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

The Consolidated Public Works Board held a regular meeting on Thursday, October 22, 2026, at 7:30 a.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates GoToMeeting participation):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Rob Zuliani	Present
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present - GTM
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Absent
Office Manager	Barb Hinkle	Absent

Media

My Buckhannon	Monica Zalaznik	Present - GTM

Guests: Bruce Bennett; Councilmember Pam Bucklew.

City of Buckhannon Consolidated Public Works Board
7:30 a.m., Thursday, October 22, 2026
Council Chambers | 70 East Main Street

1. Call to Order

2. Moment of Silent Reflection

3. Pledge of Allegiance

4. Approval of Previous Meeting Minutes: 09/24/2026

5. Public Comment – Motion to Open & Close Requested

6. Recognition of Guests
   a. Bruce Bennett
      i. Cemetery Rules & Regulations

7. Financial Report – Director of Finance, Amberle Jenkins
   a. Approval CPWB Budget Revision FY 2026/2027

8. Department Report –Street Department & Parks Superintendent Brad Hawkins

9. Business Discussions
   a. Event Date Change - A Hometown Christmas Festival at Jawbone Park - Friday, December 4, 4:00 p.m.-9:00 p.m.
   b. Holiday Decorations
      i. Light Pole Holiday Decoration Style
      ii. Schedule for Installation of Holiday Decorations on Main Street & in Jawbone Park
   c. Approval to Participate with Partner Auction Services for Sale of Miscellaneous Equipment

10. Report of Events, Correspondence, and Information
    a. WVDOH Route 20 Turn Lane Project-Scheduled to begin late August 2026 through late November 2026
    b. Trunk-or-Treat at the Public Safety Complex Parking Lot 10/26/26 6:30pm-8:30pm
    c. Trick-or-Treat in the City Limits 10/31/26 6:00pm-7:30pm
    d. The Great Jawbone Howl-o-ween Community Event 10/31/26 Noon-5:30pm
    e. November & December CPWB Meetings have been combined. Next meeting to be held on Thursday, December 3, 2026, at 8:30am (due to the upcoming Holidays)
    f. WVDOH Permit Fee Implementation Notice
    g. Veterans Day Parade 11/07/2026 at 10:00am
    h. Buckhannon Fire Department Christmas Parade 12/04/2026 at 6:00pm

11. Board Members' Remarks and Announcements

12. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on October 16, 2026. *Those who participated in this meeting virtually used this link: https://global.gotomeeting.com/join/376934309, or by phone at +1 (872) 240-3212, access code: 376-934-309.*

1. Call to Order: The meeting was called to order by Mayor Robbie Skinner.

2. Moment of Silent Reflection: Mayor Skinner invited those present to pause for a moment of silent reflection.

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

4. Approval of Previous Meeting Minutes: 09/24/2026: The Mayor recognized that the meeting minutes of September 24, 2026, were available and asked for any corrections, additions, or a motion to approve.

Zuliani/Waldo moved to approve the September 24, 2026, meeting minutes as presented. The motion carried.

5. Public Comment—Motion to Open & Close Requested: No public comments were offered, and no action was necessary.

6. Recognition of Guests and Requests – Mayor Skinner recognized the following, and, without objection, the agenda items they wished to discuss were brought to the table.

a. Bruce Bennett
i. Cemetery Rules & Regulations: Mr. Bennett asked for clarification regarding the transfer or disposition of cemetery spaces within a family following the death of the purchaser. Amberle Jenkins explained that the executor or family may determine how the spaces are distributed, provided the City receives documentation identifying who will use the spaces so that cemetery records remain current. She noted that the regulations are intended to prevent speculative resale of cemetery spaces, not to interfere with a family's internal decisions. Mr. Bennett was to receive an updated copy of the cemetery regulations**.**

7. Financial Report – Director of Finance Amberle Jenkins – Mrs. Jenkins reported September balances of approximately $60,981 in the Board's money market and checking accounts and approximately $249,000 in cemetery funds held by the West Virginia Board of Treasury Investments. September revenues totaled $12,728, and expenditures totaled $31,688. Notable expenditures included $2,700 to Highland Nursery for pansies and mums for Jawbone Park, $10,000 to Everson Carr Farms for cemetery mowing, and $1,500 for a storage container for the cemetery.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Money market & checking balance:
SEPTEMBER 30, 2026 $60,981.64

