

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

A regular meeting of the Buckhannon City Council was held on Thursday, July 16, 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 - GTM
Buckhannon Fire Department	Chief JB 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 - GTM

Guests: Clayton Hawkins, GTM; Dr. Timothy Reese-GTM; Dylan Major, GTM; Rhett Dusenbury, Congressman Moore's Rep; Dr. Joseph Reed; Justin Day; Erica Bennett; Megan Payne; Elissa Linger; Tia Miller; Linda Mealey.

*Council of the City of Buckhannon
Public Meeting Agenda
7:00 PM | Thursday, July 16, 2026
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Official Oath of Office: Four (4) Year Term 2026-2030
 - a. Scott D. Randall
5. Approval of Previous Meeting Minutes: 07/02/2026
6. Recognition of Guests
 - a. Dr. Joseph Reed
 - i. Mayoral Proclamation- Annual Green Bean Day Celebration
 - b. Megan Payne, Director of One Unique Recovery House, Inc.
 - i. Request \$10,000.00 Emergency Financial Assistance
 - c. WV Strawberry Festival Association President Shane Jenkins
 - i. 84th WVSF Post Event Report
7. Public Comment – Motion to Open & Close Requested
8. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval Financing of 2016 Freightliner Pierce Pumper Truck for BFD
 - b. Approval Payment of Bills
9. Public Works Report – Director of Public Works, Ethan Crosten
 - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
10. Police Department Report – Chief Matthew Gregory
11. City Attorney's Report – Thomas J. O'Neill

- a. Approval Ordinance No. 479 Purchase Property 44 Cleveland Avenue through Third Party Tax Sale 2nd/Final Reading
- b. Approval Ordinance No. 480 State Building Code Adoption 1st Reading
- c. Zoning Board of Appeals Memorandum of Decision
 - i. 32 ½ N. Locust Street
 - ii. 190 Pocahontas Street

12. New Business Discussions

- a. City of Buckhannon Appointments FY 2026/2027
- b. Report on the Buckhannon-Elkins-West Virginia Department of Tourism Targeted Promotional Campaign Collaboration

13. Council Members' Remarks and Announcements

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

- a. Report of Events, Correspondence, and Information
 - i. FOIA Request & Fulfillment- The Data Branch & Bluedoor.sh re: vendor procurement records
 - ii. WVABCA Zoning Compliance- Buckhannon Tobacco & Vape Inc
 - iii. May 2026 Report of Cat & Dog Activity from the Upshur County Commission
 - iv. The City Council Meeting-August 6, 2026 has been Cancelled due to conflict with the WVML Conference
 - v. Buckhannon Planning Commission 07/20/26 Notice of Meeting Cancellation
 - vi. WV Largest Yard Sale August 7-8, 2026 Contact UCCVB for details
 - vii. National Night Out August 4, 2026 6pm-10pm at the UC High School Pool
- b. Colonial Arts Center Upcoming Events
 - i. Five Dollar Guitar Lessons July 18
 - ii. Sago River String Band July 18
 - iii. Buckhannon Songwriters Workshop July 21
- c. The Event Center at Brushy Fork Upcoming Events
 - i. Valley North Transmission Line Project Open House 4:00-7:00pm, July 16

15. Mayor's Remarks and Announcements

- i. Mayor Skinner Recognized for State Leadership & Community Impact
- ii. Community Care of WV Launches Major Healthcare Investment in Buckhannon

16. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on July 13, 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: At 7:00 p.m., 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. Official Oath of Office: Four (4) Year Term 2026-2030

a. Scott D. Randall – Mayor Skinner invited Council Member-elect Scott D. Randall to join him, and he administered the Official Oath of Office for the office of Council Member. Mr. Randall won the seat in the May 12, 2026 election, securing 187 votes, as certified by the Upshur County Commission on May 21, 2026. Council Member Randall expressed his sincere appreciation to all who supported him throughout the election and swearing-in process. He thanked his friends, family, colleagues across the City and County, and the citizens of Buckhannon for their continued confidence. He stated that he looks forward to getting to work and helping advance the community's priorities.

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

CITY OF BUCKHANNON

OFFICIAL OATH

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

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


Scott D. Randall

Subscribed and sworn to before me this 16th day of July, 2026.


Mayor Robert Neal Skinner, III



5. Approval of Previous Meeting Minutes: 07/02/2026- Mayor Skinner recognized that the minutes for the Regular Meeting of July 02, 2026 were available for review. He asked for any corrections or additions, or for a motion to approve.

Zuliani/Reger moved to approve the minutes for the Regular Meeting of July 02, 2026. The motion carried.

6. Recognition of Guests:

a. a. Dr. Joseph Reed

i. Mayoral Proclamation- Annual Green Bean Day Celebration - Mayor Skinner invited Dr. Joseph Reed forward and noted that it was once again time to celebrate the community’s annual Green Bean Day tradition. He presented a proclamation declaring August 8, 2026, as the 10th Annual Green Bean & Volunteerism Day in the City of Buckhannon. Mayor Skinner thanked Dr. Reed for his leadership in sustaining this initiative over the past decade. The Mayor signed and sealed the proclamation and presented it to Dr. Reed. Dr. Reed expressed appreciation for the City’s horticulture staff and commended their work over the past several years. He also recognized the community’s food service organizations—including the Parish House, Shepherd’s Outpost on Gretchen’s Ford Road, Temple Hill, and others—for their ongoing support of residents in need. He shared that this year’s event will feature a new story about “Teenie Weenie Green Beanie, the Good Giant,” incorporating imaginative themes such as growing green beans in space. Dr. Reed encouraged all residents to participate, noting that the walk is only one mile and accessible to all. He reflected on the decade-long history of Green Bean Day, emphasizing its purpose of promoting nutrition, agriculture, exercise, and community fun. Entry is inexpensive, and all green beans collected are donated to the Parish House. Event expenses are minimal and covered by committee members.



Green Bean Weekend Proclamation

City of Buckhannon, West Virginia

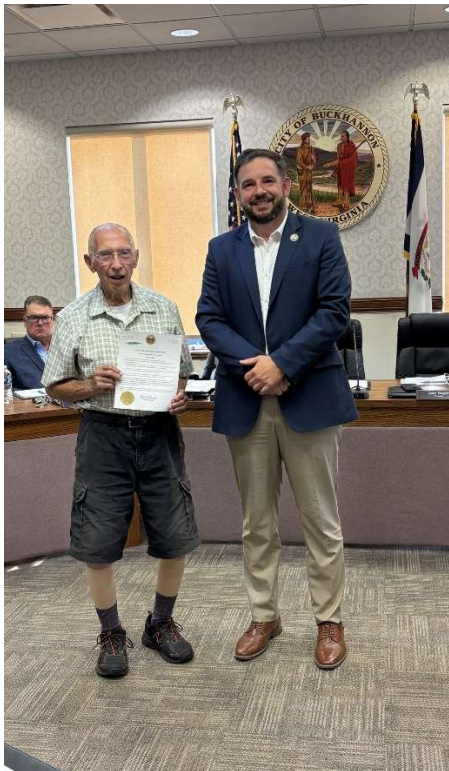
August 8, 2026

1. Recognizing that hunger still exists in Upshur County and in Buckhannon;
2. Recognizing that green beans are a productive and nutritious vegetable crop that is easily grown and harvested;
3. Acknowledging that the many activities are a success in our fair city and county because of the multitude of volunteers who are the catalyst and workers in these activities;

Now, Therefore, I, Robert N. Skinner, III, Mayor of the City of Buckhannon, do hereby proclaim August 8, 2026 as the Tenth Annual Green Bean and Volunteerism Weekend;
And urge all citizens of our City & County to grow green beans, snap them, and deliver them to the Parish House to help feed those who are in nutritional need this year and the next.
We invite all to the **Green Bean Stroll** on August 8, 2026 at 9:00 AM at the Elizabeth J. Poundstone Riverwalk Trail to walk, run, ride a wheelbarrow, stroller, wheel chair, electric scooter for the handicapped, or any other non-motorized transportation to celebrate activity. Come and hear about Tennie Weenie Green Beanie, The Good Giant; Chapter 3 “Growing green beans in space,” and to hear the bagpipes by Marvin Carr.

Sponsorship provided by the Upshur County Parish House, Create Buckhannon, Upshur County WVU Extension, Mountain Cap of WV, Upshur County Convention & Visitors Bureau and Freedom Ag & Energy.


Robert N. Skinner, III, Mayor
City of Buckhannon



b. Megan Payne, Director of One Unique Recovery House, Inc.

i. Request \$10,000.00 Emergency Financial Assistance - Megan Payne, Director of One Unique Recovery House, Inc., addressed the Council to present a request for \$10,000 in emergency financial assistance to sustain the organization’s peer recovery support specialist positions following the sudden loss of a critical funding source. She provided brochures and a data packet outlining the program’s structure and outcomes. Ms. Payne explained that One Unique Recovery House has operated for six years as a WV Alliance of Recovery Residences–certified sober living program, maintaining full occupancy and a growing waitlist. The organization provides structured recovery housing, comprehensive peer support, crisis intervention, transportation assistance, budgeting guidance, and a robust community outreach program. She emphasized that the two peer recovery support specialists—one assigned to the men’s residence and one to the women’s residence—are essential to daily operations and to maintaining the program’s high success rate. Without emergency funding, the organization may be forced to reduce programming or close its doors, which she stated would be detrimental to residents and the broader community. Ms. Payne highlighted the program’s regional impact, noting that One Unique Recovery House is one of the few certified recovery residences serving rural areas and helps reduce strain on emergency services, healthcare providers, law enforcement, and the jail system. She also described the organization’s outreach efforts, including approximately 14 community events per year, Narcan distribution averaging 127 doses monthly (with more than 10,000 doses distributed during last year’s Save A Life Day), and a growing alumni workforce contributing to the local job market. She reported that the organization has already secured \$18,000 toward its emergency funding goal but still requires \$41,939.52. The request before Council seeks \$10,000 to preserve vital services and ensure individuals can continue accessing local recovery support. Ms. Payne concluded by thanking

the Council for its consideration and reaffirming the organization's commitment to serving the community. Following her remarks, Mayor Skinner outlined the City's established process for reviewing outside funding requests through the Revenue and Expense Review Committee.



