

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

A regular meeting of the Buckhannon Sanitary Board was held October 20, 2016 at 4:00 pm at City Hall 70 E. Main Street with the following persons present:

Mayor	David McCauley	Present
City Recorder	Susan Aloï	Absent
Director of Finance/Administration	Amberle Jenkins	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
City Engineer	Sam Ludlow	Present
Sanitary Superintendent	Erasmus Rizo	Present
Director of Public Works	Jerry Arnold	Present
Sanitary Employee	Buck Samples	Present
Office Clerk	Barbara Hinkle	Present

**Meeting Agenda Posted 10-17-16**

*City of Buckhannon Sanitary Board – 4:00 pm in Council Chambers  
Meeting Agenda for Thursday October 20, 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 – September 15, 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: Project 90% Complete**
  - D.3 **VEHICLES**
    - 1. **Ras vehicle – Prices, New contract for state Bid to be awarded in November**
  - D.4 **Personnel**
    - 1. **Dan Baker has passed the Lab Certification course held in Ripley WV. Recommendation for a .50 Cent raise effective 10/20/2016**
    - 2. **Review guidelines for merit raises**
  - D.5 **COLLECTION SYSTEM COMPLETED PORJECTS:**
    - 1. **Latham/Lightburn- Sewer replacement and service connections.**
    - 2. **Past project clean up**

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

    - 1. **Upper Drive-Sewer repair work-560. L.F, 3-Manholes, and reconnect 12 homes**
    - 2. **Russ Warner-Stormwater repair**
    - 3. **Renny Hall – Boggess St , Storm and sanitary sewer**
    - 4. **WillowBrook St.- Sewer line 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**
- G. **Board Members Comments and Announcements**
- H. **Mayor’s Comments and Announcements**
- I. **Adjournment**

Posted 10.17.16

Mayor McCauley called the meeting to order following by a moment of silence with special thoughts for Amberle Jenkins with the passing of her father and the Pledge to the Flag.

**Recognize Guest:** No guests present.

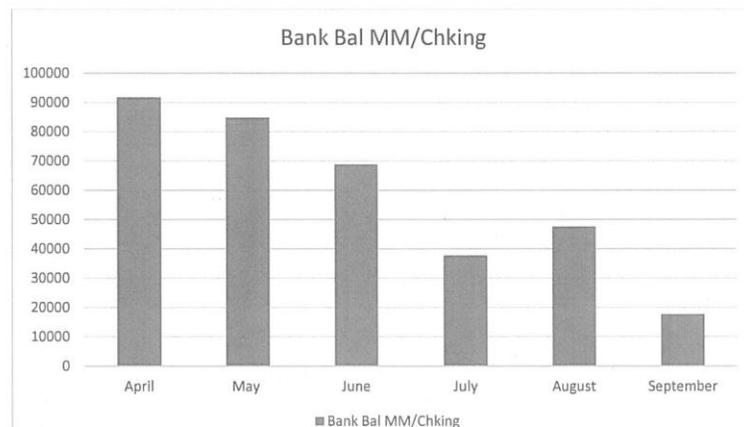
**Consent Agenda:**

- **Approval of Minutes – September 15, 2016 Sanitary Board Meeting**

- **Financial Report** : Amby reported to the board that they would be receiving \$30,000.00 from the General Fund, she also reported on loans and debts that are due backhoe and dust blaster about \$35,000.00 dump truck about \$36,000.00 belt press \$115,000.00 and municipal bonds \$1.4 million. There were discussions of Sanitary Department taking over stormwater and Erasmo reported that he had started to get information for the formal designation of a stormwater department, from various sources such as Dave Sago from City of Fairmont and Jeremiah Johnson from City of Beckley. I will share information so we can have a good discussion.

Balance September 30, 2016

Money market checking	\$ 17713.50
CD at FCB	\$ 22,702.53
CD Investment	\$ 40,235.72
2% Depreciation fund	\$ 29,268.61 (Closed Out 7-27-16)