Cemetery Funds moved to WVBTI $249,397.95

Sep-25	$	190,368.12
Oct-25	$	185,173.93
Nov-25	$	134,883.30
Dec-25	$	135,956.70
Jan-26	$	230,181.00
Feb-26	$	148,714.55
Mar-26	$	142,474.59
Apr-26	$	105,569.07
May-26	$	82,422.94
Jun-26	$	62,697.41
26-Jul	$	95,232.83
Aug-26	$	79,877.71
Sep-26	$	60,981.64

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	18.00	0.00	42.00	30.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	21.00	0.00	39.00	35.00
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	50	155.00	155.00	0.00	(105.00)	310.00
093-344-000-02 STICKERS LOT 3	1,500	126.00	600.50	0.00	899.50	40.03
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	1,800	820.00	1,345.00	0.00	455.00	74.72
093-347-000-00 OPENING & CLOSING GRAVES	30,000	6,150.00	9,450.00	0.00	20,550.00	31.50
093-347-000-01 SALE OF LOTS	8,000	800.00	8,000.00	0.00	0.00	100.00
093-347-000-03 PLACEMENT OF MARKERS	2,000	500.00	1,600.00	0.00	400.00	80.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	43,470	8,564.00	21,189.50	0.00	22,280.50	48.75
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	800.00	0.00	(800.00)	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	3,714.96	14,883.27	0.00	21,116.73	41.34
093-368-000-00 RENTAL OF PAVILION	5,000	450.00	2,000.00	0.00	3,000.00	40.00
TOTAL GRANTS	41,000	4,164.96	17,683.27	0.00	23,316.73	43.13
OTHER REVENUE						
093-380-000-00 INTEREST	1,130	0.00	16.97	0.00	1,113.03	1.50
093-399-000-00 MISCELLANEOUS	0	0.00	3,208.99	0.00	(3,208.99)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	100,000	0.00	50,000.00	0.00	50,000.00	50.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	750.00	0.00	(750.00)	0.00
TOTAL OTHER REVENUE	101,130	0.00	53,975.96	0.00	47,154.04	53.37
TOTAL REVENUE	185,600	12,728.96	92,848.73	0.00	92,751.27	50.03

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
========						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
=====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	4,200.00	0.00	12,600.00	25.00
093-700-103-00 SALARIES	42,000	3,962.70	13,906.17	0.00	28,093.83	33.11
093-700-103-01 FLOWER SALARIES	81,000	6,292.13	23,087.18	0.00	57,912.82	28.50
093-700-104-00 FICA TAX	11,000	891.61	3,151.34	0.00	7,848.66	28.65
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,600	124.93	442.08	0.00	1,157.92	27.63
093-700-106-01 CONSOLIDATED RETFLOWER	5,000	503.37	1,670.28	0.00	3,329.72	33.41
TOTAL SALARIES & BENEFITS	157,400	13,174.74	46,457.05	0.00	110,942.95	29.52
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	6,500	825.77	2,968.12	0.00	3,531.88	45.66
TOTAL CONTRACTUAL SERVICES	6,500	825.77	2,968.12	0.00	3,531.88	45.66
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	5,000	1,626.71	2,522.78	0.00	2,477.22	50.46
093-700-341-02 CEMETERY MOWINGS	0	0.00	0.00	0.00	0.00	0.00
093-700-342-00 MAT & SUPP - PARKING	4,000	141.23	526.78	0.00	3,473.22	13.17
093-700-343-00 MAT&SUPP-PARKS	18,200	4,990.28	7,872.06	0.00	10,327.94	43.25
093-700-343-01 DOG PARK EXP	7,500	11.27	49.02	0.00	7,450.98	0.65
093-700-344-00 AUTO SUPPLIES	1,000	0.00	53.48	0.00	946.52	5.35
093-700-345-00 TREE MAINTENANCE	0	127.97	213.97	0.00	(213.97)	0.00
093-700-345-01 TREE GRANT	0	0.00	0.00	0.00	0.00	0.00
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	35,700	6,897.46	11,238.09	0.00	24,461.91	31.48
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	390.11	2,767.29	0.00	17,232.71	13.84
093-700-465-00 CONTRACT MOWING CEMETERY	70,200	10,400.00	31,200.00	0.00	39,000.00	44.44
TOTAL CAPITAL OUTLAY	90,200	10,790.11	33,967.29	0.00	56,232.71	37.66

