

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

A regular meeting of the Buckhannon Sanitary Board was held at the Sewer Plant on the Hall Road on September 15, 2016 at 4:00 p.m. The staff gave a tour of the facility prior to the meeting at 3:00 p.m.

Mayor	David McCauley	Present
Assistant Recorder	Amberle Jenkins	Absent
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
City Engineer	Sam Ludlow	Present
Sanitary Supervisor	Erasmus Rizo	Present
Street/Waste Superintendent	Jerry Arnold	Present
Office Clerk	Barbara Hinkle	Present
Office Clerk	Shayla Gowers	Present

**Meeting Agenda Posted 09-12-16**

*City of Buckhannon Sanitary Board- 3:00 pm at Sewer Plant for Tour & 4:00 pm Sanitary Board Meeting at the Sewer Plant Meeting Agenda for Thursday September 15, 2016*

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- A. **CALL TO ORDER**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. **RECOGNIZE GUESTS**
- C. **CONSENT AGENDA**
  - C.1 Approval of Minutes – August 18, 2016 Sanitary Board Meeting
  - C.2 Financial Report
- D. **DEPARTMENT REPORT- Erasmo Rizo**
  - D.1 **EMERGENCY POWER – Application submitted-Monitor Status**
  - D.2 **CLARIFIER PAINTING – In house, Supplies Purchased: Work in progress**
  - D.3 **VEHICLES**
    - 1. Ras vehicle – Prices, specifications
    - 2. Rubber tired hoe – Equipment in operation
  - D.4 **Personnel**
    - 1. Dan Baker is attending lab Certification school in Ripley WV
    - 2. Review guidelines for merit raises
  - D.5 **COLLECTION SYSTEM COMPLETED PROJECTS:**
    - 1. Randolph St.-Register-In progress/near complete-Stormwater replacement and sewer repair
    - 2. Latham/Lightburn- Sewer replacement

**PLANNING PROJECTS,/Storm Sewer and Sanitary Sewer work-List:**

    - 1. Renny Hall – Boggess St , Storm and sanitary sewer
    - 2. Willowbrook St.- Sewer line repair
    - 3. Upper Drive-Sewer repair
    - 4. Russ Warner-Stormwater repair
  - D.6 **PLANT**
    - 1. Tests
    - 2. Toxicity samples
    - 3. Control bldg. heating system – Ready for installation scheduled in October
- E. **Correspondence**
- F. **Strategic Issues for discussion and vote**
  - Recommendation for .50 cents per hour increase for employees effective Oct. 1, 2016
- G. **Board Members Comments and Announcements**
- H. **Mayor's Comments and Announcements**
- I. **Adjournment**

Posted 09-12-2016

Mayor McCauley called the meeting to order. Mayor McCauley asked for thoughts and prayers for Assistant Recorder Amberle Jenkins' father and Council Member Pam Cuppari's husband due to health issues followed by a moment of silence and the pledge to the flag.

**Recognize Guest:**

- **Emilie Zalfini of National League & Cities Service Line Warranty Program** presented the following information:

Mayor McCauley and Board Members Loftis and Frye stated they had issues with the City's logo on their letterhead, they stated residents thought the warranty program was coming from the City of Buckhannon. The board had requested for the logo to be removed and for it to state in the body of the letter that the City was in partnership with the program. Emilie Zalfini stated that she was not sure how much more they can change on the look of the letterhead. The board stated if the logo can not be removed; would probably be a deal breaker for partnership.

*OPTION. Logo Service Line Warranties* *Sample Letter*

**City of Buckhannon** West Virginia

T1 P1\*\*\*\*\*AUTOM-DIGIT 26301  
John Smith  
987 Main Street  
Anytown, ST 12345

Contact ID: 1234567 Re: Sewer Service Line Repair Coverage for Buckhannon Homeowners

Reminder - Please disregard if you have already enrolled

Dear [Customer Name]:

Did you know that necessary repairs to the sewer line that runs between your home and the public utility connection are the responsibility of the homeowner? These lines are subjected to the same elements that can cause our public service lines to decay – age, ground shifting, root invasion, fluctuating temperatures and more.