One Unique Recovery House, Inc.
34 Hart Ave. Buckhannon, WV 26201
304-402-8414
ourhousewv@gmail.com

July 10, 2026

Proposal for Emergency Financial Assistance

To: The City of Buckhannon

Dear Mayor and Members of City Council,

On behalf of One Unique Recovery House, Inc., I respectfully submit this request for emergency financial assistance to help sustain critical recovery support services that have become unexpectedly jeopardized due to the sudden elimination of an essential funding source.

For the past six years, One Unique Recovery House has proudly operated as a West Virginia Alliance of Recovery Residences (WVARR) Certified recovery residence in Buckhannon, West Virginia. Throughout that time, we have remained a self-sustaining nonprofit organization dedicated to providing safe, structured recovery housing and comprehensive peer support services to individuals recovering from substance use disorder. Our commitment has never wavered, and we have consistently worked to ensure that financial challenges never impacted the quality of care our residents receive.

Today, however, we are facing an unprecedented emergency.

Earlier this week, we were notified that the AmeriCorps program that has funded our two Peer Recovery Support Specialist positions has abruptly lost funding and will no longer continue. This announcement came with virtually no notice. In fact, we were scheduled to meet on July 15 to renew our partnership for the upcoming year. Since learning of this unexpected change, I have immediately reached out to other AmeriCorps branches in hopes of transferring our site placement. Unfortunately, I have been informed that no positions are currently available for the upcoming service year. The loss of these two positions would have devastating consequences for both our organization and the individuals we serve.

Email: OurHouseWV@gmail.com

Phone: (304) 402.8414

Our Peer Recovery Support Specialists are not supplemental staff—they are essential members of our recovery team. They provide daily peer support, crisis intervention, recovery planning, transportation assistance, community outreach, and ongoing encouragement that is critical for individuals in the earliest and most vulnerable stages of recovery. Eliminating these positions would significantly reduce the level of care available to our residents and compromise a standard of service that we have worked tirelessly to build and maintain.

Beyond the impact on our residents, the loss of these positions would also displace two dedicated professionals and remove the modest stipend income that supports their families.

One Unique Recovery House is currently operating at full capacity, with every bed occupied and a growing waiting list. As the only WVARR Certified recovery residence serving many surrounding rural counties, our program fills a critical gap in the regional recovery continuum. Every individual we successfully help stabilize in recovery represents not only a changed life but also reduced strain on emergency services, healthcare systems, law enforcement, and the county jail bill crisis.

Since assuming the role of Director, I have served Director of both the men's and women's recovery residences, and Outreach Coordinator without receiving a salary. My focus has always been on ensuring that every available resource was invested directly into resident care and organizational sustainability. Prior to my leadership, our founder, Linda Mealey, similarly dedicated countless years to this organization without compensation, personally investing in its success and mission. Therefore, we have no internal salaries to pull from.

Through these sacrifices, our organization has grown from one recovery residence serving women into a comprehensive nonprofit operating both men's and women's recovery homes while expanding into community education and outreach. Our long-term sustainability plan included gradually building the financial capacity to support essential staffing through diversified funding. This upcoming year was a pivotal part of that plan. The sudden elimination of AmeriCorps funding has interrupted that progress through no fault of our organization.

Email: OurHouseWV@gmail.com

Phone: (304)402.8414

Despite this setback, we have already developed a revised and sustainable financial strategy moving forward. However, implementing that plan requires bridge funding that will allow us to retain these two critical Peer Recovery Support Specialist positions for one year while we transition to our new funding model.

To date, we have successfully secured \$18,000 toward our emergency funding goal of \$60,000.

Today, we respectfully request \$10,000 in emergency financial assistance from the City of Buckhannon to help us preserve these vital services and prevent our organization from closing.

This investment would allow us to continue providing life-saving recovery support, maintain the quality of care our residents deserve, and continue reducing the burden on our community. More importantly, it would ensure that individuals seeking recovery continue to have access to safe housing, compassionate peer support, and the opportunity to rebuild their lives.

One Unique Recovery House has always been committed to serving the citizens of Buckhannon with integrity, accountability, and compassion. We remain dedicated to strengthening our community through recovery, but we cannot overcome this unexpected crisis alone.

Thank you for your consideration, your continued support of recovery efforts in our community, and your commitment to improving the lives of those we serve. We would welcome the opportunity to discuss this request further and provide any additional information you may need.

Respectfully,

Megan Payne

Director

One Unique Recovery House, Inc.

Email: OurHouseWV@gmail.com

Phone: (304)402.8414

Bucklew/Zuliani moved to refer the matter to the Revenue and Expense Review Committee for a full review and a recommendation. The motion carried unanimously.

c. WV Strawberry Festival Association President Shane Jenkins

i. 84th WVSF Post Event Report – Mayor Skinner noted that President Shane Jenkins was unable to attend the meeting. The update regarding the 84th Annual West Virginia Strawberry Festival will be postponed and presented at a future Council meeting.

7. Public Comment—Motion to Open & Close Requested – Rhett Dusenbury briefly addressed Council, conveying Congressman Riley Moore’s best wishes and reminding everyone to stay hydrated during the summer heat. He noted that the Congressman’s office remains available to provide letters of support for grant applications and other community initiatives. Mr. Dusenbury greeted Councilmembers and guests, offering light-hearted comments about the challenges and humor of public service. He expressed appreciation for the City’s work and acknowledged Dr. Reed’s longstanding leadership in community projects. He closed by thanking Council for their service and wishing everyone well.

Zuliani/Randall moved to close Public Comments. The motion carried.

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

Amby report 7-16-26

Balances in the Enterprise Funds JUNE, 2026

Waste Collection Board	mm/cking	\$2,061,492.00	cd/sav \$329,682
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$1,307,759	work/capital & savings -\$962,596
Water Renewal and Replacement Fund 2.5		\$23,396.	
Water Project Fund (from \$6million loan)		\$4,654,510.	
Sanitary Board	mm/cking	\$780,986.	work capital/cds \$505,561
Storm water Fund	mm/cking	\$289,548.	

*Note that interest needs books on the investment accounts. \$150,000 will be transferred from GF to Stormwater once we received the approved budget revision from the State Auditor's office.

The General Fund budget included approval to purchase of a new bucket truck for the Street Department, We originally budgeted for financing a new truck, but our Public Works Director found a 2019 Ford F550 bucket truck in good condition for \$87,200, so we are able to apply what we budgeted to finance it with some funds from Coal Tax and the Street projects to pay for it in full.

Invoices:

Mrs. Jenkins also presented the following to the Council:

a. Approval Financing of 2016 Freightliner Pierce Pumper Truck for BFD – Mrs. Jenkins reported that the City is seeking financing for the 2016 Pierce Freightliner fire engine in the amount of \$310,000. She advised that all local banks were solicited for quotes, and Citizens Bank of West Virginia submitted the lowest rate at 4.625% for a five-year term. Another bank responded with a higher rate. Director Jenkins requested Council approval to proceed with financing through Citizens Bank and to designate the appropriate signatory for the loan documents. Mayor Skinner noted the benefit of keeping the financing local and asked for questions from Council. Hearing none, he entertained a motion to approve financing of the 2016 Freightliner Pierce pumper truck through Citizens Bank of West Virginia.

Zuliani/Sanders moved to approve financing for the 2016 Pierce Freightliner fire engine in the amount of \$310,000 with Citizens Bank of West Virginia at 4.625% for a five-year term. The motion carried.

Randall/Young moved to appoint Amberle Jenkins as the signatory for the loan, financing the 2016 Pierce Freightliner fire engine in the amount of \$310,000 with Citizens Bank of West Virginia at 4.625% for a five-year term. The motion carried.

b. Approval Payment of Bills – Mrs. Jenkins had presented the bills earlier in her presentation.

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

JULY 1-15, 2026 GENERAL FUND PAYMENT OF BILLS

- \$27,500.00 – UPSHUR COUNTY DEVELOPMENT – 1ST HALF FY 2026-27 BUDGET
- \$5,000.00 – LARRY T GREGORY – 2ND HALF 2026 FIREWORKS DISPLAY
- \$5,964.00 – REGION VII – FY 2026-27 REGIONAL ASSESSMENT DUES
- \$50,000.00 – CONSOLIDATED PUBLIC WORKS BD – 1ST HALF FY 2026-27 BUDGET
- \$4,770.00 – BENJAMIN LEE ARISMAN – 2 WEEKS OF MOWING CITY LOTS
- \$2,077.90 – ACE MATERIALS – MICRO FIBER FOR SIDEWALK ON FAYETTE ST
- \$20,000.00 – BUCKHANNON-UPSHUR AIRPORT –1ST HALF FY 2026-27 BUDGET
- \$7,500.00 – COUNTRY ROADS TRANSIT – 1ST HALF FY 2026-27 BUDGET
- \$2,500.00 – BUCKHANNON-UPSHUR HEALTH DEPT –1ST HALF FY 2026-27 BUDGET
- \$50,000.00 – SANITARY STORM WATER – 1ST HALF FY 2026-27 BUDGET
- \$69,000.00 – DISBURSEMNET ACCT – INSPIRA FINANCIAL – ANNUAL HSA FEES

