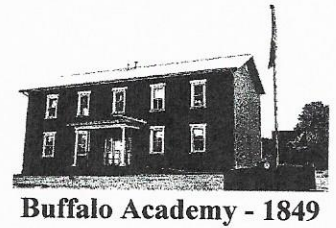




Town of Buffalo

PUTNAM COUNTY, WEST VIRGINIA

OFFICE OF THE RECORDER
townofbuffalo@frontier.com



Town Council Meeting
November 5, 2018

Meeting called to order by Mayor Melton at 7:00 P.M.
Alisa Scott, Barbara Reed, Leah Higginbotham, and Jenny Leighton were present.
The Pledge of Allegiance.

Barbara Reed made motion to approve the October 1st minutes as read, Alisa Scott seconded, motion carried unanimously.

Leah Higginbotham made motion to approve payments from October 1st through present date, Jenny Leighton seconded, motion carried unanimously.

Mayor Melton introduced John Adamik, coordinator for the WV State Historic Preservation Office. Mr. Adamik said that he came to gather information from the community, by discussion and survey, to help develop a new statewide historic preservation plan.

Leah Higginbotham made motion to start executive session at 7:29 P.M., Barbara Reed seconded, motion carried unanimously.

Executive Session ended at 7:42 P.M.

Barbara Reed made motion to resume regular session of Council Meeting, Alisa Scott seconded, motion carried unanimously.

Mayor Melton mentioned that in the last meeting, it was requested that the town would add 2 additional part-time police officers. Mayor Melton informed Council that he is waiting for notification of grants involving the police department; one in particular would be funding a full-time police chief.

Barbara Reed made motion to table the addition of 2 part-time officers until the January 7, 2019 Council Meeting, Leah Higginbotham seconded, motion carried unanimously.

Mayor Melton mentioned that in regards to starting a town residential trash collection and hiring someone to haul it, the Public Service Commission said that they were not in favor of doing so and that we already have someone for that purpose which is our current hauler.

Mayor Melton mentioned that he and an engineer did a preliminary assessment for removal of drainage of water from Frazier lane. They determined there were 2 options to accomplish that.

They could clean out the ditch that runs parallel to the railroad, or run new drainage on the 40 foot right of way called Janie Lane.

Mayor Melton mentioned that he obtained permission from the Road Master of the railroad to use their right of way to clean the ditch out, providing that the equipment being used would have rubber tread and not metal. He mentioned that he could obtain a written permission if necessary.

Mayor Melton handed Council a worksheet with all of the bids (5) and that in summation it would take approximately \$127,350 (\$117,350 for the bridge and \$10,000.00 would be for engineering fees for ongoing supervision and approval of progress payments) to put in a new bridge at Wrights Lane. He mentioned that the engineer working on the Wrights Lane Bridge, did a study of the flow of the creek and determined that diverting walls should be put, in on both sides, which will direct the water flow without washing away any of the bank by the bridge. He mentioned that the design will be changed to a parallelogram, instead of a rectangle box culvert, so the turn will not be as steep for larger emergency vehicles. He also mentioned that Senator Jefferies is waiting for a reply to try and get grant monies from the Department Homeland Security and the state. Mayor Melton asked Council if they would consider paying for this in full, or part, while attempting to get grant money.

Jenny Leighton made motion to approve approximately \$128,000.00, and to call the engineer first thing in the morning and to advise the engineer to start the contract process in building the bridge on Wrights Lane, Barbara Reed seconded, motion carried unanimously.

Mayor Melton mentioned that while the engineer was here, they took at a slip along the storm sewer off Casto Lane by the river. He said that they had a camera run through the line, discovering that there was a separation in there, potentially causing slip in the river bank and that it would be very costly to fix it. Mayor Melton said he is still waiting on a response to his request for them to assess the reason for the problem and to provide an estimate to fix it.