Buckhannon understands the importance of water conservation and protecting the environment. While efforts are underway in many communities to improve public water and sewer systems, these fixes don't address the sewer line located on your property. Homeowners can spend from hundreds of dollars up to \$3,900 to repair a broken, clogged or leaking sewer line on their property – and that can be hard on a budget.

This is why I am pleased to introduce a new voluntary service line repair program which provides repair coverage for your outside sewer line, up to \$4,000 per covered incident\* with no deductibles or annual caps. The Service Line Warranties of America (SLWA) Sewer Line Warranty Program is the only service line protection program for homeowners fully supported by Buckhannon and endorsed by the National League of Cities. The program provides coverage 24 hours a day, 365 days a year.

SLWA, an independent organization, administers the program and is a BBB Accredited Business with an A+ rating. SLWA has helped more than 140,000 homeowners across the country save over \$90 million in water and sewer service line repair costs.

**Enroll today and pay a special monthly price of \$5.50 per month (plus applicable state sales tax) – or save with an annual payment of \$59.00 – a savings of over 10% off the monthly price. To receive this limited time benefit, enroll by [Date].**

Enroll in this optional program today and SLWA will waive the 30 day wait so you'll get immediate coverage! To enroll, return the completed bottom portion of this letter in the enclosed envelope or call 1-855-535-7141 to speak with an SLWA agent Monday through Friday 9:00 am to 5:00 pm. Or visit [www.slwofa.com](http://www.slwofa.com) where you can enroll online – and learn about other service line warranty products available in your area!

Sincerely,  
*Tisha Hulburd*  
Tisha Hulburd  
Vice President of SLWA

\*Coverage includes the repair of the primary sanitary sewer line of a single-family dwelling from the point of entry at your home to the point of public or municipal sewer responsibility (typically the main service line) that is damaged due to normal wear and tear, not accident or negligence caused by you or others, and up to \$4,000 for public street repair and up to \$500 for public sidewalk repair. Not covered: Shared or branch lines; commercial properties or mobile homes; primary sanitary lines that are over 6 inches in diameter; lift stations or lift pumps; sump, trash or grinder pumps, or storm lines; landscaping services; or repairing private paved and/or concrete surfaces, walkways leading to the home, or structures on your property. Additional exclusions apply.

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Cut here [LETTERC0]

John Smith  
987 Main Street  
Anytown, ST 12345  
Contact ID: 1234567

To enroll, please visit [www.slwofa.com](http://www.slwofa.com).

Please mark your selection:

Yes, please enroll me in the Sewer Line Warranty for just \$5.50\* per month.  I want to save more. Enroll me in the Sewer Line Warranty for \$59.00\* per year.

I understand that my contract starts when SLWA processes this form. SLWA will invoice me based on my selection above. I confirm that I am the homeowner, my line is in good working order, and I meet the eligibility requirements for coverage. Actual Terms and Conditions should be read carefully before buying and can be viewed online. To see full Terms and Conditions with complete coverage and exclusion details prior to enrolling call 1-855-535-7141 or go to [www.slwatterms.com](http://www.slwatterms.com).

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

\* Plus applicable state sales tax. To protect your privacy, we do not share your information except to deliver this service.

**Consent Agenda:**

- **Approval of Minutes – August 18, 2016 Sanitary Board Meeting**
- **Financial Report**

**Balance August 31, 2016**

Money market checking	\$47,600.63
CD at FCB	\$22,702.53
CD Investment	\$40,235.72