07-16-2026 02:34 PM		DISBURSEMENTS 07-1-26 TO 07-15-26			PAGE: 1
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ECONOMIC DEVELOPMENT	UPSHUR COUNTY DEVELOPMENT	402-567-00	ECONOMIC DEVELOPMENT	FY26-27 1ST HALF UCDA BUDG	27,500.00
				TOTAL:	27,500.00
MAYOR'S OFFICE	LEAF	409-341-00	MAYOR'S SUPPLIES & M	CH PRNTR LSE JULY 2026	170.20
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 JUL 2026	3.44
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	1,000.00
	DISBURSEMENTS ACCOUNT-ALL DE	409-105-00	MAYOR'S INSURANCE	GF ANNUAL HSA FEES	4,000.00
	LARRY T GREGORY	409-341-05	EVENT/FIREWORK EXPEN	2026 FIREWORKS 2ND HALF	5,000.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	JUNE 2026 CC FEES	2,564.93
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	102.33
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	23.92
	UPSHUR COUNTY CLERK	409-341-00	MAYOR'S SUPPLIES & M	LIEN 67 MORTON AVE	12.00
		409-341-00	MAYOR'S SUPPLIES & M	LIEN 69 MORTON AVE	12.00
	US POSTAL SERVICE (CMRS-FP)	409-218-00	MAYOR'S POSTAGE	JULY 2026 POSTAGE BY PHONE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	RECDESK JUN 2026 CC FEES	186.72
	FORMAX INC	409-341-00	MAYOR'S SUPPLIES & M	SVC CNTRCT RENWL BURSTER 2	345.00
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	1,662.22
				TOTAL:	15,332.76
COUNCIL	WESTFIELD INSURANCE	410-226-00	COUNCIL INSURANCE (P	JUL-SEP 2026 PYMNT 10.25-1	1,294.37
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	JUL 2026 ATTORNEY FEES	1,354.17
	JOHN M SLAUGHTER II	410-460-00	CAT CONTROL EXPENSE	JUNE 2026 5 CAT TRAPPINGS	100.00
	WVCORP	410-226-00	COUNCIL INSURANCE (P	INS PREM LIA FY26-27	6,508.98
				TOTAL:	9,257.52
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 JUL 2026	1.55
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	29.73
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.95
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	479.45
				TOTAL:	517.68
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 JUL 2026	0.81
				TOTAL:	0.81
CITY ENGINEER	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	64.01
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	14.97
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	1,024.91
				TOTAL:	1,103.89
REGIONAL DUES	REGION VII PLANNING PDC	435-222-00	REGIONAL DUES	ASSESSMENT DUES FY 26-27	5,964.00
				TOTAL:	5,964.00
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 JUL 2026	133.84
	DISBURSEMENTS ACCOUNT-ALL DE	437-105-00	ZONING HEALTH INS	GF ANNUAL HSA FEES	1,000.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	118.54
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	27.72

07-16-2026 02:34 PM		DISBURSEMENTS 07-1-26 TO 07-15-26			PAGE: 2
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	1,911.86
				TOTAL:	3,191.96
DATA PROCESSING	LYNX WV INC	439-230-00	DATA PROCESSING	IT SERVICES JULY 2026	450.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	JULY 2026 CH INTERNET	212.50
	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	UTL BILL ATO IVRSTE APR-JU	2,451.56
		439-230-00	DATA PROCESSING	APR-JUN 2026 BILLING NOTIF	559.60
		439-230-00	DATA PROCESSING	7-1-26 TO 6-30-27 ANNUAL M	13,462.90
	HEWLETT PACKARD FINANCIAL SE	439-230-00	DATA PROCESSING	JULY 2026 PLOTTER RNT	78.90
	STRATEGY LLC	439-230-00	DATA PROCESSING	CH JULY 2026 MICRO OFFICE	2.62
		439-230-00	DATA PROCESSING	JULY 2026 IT CONTRACT	1,875.00
	CIVICPLUS LLC	439-459-00	DATA PROCESSING CAPI	SELECT PRO ANNL FEE FY26-2	1,348.20
				TOTAL:	20,441.28
CITY HALL	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 JUL 2026	111.40
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	93.57
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	21.88
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH RUGS 7.6.26	47.65
		440-216-00	CITY HALL MAINTENANC	CH RUGS 7.13.26	47.65
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	1,523.88
				TOTAL:	1,846.03
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 JUL 2026	1,961.02
	QUICK SLICK OIL CHANGE	700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE-CAR 1	25.00
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	JUNE 2026 CAR WASHES	80.50
	DISBURSEMENTS ACCOUNT-ALL DE	700-105-00	POLICE DEPT. GROUP I	GF ANNUAL HSA FEES	20,000.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	767.54
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCPL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	27GGTH 2024 DODGE DURANGO	1,107.87
		700-459-00	POLICE DEPT. NEW EQU	27GGTL 2024 DODGE DURANGO	1,103.06
		700-459-00	POLICE DEPT. NEW EQU	27GGTS 2024 DODGE DURANGO	1,103.70
		700-459-00	POLICE DEPT. NEW EQU	28JXMD 2025 DODGE DURANGO	950.37
		700-459-00	POLICE DEPT. NEW EQU	28JXND DODGE DURANGO	1,063.79
		700-459-00	POLICE DEPT. NEW EQU	29LWX5 2026 CHEV TRAX POL	482.66
		700-459-00	POLICE DEPT. NEW EQU	2BJ4B8 2026 CHEV TRAX POL	105.46
		700-459-00	POLICE DEPT. NEW EQU	299577 2025 CHEV TAHO	1,614.97
		700-459-00	POLICE DEPT. NEW EQU	28XZPG 2025 DODGE DURANGO	1,061.57
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
	CITIZENS BANK OF WV	700-459-00	POLICE DEPT. NEW EQU	POLICE RADIO PYMT JUL 2026	2,802.39
	STERICYCLE INC	700-341-00	POLICE DEPT. MAT & S	HAZMAT PCK UP 7.2026-9.26	100.63
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,319.37
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	542.41
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	189.75
	FLYERS ENERGY LLC	700-343-00	POLICE DEPT. AUTO SU	POL FUEL BILL JUNE 2026	3,563.30
	WVCORP	700-226-00	POLICE DEPT. INSURAN	INS PREM LIA FY26-27	20,673.60
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	DEDUCTBLE BARGER LWSUIT PD	3,214.50

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	37,599.99
				TOTAL:	105,467.73
FIRE	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 JUL 2026	2,022.43
		706-226-00	FIRE DEPT. INSURANCE	WCN6007140 JUL 2026 VOL FI	511.81
	FIRST COMMUNITY BANK	706-459-00	FIRE DEPT. CAPITAL O	LOAN RENEWAL FEE BREATHING	250.00
	DISBURSEMENTS ACCOUNT-ALL DE	706-105-00	FIRE DEPT. GROUP INS	GF ANNUAL HSA FEES	16,000.00
	ENTERPRISE FM TRUST	706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	716.58
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK JUL 2026	4,790.11
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,849.71
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	432.61
	FIRST COMMUNITY BANK CORPORA	706-459-00	FIRE DEPT. CAPITAL O	JUL 2026 BFD BREATHING APP	4,378.88
	FLYERS ENERGY LLC	706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL JUNE 2026	1,905.84
	WVCORP	706-226-00	FIRE DEPT. INSURANCE	INS PREM LIA FY26-27	12,305.71
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	28,795.99
				TOTAL:	73,959.67
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	31.18
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	887.59
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	837.68
	LEAF	750-341-00	STREET DEPT. MAT & S	STR PRNTR LSE JUL 2026	54.34
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 JUL 2026 ST PAV	121.56
		750-226-00	STREET DEPT. INSURAN	WCN6007140 JUL 2026 STR	2,068.27
	AIRGAS USA, LLC	750-341-00	STREET DEPT. MAT & S	2 CYL LSE 8.2026-7.2027	200.00
	WESTFIELD INSURANCE	750-226-00	STREET DEPT. INSURAN	JUL-SEP 2026 PYMNT 10.25-1	1,022.68
	CONSOLIDATED PUBLIC WORKS BD	750-215-00	CONTRIBUTION TO CPWB	FY2026-27 1ST HALF BUDGET	50,000.00
	LOWES BUSINESS ACCOUNTS/SYNC	750-341-00	STREET DEPT. MAT & S	STAIN FOR BENCHES	43.68
	STATE EQUIPMENT INC.	750-343-00	STREET DEPT. AUTO SU	FILTERS FOR KUBOTA TRACTO	50.42
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	JUL 2026 CNCRTE TRK PYMT	2,753.72
	DISBURSEMENTS ACCOUNT-ALL DE	750-105-00	STREET DEPT. GROUP I	GF ANNUAL HSA FEES	18,000.00
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	25QB2J 2022 RAM 1500	426.56
		750-459-00	STREET DEPT. CAPITAL	27V9FV 2024 RAM 2500	583.19
		750-459-00	STREET DEPT. CAPITAL	27V9G6 2024 RAM 2500	583.19
		750-459-00	STREET DEPT. CAPITAL	2857P9 2024 RAM 5500	1,718.28
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STR DEPT EXCVTR PYMT JUL 2	2,736.13
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STR JULY 2026 PEST CNTRL	33.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,346.16
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	314.84
	IWORQ	750-341-00	STREET DEPT. MAT & S	FLEET MGMT PKG FY 26-27	962.50
	FIRST COMMUNITY BANK CORPORA	750-459-22	PROPERTY PAYMENT MUDL	JULY 2026 PUBLIC WRKS BLDG	9,774.80
	BENJAMIN LEE ARISMAN	750-341-02	CITY PROPERTY MOWING	MOW CTY LTS 6.22-7.5.2026	4,770.00
	FLYERS ENERGY LLC	750-343-00	STREET DEPT. AUTO SU	STR FUEL BILL JUNE 2026	4,708.11
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STR UNIFORMS 7.2.26	252.62
	ACE MATERIALS	750-458-05	STREET DEPT. PROJECTS	MCRO FIBER/CY-SDEWLK 160 F	2,077.90
	CITYNET LLC	750-213-00	STREET DEPT. UTILITI	STR JULY 26 FIBER	100.00
	STRATEGY LLC	750-341-00	STREET DEPT. MAT & S	STR JULY 2026 MICRO OFFICE	123.90
	WVCORP	750-226-00	STREET DEPT. INSURAN	INS PREM LIA FY26-27	27,823.55
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	21,709.06
				TOTAL:	156,115.41
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	6,549.63
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	233.41
		751-213-00	STREET LIGHTS	110 170 666 488 26 LINCOLN	31.27
				TOTAL:	6,814.31

