were issued on a single day the previous week. The Board discussed high-grass enforcement and the need to clarify distinctions between residential yards and large undeveloped tracts to ensure consistent application of the city’s height standards.



### HEB Case Status Report

01/23/2026 - 04/14/2026

Case Date	Case #	Parcel #	Parcel Address	Description	Main Status
4/13/2026	436	3-4-254	38 NORTH SPRING STREET	Appearance of Lot- Trash & Debris	Active
4/13/2026	435	3-4-255	7 NEWLON ST	Appearance of Lot- Trash & Debris	Active
4/10/2026	434			JUNK	Active
4/10/2026	433	3-5-108	136 EAST MAIN STREET	Trash Can Concealment	Active
4/10/2026	432	3-5-70	114 EAST MAIN STREET	Appearance of Lot- Trash & Debris	Active
4/6/2026	431	3-8-2	34 SEDGWICK STREET	APPEARANCE OF LOT	Active
3/24/2026	430	3-7-21	3 GREEN STREET	Mr. Cowger contacted his Attorney regarding High Grass Compliant. Owner said he cannot cut grass due to health hazard with the Speedway issue. Attorney asking if the COB can mow the grass.	Active
3/11/2026	429	3-6-115	42 BOGGESS STREET	The field behind her house only gets mowed once a year and the filth is harboring mice, which the owner has paid over \$500 for	Active

				extermination fees.	
3/4/2026	428	3-3-11	HARTMAN PLAZA	Asking if they can Store/park their RV on Private property	Active
3/2/2026	427	3-4-360	57 EAST MAIN STREET	DOG EXCREMENT NEEDS CLEANED	Active
2/10/2026	426		Walk Trail Lane	Lady feeding cats on styrofoam disposal plates, cups and the debris is blowing into the wood areas, walktrail, riverbank and into the river. Street Dept has been continuously cleaning up.	Active
2/6/2026	425	3-10-48	77 WEST VICTORIA STREET	Mattress & Gaming Chairs in front yard	Active
2/6/2026	424	3-7-154	8 PARK STREET	Debris piled up- couch, cart, desk, etc	Active
2/5/2026	423	3-4-199	15 EAST MAIN STREET	Working without permit at 15 E Main St ( Antique Store)	Active
2/4/2026	422	3-4-360	57 EAST MAIN STREET	Occupancy 3rd Floor	Active
2/2/2026	421	3-2-92	48 CLEVELAND AVENUE	Junk Vehicles parked on City's ROW	Active

**i. Health Dept Sewage Complaint Investigation re: 153 S Kanawha Street** – Board Member Sue McKisic reported that Sanitarian Officer Chris Garrett confirmed that the sewage issue at 153 South Kanawha Street has been repaired. The Board expressed appreciation for the Health Department’s diligence.

**c. Update regarding the Progress of Properties of Primary Concern** – Mayor Skinner asked and received an update from Mr. Smith on a property on Park Street. Mr. Smith gave a brief overview of the following properties of concern with photos for the Board's review.

- i. 80 S. Kanawha Street - Appearance of Lot/Unsafe Structure**
- ii. 44 Cleveland Avenue -Appearance of Lot**
- iii. 44 Thurman Avenue -Appearance of Lot**
- iv. 86 Randolph Street - Ownership**

The board discusses the importance of addressing property maintenance issues to improve the community's appearance, the importance of community involvement, and the role of the health department in this effort.

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

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

**a. Reminder Notice to Residents Cleanup Checklist**

**The City of Buckhannon would like to remind residents to be thoughtful of visitors and their neighbors as summer approaches. A number of issues appear each year that cause complaints to be filed with the City.**