401-SANITARY  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>REVENUE SUMMARY</b>						
OTHER FEES	3,000	0.00	0.00	0.00	3,000.00	0.00
UTILITY BILLINGS	1,400,000	112,276.33	231,326.79	0.00	1,168,673.21	16.52
HEALTH AND SAFETY	158,000	16,737.63	46,894.29	0.00	111,105.71	29.68
CHARGES FOR SERVICES	125,000	2,781.00	6,458.50	0.00	118,541.50	5.17
GRANTS	0	0.00	0.00	0.00	0.00	0.00
INTRAFUND CONTR/CHARGES	12,400	2,129.77	4,293.88	0.00	8,106.12	34.63
OTHER REVENUE	7,000	2,113.01	2,122.67	0.00	4,877.33	30.32
<b>TOTAL REVENUES</b>	<b>1,705,400</b>	<b>136,037.74</b>	<b>291,096.13</b>	<b>0.00</b>	<b>1,414,303.87</b>	<b>17.07</b>
<b>EXPENDITURE SUMMARY</b>						
<b>POWER/FUEL/UTILITY</b>						
SALARIES & BENEFITS	60,000	6,514.97	12,731.38	0.00	47,268.62	21.22
CONTRACTUAL SERVICES	19,500	1,673.61	3,545.42	0.00	15,954.58	18.18
COMMODITIES	10,000	631.86	1,678.13	0.00	8,321.87	16.78
CAPITAL OUTLAY	5,250	456.72	864.29	0.00	4,385.71	16.46
CONTRIBUTIONS	1,750	125.17	296.31	0.00	1,453.69	16.93
NON-OPERATING EXPENSES	47,150	3,094.73	6,679.62	0.00	40,470.38	14.17
<b>TOTAL POWER/FUEL/UTILITY</b>	<b>143,650</b>	<b>12,497.06</b>	<b>25,795.15</b>	<b>0.00</b>	<b>117,854.85</b>	<b>17.96</b>
<b>UNIFORMS</b>						
COMMODITIES	8,000	651.45	1,342.82	0.00	6,657.18	16.79
<b>TOTAL UNIFORMS</b>	<b>8,000</b>	<b>651.45</b>	<b>1,342.82</b>	<b>0.00</b>	<b>6,657.18</b>	<b>16.79</b>
<b>LINES</b>						
SALARIES & BENEFITS	7,500	104.70	396.25	47.85	7,055.90	5.92
CONTRACTUAL SERVICES	43,000	5,988.53	6,102.33	67.99	36,829.68	14.35
COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	30,000	1,028.34	1,115.31	1,540.03	27,344.66	8.85
<b>TOTAL LINES</b>	<b>80,500</b>	<b>7,121.57</b>	<b>7,613.89</b>	<b>1,655.87</b>	<b>71,230.24</b>	<b>11.52</b>
<b>PLANT</b>						
SALARIES & BENEFITS	7,500	1,090.02	1,560.53	0.00	5,939.47	20.81
CONTRACTUAL SERVICES	10,000	911.80	977.80	0.00	9,022.20	9.78
COMMODITIES	31,500	1,143.18	1,772.51	616.36	29,111.13	7.58
CAPITAL OUTLAY	32,000	3,946.92	3,946.92	0.00	28,053.08	12.33
CONTRIBUTIONS	6,500	369.61	598.07	0.00	5,901.93	9.20
NON-OPERATING EXPENSES	11,750	149.75	427.00	745.00	10,578.00	9.97
<b>TOTAL PLANT</b>	<b>99,250</b>	<b>7,611.28</b>	<b>9,282.83</b>	<b>1,361.36</b>	<b>88,605.81</b>	<b>10.72</b>
<b>SALARIES PLANT/LINES</b>						
SALARIES & BENEFITS	590,000	45,115.27	123,017.86	0.00	466,982.14	20.85
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SALARIES PLANT/LINES</b>	<b>590,000</b>	<b>45,115.27</b>	<b>123,017.86</b>	<b>0.00</b>	<b>466,982.14</b>	<b>20.85</b>