10-02-2026 04:10 PM CITY OF BUCKHANNON PAGE: 4
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2026

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	289,800	31,688.08	94,630.55	0.00	195,169.45	32.65
TOTAL EXPENDITURES	289,800	31,688.08	94,630.55	0.00	195,169.45	32.65
REVENUE OVER/(UNDER) EXPENDITURES	(104,200)	(18,959.12)	(1,781.82)	0.00	(102,418.18)	1.71

CPWB SEPTEMBER 2026 PAYMENT OF BILLS

$2,730.50 – HIGHLAND NURSERY – PANSY & MUMS FOR JAWBONE PARK

$10,400.00 – EVERSON-CARR FARMS – 4 WEEKS OF CEMETERY MOWING

$1,540.00 – CMA EQUIPMENT AUCTION SERVICE – CONEX BOX FOR CEMETERY

10-02-2026 02:21 PM DISBURSEMENTS 09-01-2026 TO 09-30-26 PAGE: 13

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	HEAVNER CEM WASTE CHRGE AU	29.73
	MON POWER	700-342-00	MAT & SUPP - PARKING	110 112 520 876 PRK LOT 3	62.66
		700-342-00	MAT & SUPP - PARKING	110 112 520 819 PRK LOT 3	10.52
		700-342-00	MAT & SUPP - PARKING	110 112 520 926 PRK LOT 3	10.52
		700-342-00	MAT & SUPP - PARKING	110 116 755 015 LT 3 FAIR	11.42
		700-343-00	MAT&SUPP-PARKS	110 149 193 085 JAWBONE PR	10.73
		700-343-00	MAT&SUPP-PARKS	110 149 192 194 JAWBONE PA	12.41
		700-343-00	MAT&SUPP-PARKS	110 160 309 776 15 MADISON	307.73
		700-343-00	MAT&SUPP-PARKS	110 089 164 682 JAWBONE PA	100.29
		700-343-00	MAT&SUPP-PARKS	110 088 938 128 44 6TH ST	15.82
		700-343-00	MAT&SUPP-PARKS	110 088 938 086 PARK STREE	14.46
		700-343-00	MAT&SUPP-PARKS	110 086 639 413 PARK STREE	70.30
		700-343-00	MAT&SUPP-PARKS	110 087 901 580 FLAG POLE-	15.06
		700-343-01	DOG PARK EXP	110 137 251 630 WALK TRAIL	11.27
		700-343-00	MAT&SUPP-PARKS	110 141 766 342 13 MARION	10.52
		700-343-00	MAT&SUPP-PARKS	110 160 309 727 15 MADISON	400.47
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	23.05
	RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	3/4 PIPE FITTINGS FOR NBR	55.94
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCA4021325 8.3-9.1.2026	83.88
	HIGHLAND NURSERY	700-343-00	MAT&SUPP-PARKS	PANSY & MUMS-JAWBONE	2,730.50
	WESTFIELD INSURANCE	700-226-00	INSURANCE & BONDS	OCT-DEC 2026 PYMNT 10.26-1	741.89
	LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	WIRE STAPLES-NBRFP	5.19
		700-341-00	MAT & SUPP - CEMETER	SPUD BAR FOR CEMETERY	56.98
		700-343-00	MAT&SUPP-PARKS	PAINT BRUSHES AND CUPS	24.62
		700-343-00	MAT&SUPP-PARKS	YARD WAT HYDRNT&ELBOW	68.55
		700-343-00	MAT&SUPP-PARKS	MASANRY CUTING WHEEL-CP	12.33
		700-464-00	HOTEL-MOTEL (FLOWERS	GARDEN SOIL	91.42
	STATE EQUIPMENT INC.	700-345-00	TREE MAINTENANCE	BAR OIL CHAIN & BAR	127.97
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	60.96