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	63.34
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	58.99
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	65.03
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	46.87
	THE SIGN GUY LLC	752-230-00	SIGNS & SIGNALS	STREET SIGN FACES	120.00
				TOTAL:	354.23
AIRPORT	BUCKHANNON-UPSHUR AIRPORT AU	758-567-00	AIRPORT	FY 2026-27 1ST HALF BUDGET	20,000.00
				TOTAL:	20,000.00
PUBLIC TRANSIT	COUNTRY ROADS TRANSIT	759-568-00	PUBLIC TRANSIT	FY 2026-27 1ST HALF BUDGET	7,500.00
				TOTAL:	7,500.00
HEALTH DEPT	UPSHUR BUCKHANNON HEALTH DEP	803-568-00	BUCKHANNON-UPSHUR HE	FY2026-27 1ST HALF BUDGET	2,500.00
				TOTAL:	2,500.00
STORM WATER	SANITARY BOARD STORM WATER	805-348-00	STORM WATER TO SANIT	FY2026-27 1ST HALF BUDGET	50,000.00
				TOTAL:	50,000.00
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	598.83
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 JUL 2026	86.50
	WESTFIELD INSURANCE	906-226-00	CAC INSURANCE & BOND	JUL-SEP 2026 PYMNT 10.25-1	896.68
	DISBURSEMENTS ACCOUNT-ALL DE	906-105-00	CAC HEALTH INS	GF ANNUAL HSA FEES	1,000.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	110.05
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	25.74
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	144.53
	CINTAS	906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 7.6.26	30.72
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 7.13.26	30.72
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	1,775.05
				TOTAL:	4,698.82
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	60.89
	LEAF	907-341-01	OPERATING EXPENSES	SYC PRNTR LSE JULY 2026	179.50
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 JUL 2026 SYC	155.10
		907-226-00	INSURANCE & BONDS	WCN6007140 JUL 26 SYC BUS	156.35
	WESTFIELD INSURANCE	907-226-00	INSURANCE & BONDS	JUL-SEP 2026 PYMNT 10.25-1	885.93
	DISBURSEMENTS ACCOUNT-ALL DE	907-105-00	GROUP INSURANCE	GF ANNUAL HSA FEES	8,000.00
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC JULY 2026 PEST CNTRL	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	824.00
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	192.72
	APRIL E SMALL	907-368-01	KICKBOXING	JUNE 2026 KCKBX INSTRCTR	228.00
	LYNX WV INC	907-213-00	UTILITIES	SYC ANTENNA RNT JULY 2026	145.00
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	JUNE 2026 KARATE INSTRCTR	676.00
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC FUEL BILL JUNE 2026	287.28
	KIMBERLY DAWN GIFFORD	907-368-01	KICKBOXING	JUN 2026 KANGOO INSTRCTR	40.00
	CINTAS	907-216-00	MAINTENANCE	SYC MATS & MOPS 7.6.26	107.02
	HELEN ASHLEY WHITE	907-368-02	YOGA FITNESS CLASS	JUNE 2026 YOGA INSTRUCTOR	592.00
	WVCORP	907-226-00	INSURANCE & BONDS	INS PREM LIA FY26-27	5,315.95
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	13,290.37
				TOTAL:	31,174.61
CONVENTION CENTER	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 JUL 2026	5.24
	DISBURSEMENTS ACCOUNT-ALL DE	910-105-00	EVENT HEALTH INS	GF ANNUAL HSA FEES	1,000.00
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2.31

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	0.54
	**PAYROLL EXPENSES			7/01/2026 - 7/15/2026	37.12
				TOTAL:	1,045.21
PUBLIC SAFETY	WESTFIELD INSURANCE	976-226-00	SAFETY COMPLEX INSUR	JUL-SEP 2026 PYMNT 10.25-1	615.03
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	PD WATCH GUARD JULY 2026	150.00
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 7.6.26	31.77
		976-216-00	SAFETY COMPLEX MAINT	PSC RUGS 7.13.26	31.77
	CITYNET LLC	976-213-00	SAFETY COMPLEX UTILI	PSC JULY 26 FIBER	300.00
				TOTAL:	1,128.57

9. Public Works Report – Director of Public Works Ethan Crosten: Mr. Crosten was not in attendance, so Mayor Skinner provided the following report to the Council on his behalf.

Buckhannon City Council

Public Works Director Report

By: Ethan Crosten

July 16, 2026

Street:

- We have been continuing tree trimming and brush clearing along the riverbanks.
- Preparing to pour a sidewalk upgrade along 32 Franklin.
- Begun working on installing utility hookups in the Jawbone Park parking lot for food Vendors.

Waste:

- Nothing New

Sewer:

- Continuing with the Sanitary Sewer project along Chestnut Street.
- Preparing to begin the Boggess Street Sanitary Sewer upgrade.

Water:

- The water department has nearly finished the mainline upgrade along Central Avenue.
- We are planning a Horizontal Drill to upgrade approximately 300 feet of water main in preparation for the Route 20 lane widening project.

Engineering:

- Charles W. Gibson Library Remediation Project – Only items remaining to be completed are the installation of two new vent pipes, various punch list items (punch list to be developed) and the final walkthrough with the roofing manufacturer for approval & warranty purposes.
- WVDOH Transportation Alternative Program (TAP) West Main Street / North Locust Street Sidewalk & Lighting Project – In speaking with the City’s WVDOH project manager, the WVDOH has not made any announcements on any 2025 TAP applications yet but decisions are expected before August 2026.

WVDOH Transportation Alternative Program (TAP) North Locust Street Sidewalk & Lighting Project (Gateway North) – Currently working on the WVDOH’s Intent to Apply (ITA) for Phase 2 of the project, which will be the actual construction of the sidewalk project currently in design. The ITA is due on July 21, 2026. At this time, it is estimated that the project will cost \$617,697.00. The Street Department shall be responsible for \$123,540.00, which is 20% of the estimated project cost. If the ITA application is approved, then the submission of detailed grant application, including detailed drawings and cost estimate, must take place before August 13, 2026. Therefore, I’m continuing to work on the design of the project that will be for the construction of a new 5’-0” ADA-compliant concrete sidewalk along Route 20 South from Marion Street to Moore Avenue. Qualification- based interviews with (3) surveying companies regarding the surveying of the (32) properties whose front property line is adjacent to the existing WVDOH Rights-of-Way along WV County Route 20 shall be conducted on July 15, 2026.

- FEMA / WVEMD – Taylor Street Storm sewer grant application – FEMA & WVEMD review of the grant application is still ongoing and no decisions shall be made until later August / early September 2026.
- Colonial Arts Center – Structural engineer is scheduled for a site visit on July 23, 2026 to determine if the exterior walls can support a structural frame spanning the width of the building so that the new HVAC unit can be set on the frame rather than directly on the roof.

• CITY OF BUCKHANNON ACCEPTING BIDS FOR YARD RECLAMATION SERVICES

The City of Buckhannon will be accepting bids for Yard Reclamation Services. Bids will be received until 8:30 am, Wednesday, August 5, 2026 at which time the bids will be opened.

Bid Information may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201 from 8:30 am to 4:30 pm, Monday –Friday.

Please direct all questions to Ethan Crosten, Director of Public Works at (304) 472-4443, extension 1000.

The City of Buckhannon has the right to reject any and all bids.

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

Bucklew/Sanders moved to approve the Building and Wiring Permits as presented. The motion carried.



Permit Fee Report #76977 - #76981
07/02/2026 - 07/14/2026

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)													
76978	Maranda Brown	7 N Kanawha St		Signage for store front windows	200.00	15.00		No	7/6/2026	Yes	N/A	No	No
					200.00	15.00							
Group Total: 1													
Group: No Charge													
76979	WVDOH	Route 20 Intersection W Main & Locust Sts	Bear Contracting LLC	Route 20 Turn Lane Project - Road Widening, Utility Install, Sidewalk & Curb Install, Paving & Striping	925,047.88	0.00	Commercial Property			Yes	N/A	No	
					925,047.88	0.00							
Group Total: 1													
Group: Residential (non-commercial)													
76980	Marlene Cole	151 Wood St		Temporary seasonal structure 6' x 10' Pop up green house	100.00	10.00		No	7/13/2026	No	N/A	No	No
76977	Steve Hinzman	20 Elizabeth St		Inside Remodel & Flag pole Install in front yard	10,000.00	110.00		No		Yes	N/A	No	
					10,100.00	120.00							

Group Total: 2

Group: Residential Electrical Fee

76981	Mark & Amy Defoe	28 Central Ave	Casey HVAC and Electrical	Service upgrade 200AMP	2,089.57	100.00		No		Yes	N/A	No	No
					2,089.57	100.00							

Group Total: 1

Group: Zoning Application Fee

76980	Marlene Cole	151 Wood St		Temporary seasonal structure 6' x 10' Pop up green house	100.00	20.00		No	7/13/2026	No	N/A	No	No
76978	Maranda Brown	7 N Kanawha St		Signage for store front windows	200.00	20.00		No	7/6/2026	Yes	N/A	No	No
					300.00	40.00							

Group Total: 2

					937,737.45	275.00							
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10. Police Department Report –Chief Gregory reported on a highly successful Youth Police Academy, noting that 19 middle and high school students participated throughout the week. Officers provided demonstrations, hands-on activities, and educational sessions that were well-received by participants. Building on this momentum, the department announced plans to expand the academy into a monthly youth engagement program. Officer Dillon Major also addressed Council virtually, offering additional insight into the academy’s success and the enthusiasm shown by participating students. In addition to academy updates, Chief Gregory reported that body-worn and dash camera system upgrades are currently underway. Parking enforcement activity for June included **zero citations** issued by the parking enforcement officer and **four citations** issued by patrol officers were discussed.