401-SANITARY  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES BOARD/OFFICE</b>						
SALARIES & BENEFITS	108,900	5,313.62	12,865.67	0.00	96,034.33	11.81
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SALARIES BOARD/OFFICE</b>	<b>108,900</b>	<b>5,313.62</b>	<b>12,865.67</b>	<b>0.00</b>	<b>96,034.33</b>	<b>11.81</b>
<b>FICA/INSURANCE</b>						
SALARIES & BENEFITS	263,500	24,604.15	52,822.30	0.00	210,677.70	20.05
<b>TOTAL FICA/INSURANCE</b>	<b>263,500</b>	<b>24,604.15</b>	<b>52,822.30</b>	<b>0.00</b>	<b>210,677.70</b>	<b>20.05</b>
<b>RETIREMENT</b>						
SALARIES & BENEFITS	102,000	5,352.78	13,226.83	0.00	88,773.17	12.97
<b>TOTAL RETIREMENT</b>	<b>102,000</b>	<b>5,352.78</b>	<b>13,226.83</b>	<b>0.00</b>	<b>88,773.17</b>	<b>12.97</b>
<b>UNEMPLOYMENT/COMPENSATION</b>						
CONTRACTUAL SERVICES	32,000	1,804.29	5,691.28	0.00	26,308.72	17.79
<b>TOTAL UNEMPLOYMENT/COMPENSATION</b>	<b>32,000</b>	<b>1,804.29</b>	<b>5,691.28</b>	<b>0.00</b>	<b>26,308.72</b>	<b>17.79</b>
<b>BILLING/COMPUTER/DEP INT</b>						
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES	35,000	3,663.02	4,074.37	0.00	30,925.63	11.64
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL BILLING/COMPUTER/DEP INT</b>	<b>35,000</b>	<b>3,663.02</b>	<b>4,074.37</b>	<b>0.00</b>	<b>30,925.63</b>	<b>11.64</b>
<b>OFFICE EXPENSE</b>						
COMMODITIES	25,000	878.71	2,034.48	0.00	22,965.52	8.14
<b>TOTAL OFFICE EXPENSE</b>	<b>25,000</b>	<b>878.71</b>	<b>2,034.48</b>	<b>0.00</b>	<b>22,965.52</b>	<b>8.14</b>
<b>PSC ASSESS/DNR PERMIT</b>						
SALARIES & BENEFITS	9,500	0.00	6,070.98	0.00	3,429.02	63.91
<b>TOTAL PSC ASSESS/DNR PERMIT</b>	<b>9,500</b>	<b>0.00</b>	<b>6,070.98</b>	<b>0.00</b>	<b>3,429.02</b>	<b>63.91</b>
<b>PROPERTY INSURANCE</b>						
CONTRACTUAL SERVICES	45,000	0.00	11,546.89	0.00	33,453.11	25.66
<b>TOTAL PROPERTY INSURANCE</b>	<b>45,000</b>	<b>0.00</b>	<b>11,546.89</b>	<b>0.00</b>	<b>33,453.11</b>	<b>25.66</b>
<b>RENTS</b>						
CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
<b>TOTAL RENTS</b>	<b>10,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
<b>PROFESSIONAL</b>						
CONTRACTUAL SERVICES	22,500	1,041.67	5,878.34	0.00	16,621.66	26.13
<b>TOTAL PROFESSIONAL</b>	<b>22,500</b>	<b>1,041.67</b>	<b>5,878.34</b>	<b>0.00</b>	<b>16,621.66</b>	<b>26.13</b>
<b>BOND A</b>						
SALARIES & BENEFITS	171,000	14,144.97	42,825.31	0.00	128,174.69	25.04
<b>TOTAL BOND A</b>	<b>171,000</b>	<b>14,144.97</b>	<b>42,825.31</b>	<b>0.00</b>	<b>128,174.69</b>	<b>25.04</b>

401-SANITARY  
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<b>BOND B</b>						
SALARIES & BENEFITS	28,000	2,253.00	6,821.17	0.00	21,178.83	24.36
<b>TOTAL BOND B</b>	<b>28,000</b>	<b>2,253.00</b>	<b>6,821.17</b>	<b>0.00</b>	<b>21,178.83</b>	<b>24.36</b>
<b>CAPITAL/PROJECTS</b>						
CAPITAL OUTLAY	256,600	7,313.18	16,374.83	( 675.55)	240,900.72	6.12
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL/PROJECTS</b>	<b>256,600</b>	<b>7,313.18</b>	<b>16,374.83</b>	<b>( 675.55)</b>	<b>240,900.72</b>	<b>6.12</b>
<b>DEPREC/AMORT/CONSTR</b>						
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DEPREC/AMORT/CONSTR</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>2,030,400</b>	<b>139,366.02</b>	<b>347,285.00</b>	<b>2,341.68</b>	<b>1,680,773.32</b>	<b>17.22</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 325,000)</b>	<b>( 3,328.28)</b>	<b>( 56,188.87)</b>	<b>( 2,341.68)</b>	<b>( 266,469.45)</b>	<b>18.01</b>