10-20-2016 08:59 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

PAGE: 1

401-SANITARY  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>REVENUE SUMMARY</b>						
OTHER FEES	3,000	600.00	600.00	0.00	2,400.00	20.00
UTILITY BILLINGS	1,600,000	142,333.07	373,659.86	0.00	1,226,340.14	23.35
HEALTH AND SAFETY	172,500	760.65	47,654.94	0.00	124,845.06	27.63
CHARGES FOR SERVICES	72,500	4,326.25	10,784.75	0.00	61,715.25	14.88
GRANTS	0	0.00	0.00	0.00	0.00	0.00
INTRAFUND CONTR/CHARGES	20,000	1,879.64	6,173.52	0.00	13,826.48	30.87
OTHER REVENUE	6,100	3,600.00	5,725.50	0.00	374.50	93.86
<b>TOTAL REVENUES</b>	<b>1,874,100</b>	<b>153,499.61</b>	<b>444,598.57</b>	<b>0.00</b>	<b>1,429,501.43</b>	<b>23.72</b>
<b>EXPENDITURE SUMMARY</b>						
<b>POWER/FUEL/UTILITY</b>						
SALARIES & BENEFITS	55,000	6,585.01	19,316.39	0.00	35,683.61	35.12
CONTRACTUAL SERVICES	20,000	1,589.96	5,135.38	0.00	14,864.62	25.68
COMMODITIES	10,000	580.06	2,258.19	0.00	7,741.81	22.58
CAPITAL OUTLAY	5,000	616.61	1,480.90	0.00	3,519.10	29.62
CONTRIBUTIONS	1,600	94.31	390.62	0.00	1,209.38	24.41
NON-OPERATING EXPENSES	42,100	2,447.19	9,126.81	0.00	32,973.19	21.68
<b>TOTAL POWER/FUEL/UTILITY</b>	<b>133,700</b>	<b>11,913.14</b>	<b>37,708.29</b>	<b>0.00</b>	<b>95,991.71</b>	<b>28.20</b>
<b>UNIFORMS</b>						
COMMODITIES	7,500	809.35	2,152.17	0.00	5,347.83	28.70
<b>TOTAL UNIFORMS</b>	<b>7,500</b>	<b>809.35</b>	<b>2,152.17</b>	<b>0.00</b>	<b>5,347.83</b>	<b>28.70</b>
<b>LINES</b>						
SALARIES & BENEFITS	7,000	460.57	856.82	0.00	6,143.18	12.24
CONTRACTUAL SERVICES	35,000	3,252.25	9,354.58	1,075.44	24,569.98	29.80
COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	30,000	2,904.00	4,019.31	398.96	25,581.73	14.73
<b>TOTAL LINES</b>	<b>72,000</b>	<b>6,616.82</b>	<b>14,230.71</b>	<b>1,474.40</b>	<b>56,294.89</b>	<b>21.81</b>
<b>PLANT</b>						
SALARIES & BENEFITS	7,500	532.99	2,093.52	1,065.01	4,341.47	42.11
CONTRACTUAL SERVICES	10,000	771.28	1,749.08	419.26	7,831.66	21.68
COMMODITIES	30,000	1,270.85	3,043.36	489.04	26,467.60	11.77
CAPITAL OUTLAY	30,000	0.00	3,946.92	385.00	25,668.08	14.44
CONTRIBUTIONS	6,000	369.54	967.61	0.00	5,032.39	16.13
NON-OPERATING EXPENSES	12,000	894.75	1,321.75	745.00	9,933.25	17.22
<b>TOTAL PLANT</b>	<b>95,500</b>	<b>3,839.41</b>	<b>13,122.24</b>	<b>3,103.31</b>	<b>79,274.45</b>	<b>16.99</b>
<b>SALARIES PLANT/LINES</b>						
SALARIES & BENEFITS	600,000	45,226.81	168,244.67	0.00	431,755.33	28.04
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SALARIES PLANT/LINES</b>	<b>600,000</b>	<b>45,226.81</b>	<b>168,244.67</b>	<b>0.00</b>	<b>431,755.33</b>	<b>28.04</b>

401-SANITARY  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES BOARD/OFFICE</b>						
SALARIES & BENEFITS	116,400	5,238.32	18,103.99	0.00	98,296.01	15.55
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES BOARD/OFFICE	116,400	5,238.32	18,103.99	0.00	98,296.01	15.55
<b>FICA/INSURANCE</b>						
SALARIES & BENEFITS	257,000	23,941.76	76,764.06	0.00	180,235.94	29.87
TOTAL FICA/INSURANCE	257,000	23,941.76	76,764.06	0.00	180,235.94	29.87
<b>RETIREMENT</b>						
SALARIES & BENEFITS	90,000	5,668.43	18,895.26	0.00	71,104.74	20.99
TOTAL RETIREMENT	90,000	5,668.43	18,895.26	0.00	71,104.74	20.99
<b>UNEMPLOYMENT/COMPENSATION</b>						
CONTRACTUAL SERVICES	27,500	2,123.01	7,814.29	0.00	19,685.71	28.42
TOTAL UNEMPLOYMENT/COMPENSATION	27,500	2,123.01	7,814.29	0.00	19,685.71	28.42
<b>BILLING/COMPUTER/DEP INT</b>						
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES	32,500	723.82	4,798.19	0.00	27,701.81	14.76
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	32,500	723.82	4,798.19	0.00	27,701.81	14.76
<b>OFFICE EXPENSE</b>						
COMMODITIES	24,000	2,529.16	4,568.04	86.54	19,345.42	19.39
TOTAL OFFICE EXPENSE	24,000	2,529.16	4,568.04	86.54	19,345.42	19.39
<b>PSC ASSESS/DNR PERMIT</b>						
SALARIES & BENEFITS	9,500	2,884.00	8,954.98	0.00	545.02	94.26
TOTAL PSC ASSESS/DNR PERMIT	9,500	2,884.00	8,954.98	0.00	545.02	94.26
<b>PROPERTY INSURANCE</b>						
CONTRACTUAL SERVICES	42,500	11,421.89	22,968.78	0.00	19,531.22	54.04
TOTAL PROPERTY INSURANCE	42,500	11,421.89	22,968.78	0.00	19,531.22	54.04
<b>RENTS</b>						
CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
<b>PROFESSIONAL</b>						
CONTRACTUAL SERVICES	20,000	0.00	5,878.34	0.00	14,121.66	29.39
TOTAL PROFESSIONAL	20,000	0.00	5,878.34	0.00	14,121.66	29.39
<b>BOND A</b>						
SALARIES & BENEFITS	171,000	14,144.97	56,970.28	0.00	114,029.72	33.32
TOTAL BOND A	171,000	14,144.97	56,970.28	0.00	114,029.72	33.32