POLICE ACTIVITIES

MONTH: June

YEAR: 2026

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

By Officers:

TOTAL ISSUED:

Citations Issued:

Misdemeanor Arrests:

Felony Arrests:

Calls Answered:

Complaint Reports:

Accidents Investigated:

Community Policing Hours:

Patrol Mileage:

MONTHLY ACTIVITY REPORT
June 2026

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	8	30	49	89	39	14		51	23	36	17	38	394
Community Policing	2	18			4		6	9	9	15	2	8	73
Road Patrol	7	58	88	73	112	55		46	28	81	69	41	658
Traffic Hours	1	4	69		10	2		46	13	8	60	3	216
Criminal Inv.	7	16	12	57	39	16	182	62	11	10	16	64	492
Court Hours										2		2	4
Report Writing	20	79	7	23	5	1	3	14	11	27	19	40	249
Other Hours	125	9		24			6	3	11	25	27	4	234
Miles													10,280
Accidents - Prop.		3	2	2							2	2	11
Injury			2	1									3
Fatality													
Parking Tickets			1	1				2					4
Criminal Reports		3	3	4	1			6	3	4	4	4	32
Reports Cleared		2	1	3	1			6	2	3	3	2	23
Clearance Rate		66%	33%	75%	100%			100%	66%	75%	75%	50%	72%

11. City Attorney’s Report – Thomas J. O’Neill
a. Approval Ordinance No. 479 Purchase Property 44 Cleveland Avenue through Third Party Tax Sale 2nd/Final Reading - City Attorney Tom O’Neill presented the ordinance to the Council for its 2nd and final reading.

Young/Zuliani moved to approve Ordinance No. 479, Purchase Property 44 Cleveland Avenue through Third Party Tax Sale, 2nd/Final Reading. The motion carried.

ORDINANCE NO. 479 OF THE CITY OF BUCKHANNON, AN ORDINANCE APPROVING THE PURCHASE OF THAT LOT OR PARCEL OF LAND FRONTING ON THE NORTH SIDE OF CLEVELAND AVENUE, WITH A COMMONLY KNOWN ADDRESS OF 44 CLEVELAND AVENUE, PRESENTLY TITLED IN THE NAME OF TERRY F. BEESON, AND SPECIFICALLY AUTHORIZING THE EXPENDITURE OF MUNICIPAL FUNDS FOR SAID PURCHASE

WHEREAS, Chapter 8, Article 12, Section 1 of the Code of West Virginia, 1931, as Amended, empowers The City of Buckhannon to purchase real property for any municipal purpose, and Chapter 8, Article 11, Section 3, Subsection (6) of said Code requires that the purchase of private property by a municipality shall be by ordinance; and,

WHEREAS, the Council of The City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia insofar as the acquisition and purchase of the captioned property is concerned.

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

The Mayor is expressly authorized and empowered to execute, acknowledge, and deliver on behalf of the City of Buckhannon any and all agreements or other documents as may be deemed reasonable or necessary to realize the City’s acquisition of that property with a commonly known address of 44 Cleveland Avenue; that said property appears on the tax rolls of the Assessor of Upshur County, West Virginia as being in **Corporation District, Tax Map 2, Parcel 93.**

Said parcel being that property appearing as Lot 44 as shown on a map of North Buckhannon Addition, of record in the Office of the Clerk of the County Commission of Upshur County, West Virginia in Plat Book 1, at page 7, said lot being situate on Cleveland Avenue; and further being that property conveyed unto Terry F. Beeson by deed of Randall L. Bonnell dated September 15, 2020 and of record in the aforesaid Clerk’s office in Deed Book 575 at page 411.

And further, to accept on the City’s behalf the delivery of a good and sufficient deed of conveyance from the said TERRY F. BEESON, to evidence the City’s purchase and acquisition of the captioned property.

The expenditure of an amount not to exceed \$5,000.00 is approved for payment of the property herein described.

This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage, and adoption by the Council of the City of Buckhannon, (i.e., August 15, 2026).

FIRST READING	July 2, 2026
SECOND READING, PASSAGE AND ADOPTION	July 16, 2026

Robert N. Skinner, III, Mayor

CERTIFICATE OF PASSAGE AND ENACTMENT

I, Randall H. Sanders, Recorder of the City of Buckhannon, a West Virginia municipal corporation, do hereby certify that the foregoing Ordinance No. 479 was lawfully ordained and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on July 16, 2026.

Randall H. Sanders, City Recorder

b. Approval of Ordinance No. 480, State Building Code Adoption, 1st Reading – Mr. O’Neill presented and provided an overview of this ordinance for its 1st Reading.

Randall/Young moved to approve Ordinance No. 480, State Building Code Adoption, on its 1st Reading. The motion carried.

ORDINANCE NO. 480 OF THE CITY OF BUCKHANNON, AN ORDINANCE
AMENDING PRIOR ORDINANCES OF THE CITY OF BUCKHANNON
BY PROVIDING FOR THE ADOPTION OF THE WEST VIRGINIA STATE BUILDING CODE
SET FORTH AND DEFINED BY TITLE 87, SERIES 4 OF
THE CODE OF STATE RULES, AS AMENDED

WHEREAS, West Virginia Code §8-12-13 empowers municipalities to adopt building codes, but requires that any code adopted be the state building code as promulgated by the state fire commission; and,

WHEREAS, the City of Buckhannon has one year from the promulgation of said state building code in which to adopt the same; and,

WHEREAS, the Council of the City of Buckhannon passed and adopted Ordinance No. 377, being the City of Buckhannon’s Electrical Inspection and Fire Protection Ordinance, on September 19, 2013, effective on October 19, 2013; and,

WHEREAS, the said Ordinance No. 377 was amended in certain respects by the provisions of Ordinance No. 378, including the imposition of a fee structure, effective February 1, 2014; and,

WHEREAS, Ordinance No. 398, effective January 16, 2016 placed into effect the 2015 edition of the International Property Maintenance Code, making certain amendments thereto and establishing further fee structures; and

WHEREAS, Ordinance No. 417, effective June 2, 2017, placed into effect the 2015 State Building Code, as demised therein; and

WHEREAS, Ordinance No. 436, effective April 18, 2019, placed into effect the International Building Code 2015 (with amendments), and other codes; and

WHEREAS, Ordinance No. 446, effective August 20, 2020, placed into effect the NFPA Life Safety Code 2018 edition and the 2017 edition of the National Electric Code, NFPA 70; and

WHEREAS, Ordinance No. 459, effective August 6, 2022, placed into effect the 2018 version of the International Building Code, as amended by the Code of State Regulations; and

WHEREAS, the State Fire Commission, pursuant to Legislative Rules promulgated by the Fire Marshal under West Virginia Code §29-3-5b, dated June 29, 2026, made certain changes to Title 87 – Series 4 with effect from July 29, 2026, and this Ordinance is adopted in order to provide for municipal adoption and enforcement of those same codes.

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

ARTICLE I - ADOPTION: The Council of the City of Buckhannon hereby amends and reenacts Ordinance Nos. 378, 398, 417, 436, 446, 459, or any other ordinances previously adopted concerning building codes, by adopting and incorporating by reference, as if set out at length herein, for the purposes of safeguarding life and property and to ensure the quality of construction of all structures erected, renovated, or removed throughout the City, that certain code known as the State Building Code, set forth and defined by Legislative Rule Title 87, Series 4 of the West Virginia Code of State Rules, as amended, as promulgated by the West Virginia State Fire Marshal pursuant to authority granted in West Virginia Code § 29-3-5b.

The standards and requirements as set out and published by the International Code Council, and American National Standards Institute, and the National Fire Protection Association, as listed below, and as adopted by the State Fire Commission with an effective date of August 1, 2022, shall have the same force and effect as if set out verbatim herein:

- a. The 2024 edition, International Building Code, as amended by section 4.1.a of 87 CSR 4;
- b. The 2024 edition of the International Plumbing Code;
- c. The 2024 edition of the International Mechanical Code, as modified by section 4.1.c of 87 CSR 4;
- d. The 2024 edition of the International Fuel Gas Code, as modified by section 4.1.d of 87 CSR 4;
- e. The 2024 edition of the International Property Maintenance Code
- f. The 2024 edition of the International Energy Conservation Code, as modified by section 4.1.f of 87 CSR 4;
- g. The ANSI/ASHRAE/IESNA (as defined in 87 CSR 4) Standard 90.1 2019 edition for commercial buildings;
- h. The 2024 edition of the International Residential Code for One- and Two-Family Dwellings, as modified by section 4.1.h of 87 CSR 4;
- i. Section R311.7.5 Stair Treads and Risers
- j. [Reserved]
- k. [Reserved]
- l. The 2017 ICC/ANSI (as defined in 87 CSR 4) A117.1 American National Standards for Accessibility & Usable Buildings & Facilities, as modified by section 4.1.l of 87 CSR 4;
- m. The 2023 edition of the National Electrical Code, NFPA 70, as modified by section 4.1.m of 87 CSR 4;

- n. The 2024 edition of the International Swimming Pool and Spa Code; and
- o. Any and all other codes adopted, as amended or modified, in 87 CSR 4.

Wherever referenced in the several ICC codes adopted in this Ordinance or in 87 CSR 4, any reference to the International Fire Code should be substituted with the NFPA 1, Fire Code and NFPA 101, Life Safety Code edition, as adopted in State Fire Code, 87 CSR 01.

ARTICLE II – 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 III – EFFECT UPON CITY ORDINANCE NOS. 378, 398, 417, 436, 446, 459, AND ANY AND ALL OTHER ORDINANCES OF THE CITY OF BUCKHANNON PREVIOUSLY ENACTED RESPECTING INSPECTIONS, PERMITS OR FEES: The provisions of Ordinance Nos. 378, 398, 417, 436, 446, 459 and any and all other Ordinances of the City of Buckhannon previously adopted are hereby amended only to the extent of the provisions of this Ordinance; however, all provisions of previously adopted City ordinances, particularly Ordinance Nos. 378, 398, 417, 436, 446, and 459 of the City of Buckhannon, that are not expressly amended by this Ordinance, including their imposition of requirements for inspections, permits, and fees payable to the City, shall remain in full force and legal effect.