09-15-2016 12:04 AM

Disbursements 9-01-2016 to 9-15-2016

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-413-00	EAST MAIN ST	110084766556 E MAIN	377.31
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,589.96
	LYKINS OIL COMPANY	711-920-00	PLANT VEHICLES-2,3,8	SANITARY AUG FUEL BILL	2,003.45
			TOTAL:		3,970.72
UNIFORMS	UNIFIRST CORP.	712-345-00	UNIFORMS	ALL DEPT UNIFORMS	809.35
			TOTAL:		809.35
LINES	SOUTHERN STATES COOP INC	713-243-00	SUPPLIES LINES	50LB BAG OF GRASS SEED	67.99
	AIRGAS USA, LLC	713-143-00	FACILITIES MAINTENAN	10 CASES SPRING WATER	34.90
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	SAFETY GLASSES	12.95
		713-443-00	EQUIPMENT & MAINTENA	OIL FILTERS	9.36
		713-443-00	EQUIPMENT & MAINTENA	BRAKE PADS P-9	55.34
	STATE EQUIPMENT INC.	713-443-00	EQUIPMENT & MAINTENA	BRAKE CALIPER HARDWARE	137.64
	JENKINS FORD INC	713-443-00	EQUIPMENT & MAINTENA	SAW CHAINS FILES	67.11
	BUCKHANNON DISCOUNT TIRE	713-443-00	EQUIPMENT & MAINTENA	ROD ASY P-7	198.78
	CLEVELAND BROTHERS EQUIPMENT	713-443-00	EQUIPMENT & MAINTENA	TIRES FOR P-7	402.00
		713-443-00	EQUIPMENT & MAINTENA	OIL FUEL AIR FILTERS	122.33
		713-443-00	EQUIPMENT & MAINTENA	FILTERS OIL SAMPLE KIT	358.01
	CORRIDOR H TIRE INC	713-443-00	EQUIPMENT & MAINTENA	FRONT END ALIGNMENT P7	55.00
		713-443-00	EQUIPMENT & MAINTENA	ALIGNMENT P-15	65.00
			TOTAL:		1,586.41
PLANT	LYKINS OIL COMPANY	714-343-00	EQUIPMENT MAINTENANC	OIL	97.89
	AIRGAS USA, LLC	714-343-00	EQUIPMENT MAINTENANC	SANDING DISC	33.30
	C I THORNBURG CO INC	714-643-00	OPERATION PLANT EXPE	1 BARREL POLYMER	745.00
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	COMPRESSOR OIL	29.40
		714-343-00	EQUIPMENT MAINTENANC	FLOOR DRI SIMPLE GREEN	97.78
	LOWES BUSINESS ACCOUNTS	714-343-00	EQUIPMENT MAINTENANC	WIRE SHELVE TAPCONS	97.51
	SPRINGER'S COUPLINGS AND SPL	714-343-00	EQUIPMENT MAINTENANC	REPAIR SHAFT PADDLE DR	260.48
	BCN TELECOM INC	714-543-00	TELEPHONE	472-5459 & 7785	13.52
AT&T MOBILITY	714-543-00	TELEPHONE	704-7836 7869 7882 7883 78	280.42	
			TOTAL:		1,655.30
FICA/INSURANCE	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,544.48
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	361.19
			TOTAL:		1,905.67
UNEMPLOYMENT/COMPENSAT	BRICK STREET MUTUAL	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-2-16 TO 9-1-1	2,123.01
			TOTAL:		2,123.01
BILLING/COMPUTER/DEP I	XEROX CORPORATION	783-341-00	BILLING & COLLECTING	METER USAGE 7-21 TO 8-21-1	110.76
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	OCT 2016 MONTHLY UMS & HAR	76.00
	BCN TELECOM INC	783-341-00	BILLING & COLLECTING	472-1430	3.37
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	PRK TRKS CEMETERY REP WRIT	428.82
	ROSSMAN & CO/PCB	783-341-00	BILLING & COLLECTING	DEBT COLLECTION	19.90
	SUDDENLINK	783-341-00	BILLING & COLLECTING	AUG 2016 INTERNET	31.74

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Disbursements 9-01-2016 to 9-15-2016

