

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

The Buckhannon Housing Enforcement Board held a regular meeting on October 5, 2026, at 5:30 pm in City Hall. The following people were present (GTM means attendance by GoToMeeting):

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

Guests: Erin Dyer-GTM

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

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 07/20/2026
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
 - c. Update Regarding the Progress of Properties of Primary Concern
 - i. 80 S. Kanawha Street – Uninhabitable-No Water Service
 - ii. 199 S. Florida Street – Uninhabitable -No Water Service
 - iii. 44 Cleveland Avenue – Property Purchase Agreement/ Demolition Process
 - iv. 44 Thurman Avenue – Legal Opinion next action
8. Business Discussions
9. Report of Events, Correspondence, and Information
 - a. Region VII -WVDEP DLAP Strategic Planning Dashboard
 - b. 2027 HEB Meeting Schedule
10. Board Members’ Remarks and Announcements
11. Declaration of Adjournment

This agenda is certified by Mayor Robbie Skinner on September 30, 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** – Recorder Sander called the meeting to order.
- 2. Moment of Silent Reflection** - Sanders invited those in attendance to join in a moment of silent reflection.
- 3. Pledge of Allegiance** - Sanders led the Pledge of Allegiance.
- 4. Approval of Previous Meeting Minutes: 07/20/2026** – Sanders recognized that the meeting minutes of 07/20/2026 were available for consideration and asked for corrections or approval as presented.
- Young/Hollen moved to approve the minutes of the 07/20/2026 meeting as presented. The motion carried.**

5. Public Comment – Motion to Open & Close Requested – No action was necessary as there were no public attendees.

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

7. Department Report –Building Code Enforcement Officer, Vincent Smith - Mr. Smith presented his monthly report, including updates on building code adoption, vacant properties, and active enforcement cases.

a. Vacant Properties Case Status Report – Mr. Smith reported five properties on hold with active building permits and thirty-nine remaining on the vacant property list. He noted this represents a substantial reduction from prior years. The Board discussed flood-affected vacant properties; the City Engineer will complete additional address verification.

Vacant Properties Meeting October 5, 2026

ON HOLD

- 1. Barbour St-Permit
- 2. Leonard St-Permit
- 3. Morton Ave-Permit
- 4. Monongalia St-New Owners
- 5. Randolph St-New Owners

ACTIVE

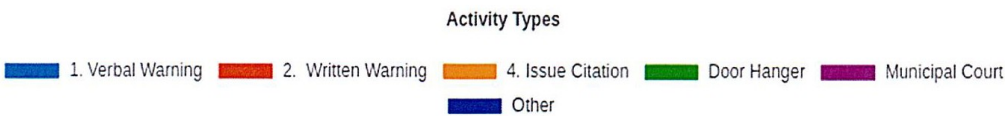
- 1. Chestnut St
- 2. Cleveland Ave
- 3. Cleveland Ave
- 4. East Main St
- 5. Elizabeth St
- 6. Factory St
- 7. Franklin St
- 8. Huffman Ln
- 9. Madison St
- 10. Morton Ave
- 11. North Florida St
- 12. North Florida St
- 13. Oklahoma Ave
- 14. Pocahontas
- 15. Randolph St
- 16. Randolph St
- 17. South Florida St
- 18. South Florida St
- 19. South Florida St
- 20. South Florida St
- 21. South Florida St
- 22. South Florida St
- 23. South Florida St
- 24. South Kanawha St
- 25. South Kanawha St
- 26. South Kanawha St
- 27. South Kanawha St
- 28. South Kanawha St

- 29. South Kanawha St
- 30. South Kanawha St
- 31. North Spring St
- 32. Thurman Ave
- 33. Thurman Ave
- 34. Upper Dr
- 35. West Lincoln St
- 36. West Victoria St
- 37. Wood St
- 38. Wood St
- 39. Zeno

b. Code Enforcement Case Status Report – Mr. Smith reviewed current enforcement actions, noting that verbal warnings remain the most common compliance tool and generally result in satisfactory corrective action.