EFFECTIVE DATE: This ordinance shall be effective thirty (30) days following its second reading, passage, and adoption (i.e., September 19, 2026).

FIRST READING: July 16, 2026

SECOND READING, PASSAGE AND ADOPTION: August 20, 2026

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 480 was lawfully, and unanimously, ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on August 20, 2026.

Randall H. Sanders, City Recorder

c. Zoning Board of Appeals Memorandum of Decision
i. 32 ½ N. Locust Street
ii. 190 Pocahontas Street

Mr. O'Neill provided the Council notice of the Zoning Board of Appeals Memorandum of Decision for the mentioned property matters. No action was necessary.

BEFORE THE ZONING BOARD OF APPEALS
OF THE CITY OF BUCKHANNON, WEST VIRGINIA

In Re: 32½ North Locust Street
CitySwitch II, LLC, Applicant

Zoning Receipt No. 1170449

MEMORANDUM OF INTERIM DECISION

On April 29, 2026 the Zoning Board of Appeals of the City of Buckhannon convened; the City was represented by Vincent Smith, Zoning Officer and Thomas O'Neill, City Attorney. CitySwitch II, LLC was represented by its counsel Mark Mignault and Connie Beers. Mike Ross, the property owner, was also present. SBA Communications Corporation also registered an appearance in this matter as an interested party through its counsel, Clayton Harkins.

The Board convened to consider the appeal of CitySwitch II of the denial of Zoning Receipt No. 1170449 for approval of a communications tower upon the subject property proposed to be 195 feet in height, together with the construction of a barbed-wire-topped fence exceeding the 6-foot limitation within the City's zoning ordinance (Ordinance No. 244, as amended).

The subject property is located C2 Zone. Under the City's zoning ordinance, only certain property uses are permitted within the C-2 Zone. Telecommunications towers do not fall within the list of explicit acceptable uses appearing in the ordinance. The ordinance also provides that any structures located within the C-2 Zone are limited to a height of 45 feet or 4 stories, whichever is greater (see Section 507(C)(6).

Section 600, however, provides that "Essential service buildings and structures, as defined in these Standards, may be located in all districts, subject to restrictions approved by the Zoning Board of Appeals with respect to use, design, yard area, setback and height." Moreover, the Applicant cites section 612, which provides for certain height exceptions, such as for "flag poles, church spires, belfries, domes or similar projections not used for human occupancy nor to chimneys, ventilations, sky lights, elevator shafts, water tanks, essential service facilities, bulk heads, silos, television reception and radio dishes or antennae, and any other necessary mechanical and operational apparatus usually conducted above roof level."

With respect to that portion of the variance application dealing with the proposed boundary fence height and use of barbed wire, upon discussion and due consideration, the Board CONDITIONALLY GRANTS the variance, subject to the Applicant providing renderings of the final intended construction showing the fence design, barbed-wire configuration, and proposed landscaping buffers to the Board for its final design approval at a future Board meeting.

With respect to the communications tower itself, the threshold question is whether the tower falls within the definition of "essential services". Within the ordinance, Section 202, subsection 16 defines "Essential Services", in relevant part, as: "The erection, construction, alteration or maintenance by either public utilities or municipal boards, departments or commissions of underground or overhead . . . telephone transmissions . . . including but not limited to poles, wires, mains . . . towers . . . and similar equipment and accessories in connection therewith, which are reasonably necessary for the furnishing of adequate service by such public utilities or municipal boards, departments or commissions for the public health, safety and general welfare."

Also relevant is West Virginia Code §8A-7-3(e), which provides "essential utilities and equipment are a permitted use in any zoning district". On first blush, this would seem to settle the matter; however, this section of code is informed by §8A-1-2(f), which defines "essential utilities and equipment" as "underground or overhead electrical, gas, communications not regulated by the federal communications commission. . . ."

It bears mentioning that the question of acceptable uses is not, under the ordinance, amenable to the grant of a variance by the Board; in other words, the City itself – acting through the City Council, and not the Zoning Board of Appeals – must set city policy on the question.

The Board therefore – on behalf of the City Council – asks the Applicant to provide further support for its contention that the proposed tower construction falls within the statutory definition of “essential utilities and equipment”, especially given the definition contained in WV Code §8A-1-2(f). Particularly, the Applicant should address the “communications *not* regulated by the federal communications commission” (emphasis added) element of the definition.

Pending the receipt of the requested further information, the Board holds its decision on the variance application in abeyance until a future meeting.

Entered this 22 day of June, 2026


Gini Jeran, Chair

BEFORE THE ZONING BOARD OF APPEALS
OF THE CITY OF BUCKHANNON, WEST VIRGINIA

In Re: 190 Pocahontas Street
Gerald Arey, Owner/Applicant

Zoning Receipt No. 1170417

MEMORANDUM OF CONSENTED DECISION

On April 29, 2026 the Zoning Board of Appeals of the City of Buckhannon convened; the City was represented by Vincent Smith, Zoning Officer and Thomas O’Neill, City Attorney. Mr. Arey was present in person; also present was Mr. Arey’s counsel, Tracey Weber, III of Weston. The Board convened to consider the appeal of Gerald Arey of the denial of Zoning Receipt No. 1170417 for approval of a previously-constructed driveway 51.5 feet wide which exceeds the 35-foot width requirement of the City’s Zoning Ordinance, Ordinance No. 244, Section 623(a).

Further, the driveway as constructed also encroaches beyond the owner’s property line into the alignment of Taylor Street. The portion of the driveway extending beyond the allowable 35-foot width measures 16 feet, 6 inches, and is constructed with brick pavers.

During discussion of this matter before the Board, an additional question arose as to the applicability of Section 623(a) against the subject property, as it is a residential property.

Upon consultation with the Applicant and his counsel, the City agreed to withdraw its objection to the as-built driveway extension, as long as the Applicant agreed that – should the City need to remove the pavers in order to carry out subsurface work within the Taylor Street alignment that the City would not be responsible for replacing or reconstructing the driveway, and the property owner would bear that risk and potential expense. This agreement was reduced to a memorandum of understanding and was delivered to applicant’s counsel.

Said memorandum of understanding having been agreed to, the Zoning Board of Appeals hereby APPROVES the Applicant’s appeal, subject to the provisions of the memorandum.

Entered this 22 day of June, 2026


Gini Jeran, Chair

12. New Business Discussion

a. City of Buckhannon Appointments FY 2026/2027 – Mayor Skinner provided his recommendations for several City of Buckhannon Appointments for the FY 2026/2027.

Sanders/Reger moved to approve the City of Buckhannon Appointments FY 2026/2027 as present by Mayor Skinner. The motion carried

CITY OF BUCKHANNON APPOINTMENTS

FISCAL YEAR 2026-2027

Assistant City Recorder	Amberle Jenkins
Director of Finance/Administration	Amberle Jenkins
Director of Public Works	Ethan Crosten
Addressing Officer	Ethan Crosten
Chief of Police	Matthew Gregory
Fire Chief	J B Kimble
City Engineer	Jay Hollen
Building Code Enforcement Officer	Vincent Smith
City Attorney	Tom O'Neill
City Horticulturist	Dixie Green
Municipal Court Judge	Helen Echard
City Electrical Inspector	Vincent Smith
Section 504 Compliance Officer (ADA)	Brad Hawkins
SYCC Director	Debora Brockleman
Flood Plain Manager /CRS Coordinator	Jay Hollen & Ethan Crosten
Information Coordinator	Randy Sanders
Grant Writer	Region VII
City HRM	Amberle Jenkins
Water Department Superintendent	Tommy Rolenson
Waste Department Superintendent	Dakota Arnold
Sanitary Department Superintendent	Cody Tenney
Street Department & Parks Superintendent	Brad Hawkins
Assistant Street Supervisor	Andrew Loudin
Colonial Arts Center Manager	CAC Board of Directors
The Event Center at Brushy Fork Manager	Randy Sanders

WATER BOARD - 3 YEAR TERM

Robbie Skinner, Mayor (Chair)	Term of Office
Don Nestor	2024-2027
Erasmo Rizo	2026-2029
Scott Randall, Council	Term of Office
Shawn Young, Council	Term of Office
Randy Sanders, City Recorder	Term of Office-Non-Voting

WASTE BOARD – 3 YEAR TERM

Robbie Skinner, Mayor (Chair)	Term of Office
JT Pinegar	2026-2029
Pamela Bucklew, Council	Term of Office
Randy Sanders, City Recorder	Term of Office-Non-Voting

SANITARY BOARD - 3 YEAR TERM

Robbie Skinner, Mayor (Chair)	Term of Office
Crystal Shaw (Mitchell Shaw Unexpired term	2024-2027
Philip Loftis	2026-2029
Randy Sanders, City Recorder	Term of Office-Non-Voting

CONSOLIDATED PUBLIC WORKS BOARD- 2 YEAR TERM

Robbie Skinner, Mayor (Chair)	Term of Office
Rob Zuliani, Council	Term of Office
Jack Reger, Council	Term of Office
Nancy Shobe	2025-2027
Mark Waldo	2026-2028
Randy Sanders, City Recorder	Term of Officer, Non-Voting

STOCKERT YOUTH & COMMUNITY CENTER- 2 YEAR TERM

Robbie Skinner, Mayor (Chair)	Term of Office
Randy Sanders, City Recorder	Term of Office, Voting
Pam Bucklew, Council	Term of Office
William Parker (UCBOE)	Term of Office
Sam Nolte (UCC)	Term of Office
Jessica Vincent (WVWC)	2026-2028
Nancy Shobe (At Large)	2026-2028
Don Nestor (At Large)	2025-2027
Pam Martin (At Large)	2026-2028