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
				TOTAL:	670.59
OFFICE EXPENSE	RECORD-DELTA NEWSPAPER	793-341-00	OFFICE SUPPLIES & EX	COMBINED SEWER OVERFLOW AD	74.11
	DIVISION OF WATER & WASTE MN	793-341-00	OFFICE SUPPLIES & EX	GROUND WATER PROTECTION FE	150.00
	TATE COMMUNICATIONS	793-341-00	OFFICE SUPPLIES & EX	ONSITE SERV FOR PHONE SYS	245.05
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	CC FEES AUGUST 2016	501.91
	DOLLAR GENERAL CORPORATION	793-341-00	OFFICE SUPPLIES & EX	OFFICE SUPPLIE	48.64
			TOTAL:		1,019.71
PSC ASSESS/DNR PERMIT	DIVISION OF WATER & WASTE MN	797-117-00	DNR PERMIT	GROUNDWATER SLUDGE FEES	2,884.00
			TOTAL:		2,884.00
PROPERTY INSURANCE	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	POLICY 4-01-16 TO 4-01-17	2,409.17
			TOTAL:		2,409.17
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	997-451-02	BELT PRESS PROJECT	SSEPT 2016 BELT PRESS PYMT	2,210.60
	C I THORNBURG CO INC	997-453-00	STORM SEWER PROJECTS	140' OF 12" HDRE	409.80
		997-453-00	STORM SEWER PROJECTS	140' OF 12" HDRE	686.00
	NAPA-AMTOWER AUTO SUPPLY	997-451-00	PLANT - CAPITAL	COVERALLS SHOE COVERS	90.19
	BRUFFEY TRUCKING INC	997-453-00	STORM SEWER PROJECTS	#57 STONE	456.19
		997-453-00	STORM SEWER PROJECTS	#57 STONE	453.94
	CENTRAL SUPPLY CO	997-453-00	STORM SEWER PROJECTS	REBAR #4 FABRIC LM200	249.00
		997-453-00	STORM SEWER PROJECTS	1 YD CEMENT	136.75
		997-453-00	STORM SEWER PROJECTS	CEMENT	170.94
	PROGRESSIVE BANK	997-454-00	NEW EQUIPMENT-CAPITA	DUSTLESS BLASTER & HOE SEP	803.03
			TOTAL:		5,666.44

## Loftis/Frye Motion to Approve Consent Agenda minus the financial report. Motion Carried

### Department Reports:

- Emergency Power** Recent power outage further proved the need for a larger generator that can power all equipment; we have submitted an application for funds for a new generator, however, due to an increase in demand from recent flooding in southern WV our application has gotten pushed back
- Clarifier Painting** We have taken Clarifier down and have taken scraper arms off and have determined that there is a need for purchase of extra steel and the estimated cost is \$2,200.00, the estimated time frame for completion is 3-4 weeks. Work on the second clarifier is scheduled for next year.
- Vehicles**
  - Ras Vehicle** –Stated that Jenkins Ford did not have a 2016 model vehicle available, therefore; the price jumped \$1,500.00 for a 2017 model which brings into the \$27,000.00 price range. Ras questioned if it needed to be put out for bid since it is over the \$25,000.00 threshold. Jerry Arnold suggest checking with Stevens Auto they have state contracting without having to bid.
  - Rubber Tired Hoe**- Equipment is in operation and has been serviced and put on two new tires.

- **Personnel**

1. **Dan Baker is attending lab certification school** in Ripley WV. Dan helps Phil Jenkins with permitting and running test with the lab.

2. **Review Guidelines for Merit Raises** – Ras requests guidelines for merit raises. Jerry Arnold reported that supervisors will be working on standard program that can be used across the board for all departments. Mayor McCauley stated between October 1<sup>st</sup> and December 31<sup>st</sup> we will conduct these evaluations, look at supervisor pay raises and additional merit pay raise for the hourly employees. We will try to have in place by January 1<sup>st</sup>.

**Collection System Completed Projects:**

- **Randolph Street** – Register project is completed total of 3 inlets were installed.
- **Latham / Lightburn** – Sewer replacement is near completion; property was recently sold and an agreement with the new owners needs drafted; anticipated completion in 1- 1 ½ weeks.