Code Activity Table

07/15/2026 to 09/30/2026



Case #	Activity Type	Activity Date	Scheduled Date	Completed Date	Description
186	Municipal Court	07/31/2026	07/31/2026	01/01/1900	Appeared- Judge Continued to Aug 14, 2026 at 1:30pm
186	Municipal Court	08/14/2026	08/14/2026	08/14/2026	Appeared- Court Continued per Judge to 09/04/2026 at 1:30pm
186	Municipal Court	09/11/2026	09/11/2026	01/01/1900	Per Judge- Revisit on 10/2/26
209	Other	08/27/2026	08/27/2026	01/01/1900	Complaint: Trash and debris, odors coming from property. Citing they are not complying with city ordinances.
293	2. Written Warning	09/21/2026	09/18/2026	01/01/1900	Written Warning Citation # 0138- Certifed Mail/Rtn Rct. Appearance of Lot- High Grass- Court Date 10/02/26
318	Municipal Court	09/11/2026	09/11/2026	01/01/1900	V.Smith Motion to Dismiss Citation # 0135, property had been cleaned up. Ruling- Granted Dismissal per Judge
390	1. Verbal Warning	09/28/2026	09/28/2026	01/01/1900	Onsite Inspection with homeowner. V. Smith advised homeowner 30 days for corrective action.
394	4. Issue Citation	08/21/2026	08/21/2026	08/21/2026	V. Smith issued Citation # 0136, 2nd Offense. Appearance of Lot- High Grass. Court Date 09/04/2026
394	Door Hanger	08/26/2026	08/26/2026	08/26/2026	To contract Municipal Court

Case #	Activity Type	Activity Date	Scheduled Date	Completed Date	Description
394	Municipal Court	09/11/2026	09/11/2026	01/01/1900	Per Judge Revisit 10/2/26, V. Smith to do an onsite inspection
441	1. Verbal Warning	08/05/2026	08/05/2026	01/01/1900	The City of Buckhannon Code Enforcement Officer contacted the Property Manager regarding the trash containment & concealment violation. He will follow-up with an onsite inspection.
455	1. Verbal Warning	08/21/2026	08/21/2026	01/01/1900	V. Smith talked w/ owner. Owner to install fence for vehicle containment & to clean up area.
462	1. Verbal Warning	09/16/2026	09/16/2026	09/16/2026	V. Smith contacted Owner by telephone regarding that no permit was pulled for his project of siding, trim & painting.
463	2. Written Warning	09/22/2026	09/21/2026	01/01/1900	Written Warning Citation # 0139- Court Date 10/02/26
464	2. Written Warning	09/22/2026	09/21/2026	01/01/1900	Written Warning Citation # 140 Court Date 10/02/26
466	1. Verbal Warning	09/25/2026	09/25/2026	01/01/1900	V. Smith verbal to clean up and cut grass
467	Other	09/28/2026	09/28/2026	01/01/1900	On Site meeting w. V.S. , E.C. & J.H. - Findings pending working toward corrective action
467	Other	09/28/2026	09/25/2026	01/01/1900	Scheduled an Onsite Meeting w/ Homeowner and COB V. Smith, E. Crosten & J. Hollen (09/28/26)
66	Municipal Court	07/31/2026	07/31/2026	01/01/1900	V. Smith Request to Dismiss Cit #0126 Warning -Property has been cleaned up and junk car has been moved
7	Other	09/30/2026	09/18/2026	01/01/1900	44 Cleveland Avenue-Real Property Purchase Agreement- Cato Energy, LLc (Seller) and COB (Purchaser)

Showing 1 to 20 of 20 entries

c. Update regarding the Progress of Properties of Primary Concern – Mr. Smith reviewed the following properties:

i. 80 S. Kanawha Street – Uninhabitable-No Water Service - The property has lacked water service for approximately one year, and occupants continue to reside in the home. The Board discussed applicable code provisions and safety concerns.