10-02-2026 02:21 PM DISBURSEMENTS 09-01-2026 TO 09-30-26 PAGE: 14

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	247.30
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	63.97
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	256.07
	TRACTOR SUPPLY CREDIT PLAN	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-T-POSTS DRIVER	243.69
	MOUNTAIN STATE PEST GUARD	700-464-00	HOTEL-MOTEL (FLOWERS	RAISE PLNTRS PEST CNTRL SE	55.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	314.79
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	407.82
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	73.62
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	95.38
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	AUG 24 & 31 CEM MOW	5,200.00
		700-465-00	CONTRACT MOWING CEME	SEPT 9 & 21 CEM MOW	5,200.00
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-AUG 26 CELL PHN & GEO	46.11
	FREEDOM AG & ENERGY COOPERAT	700-343-00	MAT&SUPP-PARKS	BAGS-MAKE SNDBGS @ PRKS	22.50
	FRONTIER	700-343-00	MAT&SUPP-PARKS	304-472-1766-051426-4 PRKS	64.81
	ZINN'S R US INC	700-343-00	MAT&SUPP-PARKS	PORTABLE TOILET RENTAL	325.00
		700-343-00	MAT&SUPP-PARKS	PORTABLE TOILET RENTAL	325.00
		700-343-00	MAT&SUPP-PARKS	PORTABLE TOILET RENTAL	325.00
	CMA EQUIPMENT AUCTION SERVIC	700-341-00	MAT & SUPP - CEMETER	CONEX BOX FOR CEMETERY	1,540.00
	SHARON LANTZ	700-343-00	MAT&SUPP-PARKS	REF CITY PRK PAV #3 RENTAL	50.00
	**PAYROLL EXPENSES			9/01/2026 - 9/30/2026	11,654.83
				TOTAL:	31,688.08

Reger/Shobe moved to approve the financial report as presented. The motion carried.

a. Approval CPWB Budget Revision FY 2026/2027: Director Jenkins presented a budget revision reflecting an additional $150,000 contribution from the City's General Fund. The revision allocated $5,000 for salaries, including overtime and increased part-time wages; $2,000 for cemetery supplies and materials; $142,000 for park upgrades; and $1,000 for tree maintenance.

Zuliani/Shobe moved to approve the budget revision as presented. The motion carried.

CPWB BUDGET REVISION #1					
10/22/2026					
REVENUES					
093-399-000-03	CONTRIBUTION FROM GENERAL FUND	100000	150000	250000	
			150000		
EXPENSES					
093-700-103-00	SALARIES	42000	5000	47000	
093-700-341-00	MATERIAL & SUPPLIES CEMETERY	5000	2000	7000	conex box for cemetery
093-700-343-00	MATERIAL & SUPPLIES PARKS	18200	142000	160200	park upgrades
093-700-345-00	TREE MAINTENANCE	0	1000	1000	
			150000		

8. Department Report – Street Department & Parks Superintendent Brad Hawkins: Superintendent Hawkins reported completion of sidewalk work at 13 Cleveland Avenue and an alley approach at Cooper Street, installation of a new dock floor for the Waste Department, and demolition and cleanup of the old building at 44 Cleveland Avenue. West Virginia Paving had completed its seasonal paving projects. Crews were also working on several alleys, including locations off Gum Street and near Smithfield Street, to address drainage and gravel washout.

In response to a question about a nearby Thurman Avenue property, staff reported that Code Enforcement was working with the absent owner and that the structure had been determined to be substantially damaged following the flood.

9. Business Discussions:
a. Event Date Change- A Hometown Christmas Festival at Jawbone Park-Friday, December 4th from 4:00pm to 9:00pm: The Board considered moving A Hometown Christmas Festival at Jawbone Park to Friday, December 4, 2026, from 4:00 p.m. to 9:00 p.m., coordinating the event with the Buckhannon Fire Department Christmas Parade.