**Planning Projects / Storm Sewer and Sanitary Sewer work list:**

- **Upper Drive Sewer Repair** – Pipes are deteriorating and the entire line will need to be replaced; this will affect approximately 14-15 homes.
- **Renny Hall** – Boggess St Storm and sanitary sewer can possibly be completed in the fall depending on weather.
- **Willowbrook St-Sewer line repair**- getting water from the creek.
- **Russ Warner** -Storm water repair floods approximately 4 properties. Ras states when we replace this pipe it will not be the fix all. Mr. Warner still has to provide drainage ditches from his home to our new line.

**PLANT**

- **Tests**



Applicant:	BUCKHANNON, CITY OF	Type:	Electronic DMR
Reference ID:	wv0032336Aug.2016 (09/09/2016)	Permit ID:	New/Pending
eDMR Worksheet –	WV0032336 - 001		
Status	New	Printed:	Sep. 09, 2016 2:08 PM

Permit: WV0032336 Outlet No: 001 Type: Normal *Plant* Lab Performing Analysis: 153 - BUCKHANNON WASTEWATER TREATMENT PLANT

Parameter	Permit Limits	Quantity				Other Units				Measurement Frequency	Sample Type	Lab Test Flag		
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*					
50050 (ML-1) RF-A Flow In Conduit Or Treatment Plant Year Round	Reported	N/A	N/A				0.843	1.578		mgd	0	Continuous	measured	153
00310 (ML-6) RF-A Bod Summer July 1-Oct 31	Permit Limits	14.8	20.7	Lbs/Day	0		2.08	3.1		mg/l	0	1/week	8 hr comp	153
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported	83.2	92	Lbs/Day	0		2.3	3.3		mg/l	0	1/week	8 hr comp	153
51012 (ML-K) RF-A Bod, 5day Percent Removal, Dry Year Round	Permit Limits	625.8	1251.8				30	80		Percent	0	4/Month	Calculated	153
51013 (ML-K) RF-A Bod, 5day Percent Removal, Wet Year Round	Reported	N/A	N/A				N/A	N/A		Percent	0	4/Month	Calculated	No Flow
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Permit Limits	N/A	N/A				N/A	N/A		Percent	0	4/Month	Calculated	153
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported	N/A	N/A				N/A	N/A		Percent	0	4/Month	Calculated	No Flow
74055 (ML-A) RF-A Coliform, Fecal Year Round	Permit Limits	N/A	N/A				42.5	132		Cnbs/100ml	0	1/week	Grab	153
00400 (ML-A) RF-A Ph Year Round	Reported	N/A	N/A				6.71	6.89		S.U.	0	1/week	Grab	153
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Permit Limits	N/A	N/A				8.0	N/A		mg/l	0	1/week	Grab	153
00610 (ML-A) RF-A Nitrogen, Ammonia Total Summer July 1-Oct 31	Reported	<1.1	<1.3	Lbs/Day	0		<0.15	<0.15		mg/l	0	1/week	8 hr comp	153
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Permit Limits	N/A	N/A				0.0073	0.0073		mg/l	0	1/month	8 hr comp	158
74069 (ML-6) RF-A Stream Flow, Estimated Summer July 1-Oct 31	Reported	N/A	N/A				22	67		cfs	0	1/daily	Calculated	153