Mayor Melton handed Council a "Resolution Supporting Home Rule as a Permanent Program" that is a resolution for the Town to support the WV Municipal League in their efforts to support continuing access to Home Rule.

Leah Higginbotham made motion to approve the "Resolution Supporting Home Rule As A Permanent Program", Barbara Reed seconded, motion carried, 2 voting yes (Barbara Reed and Leah Higginbotham), 1 voted no (Alisa Scott), and one abstained (Jenny Leighton).

Mayor Melton informed Council that he thought the Buffalo Fire Department had done a laudatory job in achieving their goal of an ISO Public Protection Classification of 04/4X with 01 being the best.

Leah Higginbotham made motion that Council not support the Winter Sports Ad, Alisa Scott seconded, motion carried unanimously.

Deputy Bob Smith gave the police report.

Mayor Melton handed Council the Buffalo Sewer Board meeting minutes.

Andrew Coulson gave Council the financial report.

Barbara Reed made motion to adjourn, Jenny Leighton seconded, meeting adjourned at 9:40 P.M.

Attendance: Deputy Bob Smith, Ronnie Harris, Amanda Runion, Sharon Hedrick, John Adamik, Doug Pierson, Colleen Lemasters

Paul D. Melton

Mayor

Andrew Calhoun

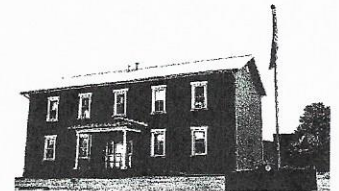
Recorder



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Buffalo Academy - 1849

Partial List of Actions During the 18-Month Term Under the Leadership of Mayor Dave Melton and West Virginia Magazine's "Wonder Women" -- Better Known as the Buffalo Town Council – Leah Higginbotham, Jenny Leighton, Barbara Reed, Alisa Scott and Billy Whittington, in Conjunction with Recorder Andrew Coulson and Sewer Board Secretary/Treasurer Amy Coleman

- As part of a long-term plan for growth, to attract new residents and businesses, based on the premise that “you cannot attract if you are not attractive”, initiated numerous letters and abatement orders that resulted in removal of dilapidated mobile homes, abandoned vehicles, garbage and debris from properties.
- As another part of the long-term plan, initiated and conducted a grant-assisted awareness campaign emphasizing the value of keeping the neighborhood clean and attractive.
- Worked with Americorp group to rid one property of horrendous garbage build-up and another property of a dilapidated building.
- Cleaned-up one property and eventually, the Mayor personally bought out the property owner and paid for the demolition of a dilapidated trailer. Closing on property included repayment to Town for the clean-up costs and for payment of just under \$1,500.00 unpaid sewer bills of the former owner.
- Conducted a DEP/REAP grant-assisted Town clean-up campaign.
- Mayor initiated meetings with a team of upper-management from Buffalo Toyota and Georgetown Toyota to discuss the possibility of “Annexation for the Purpose of Taxation”.
- Contracted to replace a deteriorating and dangerous bridge on Wright’s Lane. The Town had been using the bridge as part of an alternate route for parade permits and more importantly, it is the only quick access to many households should there be an emergency during times that Cross Creek Road is flooded.
- Applied for and received a grant for playground equipment on Timms Street as well as had a parking lot added.
- Have a pending grant for a long-awaited continuation of storm sewer installation on the north side of Town (Harvey Town).