Hollen/Young moved to direct the Building Code Enforcement Officer to work with the City Attorney to issue a lawful classification of “Uninhabitable Property”, providing 10 business days for the owner to mitigate the condition with the restoration of water service. The motion carried.

ii. 199 S. Florida Street – Uninhabitable -No Water Service - Conditions at the residence were described as unsafe and unsanitary, with multiple occupants living without water service.

Hollen/Young moved to direct the Building Code Enforcement Officer to work with the City Attorney to issue a lawful classification of “Uninhabitable Property”, providing 10 business days to mitigate the condition with the restoration of water service. The motion carried.

iii. 44 Cleveland Avenue – Property Purchase Agreement/ Demolition Process - The City has obtained the deed to the property. An asbestos inspection has been completed; results are pending.

Young/Hollen moved to direct the Building Code Enforcement Officer to proceed with demolition of the structure, including asbestos abatement if required, and to clear the lot. The motion carried.

iv. 44 Thurman Avenue – Legal Opinion next action - The property remains in disrepair with no response from the owner. Theft and vagrant activity have occurred.

Young/Hollen moved to authorize the Building Code Enforcement Officer to clean and clear the exterior, and secure the structure against unauthorized ingress and egress, with costs billed to the owner pursuant to Ordinance 466, Section L. The motion carried.

ORDINANCE NO. 466 OF THE CITY OF BUCKHANNON: AN ORDINANCE AMENDING ORDINANCE NOS. 244, 357, 367, 375, AND 404 (CODIFIED ORDINANCE NO. 2016-004) OF THE CITY OF BUCKHANNON, AND MODIFYING AND RE-ENACTING ARTICLE 1711 OF THE CODIFIED ORDINANCES OF THE CITY OF BUCKHANNON RELATED TO EXPEDITED ENFORCMENT OF THOSE ORDINANCES CONCERNING THE ABATEMENT OF NUISANCES ON PROPERTIES LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY.

(L) In the event the enforcement official shall be unable to deliver the citation within a reasonable period of time considering the circumstances of the violation, or if the person to whom the citation is delivered remains unwilling or unable to abate the conditions giving rise to the citation following the enforcement actions provided in this section, the City may abate the violations, assess the costs thereof, and collect those costs from the owner of the property. If the owner of the property does not reimburse the costs of abatement to the City, or does not reach a reimbursement agreement with the City within 30 days of the City’s determination of the costs of abatement, the City may file a lien against the owner of the property in the Office of the Clerk of the County Commission of Upshur County for the costs of the abatement. Such lien may also be filed for any outstanding amount payable to the City should the property owner fail to fulfill its obligations under such an agreement.

8. Business Discussions - No additional business items were brought before the Board.

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

a. Region VII -WVDEP DLAP Strategic Planning Dashboard - The Board discussed potential DLAP demolition grant applications, including possible inclusion of structures at 166 and 172 Wood Street related to the upcoming water treatment plant project. The Board discussed referring the matter to the Director of Administration & Finance, Amberle Jenkins, to evaluate DLAP eligibility.

b. 2027 HEB Meeting Schedule

BUCKHANNON HOUSING ENFORCEMENT BOARD
2027 MEETING SCHEDULE

3rd MONDAY OF EACH QUARTER AT 5:30 P.M. AT CITY HALL COUNCIL CHAMBERS

- **TUESDAY, JANUARY 19, 2027 (the 18th is a Holiday-MLK Day)**
- **MONDAY, APRIL 19, 2027**
- **MONDAY, JULY 19, 2027**
- **MONDAY, OCTOBER 18, 2027**

10. Board Members’ Remarks and Announcements – Chief Kimble requested that the Fire Department be permitted to use the Wood Street structures for training prior to demolition. Members also discussed ongoing flood-related recovery efforts and coordination with long-term recovery partners.

11. Declaration of Adjournment

With no further business, the meeting adjourned at 6:13 p.m. on a motion by Young.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____