POLICE CIVIL SERVICE COMMISSION- 4 YEAR TERM

Karl Kolenich, Chamber (L)	2026-2030
Jerry Henderson, FOP (R)	2026-2030
Mark Spencer, City (R)	2024-2028
Randy Sanders, City Recorder	Term of Office, Non-Voting

FIRE CIVIL SERVICE COMMISSION - 4 YEAR TERM

Lanora Wentz, Chamber Appt (R)	2026-2030
Dan Martin VFD Appt	2023-2027
Coty Martin (I) City Appt	2026-2030
Randy Sanders, City Recorder	Term of Office, Non-Voting

ZONING BOARD OF APPEALS - 3 YEAR TERM

VACANT	2025-2028
Timothy Reese	2025-2028
Virginia “Gini” Jeran	2026-2029
Dean Everett	2024-2027
Corey Rozelle	2025-2028

HISTORIC LANDMARK COMMISSION – 2 YEAR TERM

Vincent Smith, Chairman	Building Code Enforcement Officer
Pam Bucklew, Council	Term of Office
Erika Klie Kolenich	2025-2027
Daniel Green	2026-2028
Diane Corley	2026-2028
Noel Tenney	Non-Voting

HOUSING ENFORCEMENT BOARD

Robbie Skinner, Mayor (Chair)	Term of Office -Voting Member
Jay Hollen City Engineer	Voting member
Shawn Young,Council	Term of Office-Voting Member
Susan McKisic, RN, BSN, Health Officer	Non-Voting Member
Vincent Smith, Bld Code Enforcement Officer	Non-Voting Member
J B Kimble, Fire Chief	Non-Voting Member

DILAPIDATED STRUCTURES SCORING SYSTEM COMMITTEE

Vincent Smith	Code Enforcement Officer
Tanner Smith	Buckhannon Fire Department
Jerry Wamsley	Upshur County Safe Sites & Structures
Michael Ward	County Resident
Rob Smith, Sr.	County Resident

PLANNING COMMISSION 3 YEAR TERM

J.J. Ford	2025-2028
Tom Lynch	2025-2028
Ty Talbert	2026-2029
Roger Marsh	2026-2029
Stephanie Rockwell (unexpired term Paula McGrew)	2024-2027
Curtis Wilkerson	2024-2027
Susan Aloï	2024-2027
Vincent Smith, Zoning Officer	Voting Member
Rob Zuliani	Voting Member-Term of Office
City Recorder	Non-Voting Member-Term of Office

ANIMAL CARE AND CONTROL COMMISSION

Mayor-Chair	Voting Member
Upshur/Lewis Animal Control Facility Rep, Elissa Linger	Voting Member
UC Resident, Alison Clausen Whitehair	Voting Member
UC Resident, Michelle Jack	Voting Member
UC Resident, Lisa Critchfield	Voting Member
UC Veterinarian-Tonya Pickens	Non-Voting Member
DNR (Ex-Officio)	Non-Voting Member
Upshur County Dog Warden (Resource)	Non-Voting Member
City Recorder, Clerk	Non-Voting Member
City Attorney	Non-Voting Member
Animal Shelter	Non-Voting Member
City Cat Trapper-John Slaughter	Non-Voting Member

COLONIAL ARTS CENTER BOARD

Randy Sanders	City of Buckhannon
Tabatha Perry	UCC
B.J. Hoffman 3-20-26	Resident
Erika Kolenich	BCT Past Executive Producer
John Waltz	WVWC/BCT

CHARLES GIBSON PUBLIC LIBRARY

Brooke Scott	06/30/2027
Brett Miller	06/30/2029
Alice Teets	06/30/2028
Kelley Tienery	06/30/2030
Bethany Cupp Post	06/30/2031

REGION VII PLANNING & DEVELOPMENT

Robbie Skinner - Mayor	Term of Office
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UPSHUR COUNTY RECREATION BOARD – 2 YEAR TERM-2 CITY APPOINTMENTS

Eric Kerr	2025-2027
Amberly Stump	2025-2027

UPSHUR COUNTY DEVELOPMENT AUTHORITY BOD’S & EXECUTIVE COMMITTEE

Robbie Skinner - Mayor	Term of Office
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UPSHUR COUNTY BOARD OF HEALTH - 5 YEAR TERM

Dr. Theresa Black	(03/20/25)	2023-2028
Dr. John Mathias		2025-2030

UPSHUR COUNTY CONVENTION & VISITORS BUREAU 3yr term

Randy Sanders -Council City’s Representative	Term of Office
Lily Hicks	2024-2027

BURMA-Buckhannon Upshur Merchants Association

Pamela Bucklew-Council

AIRPORT AUTHORITY - 3 YEAR TERM

Michael Ruffing	City Appt	2024-2027
Brian Huffman	City Appt	2025-2028
Joey Tomasula	City Appt	2025-2028
Jarod Ramsey	City Appt	ADDITIONAL SEAT 02/05/26 exp 6-30-27

HOUSING AUTHORITY -5 YEAR TERM

Christa Lipscomb	2023-2028
Jody Light	2022-2027
Kitten Lee	2024-2029
Michael Livesay	2025-2030
Catherine Frye	2026-2031

MUNICIPAL BUILDING COMMISSION

Jane Godwin	(R)	2022-2027
Danny Williams	(R)	2022-2027
Justin Dynes	(I)	2022-2027
Erica Byrd	(D)	2022-2027
Kelly Queen	(D)	2022-2027

ARMORY MANAGERIAL COMMITTEE

Director of Administration/Finance	Amberle Jenkins
City Recorder	Randy Sanders

B-U CHAMBER OF COMMERCE

City Recorder	Randy Sanders
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UC SENIOR CITIZENS OPPORTUNITY BOARD

City Council Member	Jack Reger
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COUNCIL COMMITTEES

Finance	All members of Council
Ordinance	All members of Council

Health	All members of Council
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Public Safety Committee:

Fire	All members of Council
Police	All members of Council

Audit Procurement	Appointed at each audit
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REVENUE REVIEW COMMITTEE General Fund

Mayor Skinner, Chair
Council Jack Reger
Mark Waldo
Amby Jenkins
Barbara Hinkle
Council Scott Randall

OPIOID SETTLEMENT FUNDS REVIEW COMMITTEE

Mayor Skinner, Chair
Council Jack Reger
Council Shawn Young
Amby Jenkins
Barbara Hinkle
Scott Randall
BPD Chief Matt Gregory
City Attorney Tom O’Neill

WV FIRST FOUNDATION COB REPRESENTATIVE City Attorney Tom O’Neill
(OPIOID SETTLEMENT FUNDS)

CALEA POLICY REVIEW COMMITTEE(Police) BPD Chief Matt Gregory

BPD Doug Loudin
BFD Chief J B Kimble
Mayor
Council Scott Randall
Jeff Harvey
Amby Jenkins
City Attorney
Randy Sanders

TECHNOLOGY COMMITTEE -IT Firm- Jarod Ramsey

Jay Hollen
Ethan Crosten
Amby Jenkins
Phil Loftis
Duwane Squires
Seth Hoffman
Randy Sanders
Emiel Butcher

Other Committees/Appointments:

Buckhannon River Watershed Association Ethan Crosten

Buckhannon Dog Park Committee Lisa Critchfield, AC&C Member
Brooke Scott
Brad Hawkins, Street Supervisor
Director of Public Works- Ethan Crosten
Elissa Linger, AC&C Member
Michelle Jack, AC&C Member
Alison Clausen Whitehair, AC&C Member
Ginny Dixon

Downtown Seasonal Decoration Committee Pam Bucklew
Amanda Hayes
Nancy Shobe
Debora Brockleman
Ethan Crosten
Volunteers

BUCKHANNON PARKS & RECREATION ADVISORY BOARD (7 members) 1 year term

- 1. PAM BUCKLEW (CITY COUNCIL)
- 2. SCOTT LAMPINEN
- 3. JOHN BOHMAN
- 4. ALEXIS ROSS BUTCHER
- 5. BRIAN WEBB
- 6. ROB KIMBLE

TWO SUBCOMMITTEES:

- **FACILITIES MANAGEMENT**
 1. ROBERT OSBURN
 2. LISA TENNEY
 3. KEELY BURNSIDE
 4. WILL SQUIRES
- **PROGRAMMING**
 1. BETH POST
 2. RACHEL RUFFING
 3. JEREMIAH McCOURT -Chair of UCRB
 4. GRAHAM GODWIN

TELEVISION CABLE BOARD - 2 YEAR TERM-

Peggy Ball	2023-2025
Joey Slaughter	2024-2026
James Trivollette	2023-2025
City Recorder	Term of Office-Voting
Mayor, Chair	Term of Office
City Attorney	Non-Voting

CFAI POLICY REVIEW COMMITTEE (Fire) Commission on Fire Accreditation International

BPD Chief Matt Gregory
BFD Chief J B Kimble
Mayor
Council Member Scott Randall
Jeff Harvey
Amby Jenkins
City Attorney
Joey Baxa
UCC Sam Nolte
Randy Sanders

b. Report on the Buckhannon-Elkins-West Virginia Department of Tourism Targeted Promotional Campaign Collaboration - Recorder Sanders and Councilmember Reger reported on the joint Buckhannon-Elkins-WV Tourism campaign in Tysons Corner, VA, noting: 2.55 million+ impressions; 1.1 million digital impressions; Estimated \$70,000-\$100,000 advertising value from a \$6,000 investment. Mr. Reger noted, “The numbers speak for themselves...a home run.” Council expressed interest in continuing the partnership.

Agenda Item #12-b - City of Buckhannon & City of Elkins – Joint Marketing Effort with the WV Department of Tourism

Overview - In July 2025, the **City of Buckhannon and the City of Elkins** jointly entered into a regional cooperative advertising program with the West Virginia Department of Tourism. This initiative leveraged state-supported marketing resources to promote both communities as premier Mountain State destinations, aligning local efforts with the statewide **Almost Heaven** brand.