- Received a grant for financial assistance with the installation of guardrail at Frog City Park and a guardrail on the upper boat ramp parking area as well as for the acquisition and installation of swings and benches at both locations.
- Registered on notification systems and awaiting grant announcements and openings for a Walking Trail, Side-Walk Repair/Replacement and Police Force Assistance grants.
- Modernized the office equipment and operations in Town Hall.
- Designed digitized letterhead templates for each office, electronically produced a business license and a self-calculating B & O Tax form.
- Two people trained to run offices in Town Hall without regard to change in Administration.
- Mayor spent hundreds of hours, outside Town Hall hours, correcting computerized accounting records of governmental and sewer funds and installing new operating procedures and internal controls.
- Accounting System improved to the point that budget reports are provided monthly.
- Addressed and corrected numerous unattended deficiencies found and described in many previous years' State Audit Report Adverse Opinions.
- Improved collection efforts and accounting system in Sewer Fund.
- Facilitated the ability to receive Debit/Credit Card payments.
- Town webpage with capability of online payments just about ready to go online.
- Spent hours organizing and updating Code Book #1 and amending obsolete, ineffective and inconsistent ordinances as well as added numerous new ordinances addressing problems of the times.
- Researched and eventually obtained excellent, inexpensive pothole repair asphalt compound allowing for the repair during the winter months of almost all potholes on Town streets.
- Replaced old, constantly jamming coin receiver at water station and had a coin receiving, collecting and storage system manufactured to replace the small disposable plastic food storage container that was being used to catch quarters.
- Working on grants for alleviation of drainage problems on Frazier Lane and Railroad Avenue to facilitate the repaving of an extremely damaged portion of Frazier Lane.
- As part of that effort, gained permission from the railroad to access and use their right-of-way to clean out the ditch running parallel to the railroad.
- Purchased and installed traffic mirrors at Cross Creek/Route 62 Intersection and at the railroad crossing on Wright's Lane.
- Repaired and painted the gazebo.
- Installed new metal roofing on picnic shelters in Town Hall Park.
- Replaced inoperative air-conditioning unit and noisy heater with a quiet and efficient mini heat pump in the Town Hall Meeting/Rental Room.
- Had a study conducted determining cause and suggesting remedy for water problems at Town Hall.
- Sealed and striped parking lots at Town Hall and Library and striped boat ramp parking lots.
- Installed street lighting on the west end of Wright's Lane and improved lighting on the boat ramp parking areas for walkers, bikers and boaters.
- Added new street lights on Parsonage Lane & Barbershop Lane.

- Buffalo Academy Museum painted and bird-proofed.
- Expanded and improved electric service at Gazebo Park picnic shelter with twenty, 20-amp 110v and one 30-amp and one 50-amp 220v outlets and breakers and brought conduit up to code.
- Security system updated and improved at Town Hall.
- Awning and entrance light installed at police department entrance at Town Hall.
- Acquired dividers for Library Conference Room, repaired floor in entryway as well as the handicap door opener/closer.
- Repaired heat pump at Bank Building and air-conditioner at Town Hall.
- Awaiting contractor correction of HVAC system and circulation problems at Town Hall.
- Metal window closures at Gazebo Park concession stand repaired after break-in and vandalism and changed design so that locking is inside and not accessible from outside.
- Developing plans for a Community Center with interior and exterior entertainment facilities in a building that would be large enough to also house a new town hall and police station.
- Design of a possible amphitheater on the bank by Town Hall and little league field.
- Brought in an expert to assess possibility of repairing the tennis court at Town Hall and determined the cost was excessive for the benefit that might be derived.
- Mayor served on Boards of the Regional Intergovernmental Council (RIC) and Putnam County Development Authority at his personal time and expense for the networking value to the Town.
- Helped establish the Buffalo Visionary Council and paid for Christmas decorations for gazebo area and the Mayor personally funded the first prize money for winning decorated homes and business.
- Acquiring a new collapsible, pre-lighted Christmas Tree for gazebo area.
- Replacing Town Welcome Sign destroyed as well as developed a uniform style for other Town signs.
- Acquired new tools and equipment for town workers.
- Saved thousands of dollars and increased number of voters by aligning Town election with primary and general elections. Reduced term to eighteen months to facilitate this action.
- Discussed possible annexation in lieu of sewer service being provided to AEP drop yard north of Town. The hope being that this would open negotiations to possibly convince AEP to release acreage for future development.