Reger/Waldo moved to approve the date and time change. The motion carried.

b. Holiday Decorations:
i. Light Pole Holiday Decoration Style: Councilwoman Pam Bucklew and City staff discussed the style, placement, condition, and installation schedule for downtown holiday decorations. The Board favored placing the larger wreaths around the light globes with bows positioned below and discussed refreshing garland on every light pole along the principal Main Street blocks between City Hall and the Courthouse**.** Staff was also directed to review available white lighting for the downtown trees and Jawbone Park.

Shobe/Zuliani moved to obtain and install refreshed garland for those Main Street poles. The motion carried.

ii. Schedule for Installation of Holiday Decorations on Main Street & in Jawbone Park: The Board agreed that installation would begin Monday, November 2, with the goal of completing City holiday decorations, except for the Jawbone Park Christmas tree, by Friday, November 20. The tree was targeted for delivery on Monday, November 30, with installation and decorating completed by the end of Thursday, December 3.

Shobe/Zuliani moved to approve the schedule. The motion carried.

c. Approval to Participate with Partner Auction Services For Sale of Miscellaneous Equipment: Ethan Crosten requested authority to sell miscellaneous surplus equipment, including a vertical baler/compactor, an older small bucket truck, and an older scissor lift. Staff noted that the City had successfully used the auction company previously**.**

Reger/Waldo moved to approve participation with the auction service for the sale of the equipment. The motion carried.

10. Report of Events, Correspondence, and Information – Mayor Skinner reviewed the following

with the Board:
a. WVDOH Route 20 Turn Lane Project-Scheduled to begin late August 2026 through late November 2026
b. Trunk-or-Treat at the Public Safety Complex Parking Lot 10/26/26 6:30pm-8:30pm
c. Trick-or-Treat in the City Limits 10/31/26 6:00pm-7:30pm
d. The Great Jawbone Howl-o-ween Community Event 10/31/26 Noon-5:30pm
e. November & December CPWB Meetings have been combined. Next meeting to be held on Thursday, December 3, 2026, at 8:30am (due to the upcoming Holidays)
f. WVDOH Permit Fee Implementation Notice
g. Veterans Day Parade 11/07/2026 at 10:00am: The Board was also advised that the American Legion planned a Veterans Day ceremony at Jawbone Park following the November 7 parade. The request was to be placed on the November 5 City Council agenda for approval**.**
h. Buckhannon Fire Department Christmas Parade 12/04/2026 at 6:00pm

Mayor Skinner discussed establishing a consistent route for the City's smaller parades, including the homecoming, Veterans Day, and Christmas parades. The Board generally agreed that a standardized route would improve consistency for participants, law enforcement, and the public. The matter will be placed on a future Board agenda for formal consideration.

11. Board Member Remarks and Announcements

Nancy Shobe: Mrs. Shobe complimented the recent paving work on Henry Street and Eastview and raised concerns regarding traffic movements near CVS and the Henry Street/Franklin Street area. The Board discussed the configuration of the intersection and noted that, while conditions have improved, motorists do not always follow the designated traffic pattern.

Jack Reger: Mr. Reger raised continuing parking concerns on Pinnell Street. The Board discussed distributing information regarding the parking regulations to residents and increasing parking-enforcement attention in the area before considering additional signage. Mr. Reger also commended Councilwoman Pam Bucklew and the Downtown Decorating Committee for their work on the seasonal decorations.

Mark Waldo: Mr. Waldo requested that the City revisit and complete the street-sign project, noting missing signs, leaning or rusted poles, and other maintenance issues. The Board agreed that an inventory should be conducted and that replacement and new signage should be consistent with the appropriate historic-district or standard City design.

Robert Zuliani – Mr. Zuliani complimented the paving work, Halloween decorations, scarecrow displays, and the efforts of the Downtown Decorating Committee.

Recorder Randy Sanders - Recorder Sanders had nothing further.

Mayor Skinner - Mayor Robbie Skinner had nothing further and entertained a motion to adjourn.

12. Declaration of Adjournment

The meeting adjourned at 8:34 a.m., with a motion by Shobe.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____