Buckhannon’s participation was authorized at a cost **not to exceed \$6,000**, enabling the City to access professionally produced advertising assets, targeted outreach, and substantial state-level matching funds.

Council Action – City of Buckhannon - Sanders/Reger motioned to approve the regional Joint Marketing Effort with the City of Elkins and the WV Division of Tourism **for a cost of up to \$6,000. The motion carried.**

This action formally committed Buckhannon to the cooperative program and activated the partnership with Elkins and WV Tourism.

Campaign Performance

Out-of-Home (OOH) Advertising

- **2,552,051 total impressions delivered**
- **58% above contracted expectations**
- Strong visibility in high-value metropolitan markets including Northern Virginia and Washington, D.C.

Digital & Social Media

- **1.1 million digital impressions**
- **11,200 clicks** from targeted travel audiences
- Click-through rates exceeded industry benchmarks
- High engagement from travelers seeking outdoor recreation and small-town experiences

Creative & Messaging - The campaign positioned **Elkins and Buckhannon together** as:

- **“Premier basecamps for uncrowded outdoor adventure”**
- **“Charming mountain towns perfect for a rejuvenating getaway”**

All creative assets were fully integrated into the statewide **Almost Heaven** brand, ensuring cohesive messaging and professional-quality presentation.

Value to Buckhannon - Buckhannon’s \$6,000 investment generated an estimated **\$70,000–\$100,000+** in advertising value, including:

- Extensive OOH and digital reach
- Professional creative development and optimization
- State-level targeting and reporting
- Inclusion in high-quality photo, video, and digital assets
- Elevated visibility in affluent travel markets
- Strengthened regional tourism partnerships with Elkins and WV Tourism

This represents a **10×–16× return on investment** for the City.

Regional Collaboration - The cooperative program showcased the benefits of **joint municipal tourism promotion**, with Buckhannon and Elkins working together to highlight shared strengths, complementary attractions, and the appeal of the broader region. This collaboration enhanced both communities’ visibility and demonstrated a unified commitment to tourism development.

External Validation - Cadence Ringer, Executive Director of the Upshur County Convention & Visitors Bureau, noted:

“The coop campaign provided substantial visibility... I’m very pleased to see these results and truly appreciate that the cities took the initiative to collaborate.”

Conclusion - The cooperative advertising program was **highly successful** for both Buckhannon and Elkins, delivering substantial visibility, strong engagement, and meaningful strategic value. The results demonstrate the effectiveness of regional collaboration and justify continued participation in future co-op opportunities offered by the West Virginia Department of Tourism.

13. Council Members’ Remarks and Announcements

Shawn Young: Councilmember Young offered remarks celebrating local achievement and emphasizing the importance of opportunity for Buckhannon’s residents. He noted that Tasha Carico recently competed in the National Special Olympic Games, earning gold in the 50-meter dash, bronze in the 100-meter dash, and placing seventh in the shuttle event, an accomplishment he said made the community “very proud of her.” He thanked those involved with the Recovery House and expressed support for the Police Youth Academy, praising programs that show young people “there’s a future for them here.” Young shared that he recently interviewed 92 apprenticeship applicants and observed that many local residents are eager to work hard when they can see a clear path to stability, including healthcare, retirement, and support when facing personal struggles. He concluded by pushing back on the stereotype that young people do not want to work, stating that his experience shows “that’s just not true.”

Rob Zuliani: Councilmember Zuliani highlighted the ongoing Space Trek program at West Virginia Wesleyan College, noting recent media coverage and outreach from program coordinator John Dalia. He explained that the two-week residential camp engages 24 young women—19 of whom are from West Virginia, including participants from Buckhannon and Weston—in STEM education focused on aerospace, a field still largely male-dominated. Participants are building miniature “cricket satellites,” which will be launched on Sunday using weather balloons to collect and transmit data. Zuliani shared that the governor has been invited and may attend, and he encouraged council members and the public to come to the noon-hour launch in the Oval at Wesleyan. He emphasized the value of programs like Space Trek in opening doors for young women and noted that the students will present their collected data at the end of camp, mimicking the work of real weather satellites.

Scott Randall: Councilmember Randall thanked Megan Payne and the Recovery House team for attending and presenting their request, noting his appreciation for their willingness to return for further discussion through the committee review process. He emphasized the importance of addressing the substance-use epidemic through supportive programs rather than punitive approaches, stating that “it can’t be arrested away,” and expressed interest in learning more about their model. Randall also commended Chief Gregory and echoed earlier praise for the Youth Police Academy, saying he hopes to attend the next session and is encouraged by the strong interest shown by local youth. He concluded his remarks by reiterating his support for both initiatives and thanking everyone involved.

Pamela Bucklew: Councilmember Bucklew raised a question regarding the growing number of individuals baking in their homes and selling goods from their residences. She asked whether such activity requires a license and whether the city has any regulatory authority. It was clarified that these operations fall under “cottage industries,” which are primarily regulated by the Health Department rather than the city. Cottage food producers typically do not require standard health permits, though they assume personal liability should any issue arise. Bucklew then shared updates from the local arts community, noting that the Community Theatre will present Matilda from July 23–26 at West Virginia Wesleyan College because of the large cast. She also announced that Buckhannon Community Theatre will stage Murder on the Orient Express in late October and early November, with auditions scheduled for August 11 and 12 at the Colonial Arts Center.

Jack Reger: Councilmember Reger offered brief remarks recognizing Dr. Reed and noting—with humor—that this was the first time during his tenure on Council that Dr. Reed had not brought

green beans for members to string during the meeting. He commended Dr. Reed's continued leadership with Green Bean Day and praised both the Police Youth Academy and the Recovery House, expressing hope that the latter's funding challenges can be resolved. Reger acknowledged that many nonprofits have been affected by federal funding cuts and encouraged support from the state and private donors. He also raised concerns about parking enforcement, noting that while violations such as wrong-direction parking continue to occur, the parking enforcement officer has issued no citations. He urged closer attention to ensuring compliance with city parking ordinances, including proper parking direction and time limits downtown. Reger concluded by mentioning he had personally observed a vehicle parked in the wrong direction in a handicap space near the courthouse, underscoring the need for consistent enforcement.

14. City Recorder's Report, Remarks, and Announcements – Recorder Sanders reviewed the following:

a. Report of Events, Correspondence, and Information

i. FOIA Request & Fulfillment- The Data Branch & Bluedoor.sh re: vendor procurement records

ii. WVABCA Zoning Compliance- Buckhannon Tobacco & Vape Inc

iii. May 2026 Report of Cat & Dog Activity from the Upshur County Commission

iv. The City Council Meeting-August 6, 2026 has been Cancelled due to conflict with the WVML Conference

v. Buckhannon Planning Commission 07/20/26 Notice of Meeting Cancellation

vi. WV Largest Yard Sale August 7-8, 2026 Contact UCCVB for details

vii. National Night Out August 4, 2026 6pm-10pm at the UC High School Pool

b. Colonial Arts Center Upcoming Events

i. Five Dollar Guitar Lessons July 18

ii. Sago River String Band July 18

iii. Buckhannon Songwriters Workshop July 21

c. The Event Center at Brushy Fork Upcoming Events

i. Valley North Transmission Line Project Open House 4:00-7:00 pm, July 16

Remarks: Recorder Sanders requested a brief executive session to discuss a personnel matter and asked that Chief Gregory and Amberle Jenkins remain for the discussion. He also offered brief closing remarks, noting that the evening's discussions reflected the city's ongoing commitment to community wellbeing and collaboration. He emphasized that Buckhannon remains an active and engaged community, with many initiatives—such as the Recovery House proposal—requiring continued attention and thoughtful review. Sanders expressed pride in the city's outreach efforts and the visible improvements they have produced, stating that the community's progress comes from residents and leaders consistently rolling up their sleeves and working together. Recorder Sanders added that he should have included two additional recognitions in his report. He noted that Mayor Skinner was recently honored as one of West Virginia's *40 under 40*, acknowledging his statewide leadership and community impact. Sanders remarked that such accomplishments can be easy to overlook locally, and Council offered congratulations. He also pointed out that Community Care of West Virginia has launched a major healthcare investment in Buckhannon—an announcement that should have been listed under the evening's routine updates. Sanders invited the Mayor to elaborate further on that development.

15. Mayor's Remarks and Announcements – Mayor Skinner thanked council for recognizing his recent 40 Under 40 recognition. He then shifted to a major announcement, noting that Community Care of West Virginia is preparing one of the largest investments in Buckhannon's history—a nearly \$50 million project to construct a new facility on North Kanawha Street. He emphasized the significance of Community Care's presence downtown, where 185 employees currently work, a number expected to exceed 200 once the new building is complete. Skinner expressed appreciation for the city's strong partnerships with Community Care, WV Wesleyan College, and St. Joseph's Hospital.

The Mayor also shared a personal update regarding his father's recent medical emergency. He described receiving a 911 alert for an unconscious and unresponsive individual at his parents' address, and the concern that followed. His father was treated at St. Joseph's Hospital, where extremely low blood pressure was discovered, and later transferred to United Hospital Center for further evaluation. He has since returned home and will undergo follow-up care with vascular specialists due to possible complications related to a prior carotid artery surgery. Skinner thanked Council and the community for their thoughts and prayers and expressed gratitude for the excellent care provided by St. Joseph's Hospital, United Hospital Center, and the WVU Medicine network. He concluded by thanking Rodney for consistently covering City Council meetings and acknowledging local media partners. The Mayor then called for a motion to recess and enter executive session.

At 8:24 p.m., Sanders/Zuliani moved to enter Executive Session to discuss personal matters. The motion carried.

At 9:01 p.m., Randall/Sanders moved to exit the Executive Session. The motion carried.

Mayor Skinner noted that no decisions had been made during the Executive Session and no action was necessary.

16. Declaration of Adjournment:

There being no further business, the meeting was adjourned at 9:02 p.m. by the Chair, Mayor Skinner.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____