Date	INFLUENT WASTEWATER					BELT PRESS			Plant Effluent					
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gals. Wet Sludge Added	Pounds Dry solids Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./100 ml	D.O. mg/l	PH	Amm. Nit. mg/l
8/1/16			1.012	24.0	7.01	2.0					132.0	8.3	6.78	
8/2/16			0.969	24.0	6.99	2.0						8.5	6.76	
8/3/16	62	170	1.002	24.0	6.97	2.0			2.0	1.8		8.6	6.74	<0.15
8/4/16			0.717	24.0	6.95	2.0	16,886	2,183				8.2	6.71	
8/5/16			0.781	24.0	6.91	2.0						8.6	6.71	
8/6/16			1.034	22.0	6.89	2.0						8.4	6.78	
8/7/16			0.777	22.0	6.84	2.0						8.6	6.76	
8/8/16			0.749	23.0	6.98	2.0	21,005	2,803			82.0	8.6	6.74	
8/9/16			0.769	23.0	7.02	2.0						8.8	6.74	
8/10/16	90	129	0.750	23.0	6.99	2.0			2.5	1.4		8.8	6.76	<0.15
8/11/16			0.798	24.0	7.03	2.0	17,725	2,424				8.7	6.78	
8/12/16			0.730	25.0	7.05	2.0						8.3	6.79	
8/13/16			0.620	25.0	7.07	2.0						8.5	6.81	
8/14/16			0.732	25.0	7.06	2.0						8.5	6.80	
8/15/16			0.878	25.0	7.01	2.0	20,978	2,782			80.0	8.4	6.78	
8/16/16			0.862	25.0	7.02	2.0	21,055	2,792				8.3	6.79	
8/17/16	92	253	1.029	25.0	7.03	2.0			2.0	1.9		8.5	6.83	<0.15
8/18/16			0.797	25.0	7.00	2.0						8.6	6.82	
8/19/16			0.751	25.0	6.99	2.0						8.3	6.84	
8/20/16			0.844	24.0	7.01	2.0						8.0	6.82	
8/21/16			1.578	23.0	6.87	2.0						8.3	6.87	
8/22/16			0.910	23.0	6.96	2.0	21,084	2,778			10.0	8.3	6.81	
8/23/16			0.864	23.0	6.99	2.0	22,004	2,698				8.2	6.79	
8/24/16	84	227	0.800	23.0	6.92	2.0			1.8	3.1		8.6	6.87	<0.15
8/25/16			0.844	23.0	6.94	2.0	19,923	2,409				8.4	6.89	
8/26/16			0.781	23.0	6.89	2.0						8.3	6.87	
8/27/16			0.760	23.0	6.90	2.0						8.4	6.77	
8/28/16			0.775	23.0	6.85	2.0						8.5	6.78	
8/29/16			0.756	23.0	6.81	2.0						8.3	6.79	
8/30/16			0.743	23.0	6.83	2.0	25,402	2,733			16.0	8.4	6.77	
8/31/16	88	323	0.709	23.0	6.85	2.0			3.3	2.2		9.1	6.89	<0.15
TOTAL			26.121				186,062	23,602						
AVERAGE	83.2	220.4	0.843	23.7	6.96	2.0			2.31	2.08	42.5	8.5	6.79	<0.15
MAXIMUM	92.0	323.0	1.578	25.0	7.07	2.0			3.30	3.10	132	9.1	6.89	<0.15
MINIMUM	62.0	129.0	0.620	22.0	6.81	2.0			1.80	1.40	10	8.0	6.71	<0.15
LIMITS														
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6.0	6.00	NA

- **Toxicity Samples** are done every 3 months, tests were done a couple of weeks ago and it takes 3-4 weeks to get results.
- **Control Building Heating System** – Ready for installation scheduled in October. Southern States is the contractor and the sewer department will do some of the support work.

**Correspondence:** None

**Strategic Issues for discussion and vote:**

- **Recommendation for .50 cents per hour increase for employees**

Mayor McCauley brought before the board a recommendation for a .50 cents per hour increase for full-time employees effective October 1, 2016. Phil Loftis asked how many employees would be affected the total would be 16-17 employees within in the Sanitary Department.

**Loftis/Frye Motion to Approve a .50 cent increase for all full-time employees. Motion Carried unanimously.**

Mayor McCauley brought before the board concerns of Storm Sewer problems. Mayor McCauley would like to see in the next month or two, rethinking the way we handle storm sewer/ storm water in Buckhannon, with those functions relative to storm water delegated by City Council to the Sanitary Board. Mayor McCauley requested looking toward an end of the calendar year presentation to City Council for the need to delegate.

**Board Members Comments and Announcements:**

- **Gene Frye:** None
- **Phil Loftis:** Requested a quick up date on the Tennerton flow meters- Ras responded we are establishing a base flow and a general water consumption usage for one section of their system.

**Mayor's Comments and Announcements:**

- Discussions on Screw Pumps and UV System upgrades replacement would take ½ as much room as the current. Mayor appreciative of the tour.

There being no further business to be transacted, meeting adjourned at 5:30 p.m.

Mayor David McCauley \_\_\_\_\_

Assistant Recorder Amberle Jenkins \_\_\_\_\_