- Be a responsible pet owner** – a pet must be in the control of the owner and it is the pet owner’s responsibility to remove pet waste from public property whether it is located in a Park or along the street. If the pet owner does not own the property then it is their responsibility to remove the waste and dispose of it in an acceptable manner. Be kind to your pet, if it kept tied-up all day – does it have access to shade, does it have access to food and fresh water. *Ordinance #300, #397*
- Keep grass clippings out of the street** – leaving grass clippings in the street contributes to blocked storm drains and an increased threat of local flooding. When you or your yard service finishes mowing, excess grass is to be collected and disposed of properly. The City collects yard debris early each Friday morning – if you will call and schedule a pickup before noon on Thursdays. Note: yard waste is collected by the Street Department and is not treated as garbage. Please *do not* dispose of yard waste as part of your weekly trash pickup. *Ordinance #193, Storm Sewer Construction Standards*
- Trash cans need to be concealed** – After your scheduled pickup please retrieve your trash containers from along the street and return them to a location more pleasing to the appearance of your neighborhood. Having trash containers “out” more than 24 hours is a violation of a *City Ordinance #244 Section 628*
- Lawn care needs to be done weekly** – The attractiveness of your neighborhood is enhanced by proper maintenance of your yard. Failure to mow your lawn, having excess materials in your yard or on an open porch filled with “stuff” often become eyesores for your neighbors. Please help make our City Shine for our visitors and your neighbors. As a regular subscriber of City service for trash collection you may call and arrange for the pickup of bulky goods and other unwanted items by City crews for a reasonable fee. *Ordinance #244 Section 602*
- Automobiles and other items are often left to rust** – in back or side yards. It only takes a few moments to arrange to have that unused item removed from your property by a towing service and disposed of properly. If you haven’t done anything with the item in the past year it will probably be there next year as well, why not have it removed today. *Ordinance #357*
- Yard Sales are limited by State Law Title 110 Series 15 Section 2.39** – State Law limits the number and length of yard sales (isolated transactions) that can be conducted without a business license and without the collection of sales tax. “Isolated Transactions--sales of tangible personal property or taxable services by persons who are not in the business of making such sales, such as individuals selling their used furniture, if the person or business holding the sale holds no more than four in one year and each sale lasts no more than forty-eight hours, and sales of taxable services by persons who are not routinely in the business of providing taxable services, such as teenagers who occasionally mow lawns, baby-sit or do odd jobs (persons who routinely sell odd items at yard sales, flea markets or along the roadside are engaged in the business of selling and must register with the Department of Tax and Revenue as a business).
- Obey traffic laws and speed limits** – All too often in our hurry to get somewhere we fail to stop at the corner or ignore a speed limit. Failure to obey established traffic laws can be very expensive and extremely hazardous to a child or elderly resident. Slow down and enjoy your trip.
- Finish that remodel project** – Do you have a half completed project around your home? Building permits expire after 6 months and your neighbors are getting tired of seeing the clutter. *Ordinance #244 Section 617*
- Please don’t litter** – Keeping Buckhannon clean is everyone’s job. Take that empty soda cup home and dispose of it properly or keep a small plastic bag in your car to collect the trash and dispose of it properly when it is full.

- Swimming Pools & Other Water Features** – “Private swimming pools containing water more than 24 inches in depth, shall be permitted only when located in rear yards, and further when completely enclosed by a fence or buildings or combination thereof of a height of six feet (6’) in the case of fences, and six feet (6’) or greater in the case of buildings, and generally protected in such a manner so as to avoid becoming an attractive nuisance especially to children.” Please take the necessary steps to resolve this problem within 15 days from the receipt of this notice. Untreated, stagnant pool water will need to be drained for prevention of breeding of mosquitoes.  
*Ordinance #244 Section 606*
  
- Tips on Keeping Sidewalks Clean and Safe-** Property owners are responsible for maintaining sidewalks and driveway aprons next to their property. Keeping sidewalks clean and free of tripping hazards reduces liabilities for property owners, who can be held liable if someone is injured on the sidewalk in front of their property.  
*Ordinance # 193 Section 7*
- Address problems as soon as possible to minimize area and amount of repair required.
- If you observe hazardous sidewalks, report them by calling 304.472.1651
- Watch for early signs of leaking water lines, tree roots, and other damages
- Do not park cars or other heavy equipment on your sidewalk.
- Remove paint, tar, or other materials if they get on the sidewalk. Do not hose paint or petroleum products into the storm drainage system.
- Sweep sidewalks to keep them free of leaves, snow, ice, or debris. Be sure to properly dispose of debris. Do not sweep them into the gutter or street.
- Trim tree branches, shrubs, and other vegetation so they do not obstruct the sidewalk.

**b. Reminder Notice Burning Law March 1st - May 31st 5:00PM-7:00AM**

**c. Next HEB Meeting July 20, 2026**

**10. Board Members’ Remarks and Announcements** – No further remarks were offered.

The meeting concluded with a reminder of the upcoming Strawberry Festival and the importance of maintaining property standards.

**11. Declaration of Adjournment**

**With no further business, the meeting adjourned at 6:49 p.m. on a motion by Hollen.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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