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	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BOND B</b>						
SALARIES & BENEFITS	28,000	2,253.00	9,074.17	0.00	18,925.83	32.41
TOTAL BOND B	28,000	2,253.00	9,074.17	0.00	18,925.83	32.41
<b>CAPITAL/PROJECTS</b>						
CAPITAL OUTLAY	287,000	19,387.44	35,762.27	1,271.72	249,966.01	12.90
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL/PROJECTS	287,000	19,387.44	35,762.27	1,271.72	249,966.01	12.90
<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
TOTAL DEPREC/AMORT/CONSTR	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	2,024,100	158,721.33	506,010.73	5,935.97	1,512,153.30	25.29
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	( 150,000)	( 5,221.72)	( 61,412.16)	( 5,935.97)	( 82,651.87)	44.90

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
NON-DEPARTMENTAL	AFLAC	225-000-00	INSURANCE DEDUCT PAY	AFLAC INS	14.40	
		225-000-00	INSURANCE DEDUCT PAY	AFLAC INS	14.40	
		225-000-00	INSURANCE DEDUCT PAY	CANCER INS	154.05	
		225-000-00	INSURANCE DEDUCT PAY	CANCER INS	153.09	
		225-000-00	INSURANCE DEDUCT PAY	OPTIONAL LIFE INS	85.13	
		225-000-01	WV RETIREMENT PLUS	RETIREMENT PLUS	92.92	
		225-000-01	WV RETIREMENT PLUS	RETIREMENT PLUS	92.92	
		224-000-00	RETIREMENT CONTR PAY	WV RETIREMENT CONTRIBUTION	952.67	
		224-000-00	RETIREMENT CONTR PAY	WV RETIREMENT CONTRIBUTION	947.98	
		224-000-00	RETIREMENT CONTR PAY	WV RETIRE TIER2 CONTRIBUTI	150.00	
		224-000-00	RETIREMENT CONTR PAY	WV RETIRE TIER2 CONTRIBUTI	150.00	
		223-000-00	STATE WH PAYABLE	STATE INCOME TAX WITHHELD	1,058.70	
		223-000-00	STATE WH PAYABLE	STATE INCOME TAX WITHHELD	1,017.48	
		222-000-00	FEDERAL WH PAYABLE	FEDERAL WITHHOLDING	2,167.84	
		222-000-00	F.I.C.A. TAXES PAYAB	FICA WITHHELD AND MATCHED	1,611.56	
		221-000-00	F.I.C.A. TAXES PAYAB	FICA WITHHELD AND MATCHED	1,544.48	
		221-000-00	F.I.C.A. TAXES PAYAB	MEDICARE WITHHELD & MATCHED	376.89	
		221-000-00	F.I.C.A. TAXES PAYAB	MEDICARE WITHHELD & MATCHED	361.19	
					TOTAL:	13,037.48
		POWER/FUEL/UTILITY	MON POWER	711-413-00	EAST MAIN ST	110084766556 E MAIN
711-213-00	ELIAS STREET			110 088 305 898 ELIAS ST	1,589.96	
711-713-00	DEANVILLE			110086407977 DEANVILLE	28.23	
711-313-00	VICKSBURG			110086525471 SYCAMORE	580.06	
711-913-00	MADISON STREET			110087327497 RANDOLPH	8.43	
711-513-00	WOOD/RITCHIE STS			110086976856 WOOD	94.31	
711-413-00	EAST MAIN ST			110084766556 E MAIN	239.30	
711-813-00	ISLAND AVENUE			110088930133 ISLAND AVE	13.87	
711-914-00	TJM SEWAGE STATION			110087907595 TJM SEWAGE PL	20.23	
711-915-00	WESTON ROAD			110087676356 WESTON RD	29.71	
711-917-00	BRUSHY FORK PS			110085299010 BRUSHY FORK R	57.73	
711-918-00	RT 20 SEWER PUMP STA			110 088 984 965 RT 20	9.84	
711-113-00	PLANT POWER			110 088 308 280 RT. 5	6,585.01	
711-613-00	MONONGALIA ST			110082080448 MON & WOOD ST	74.20	
711-919-00	1 BUCKHANNON RD			110 088 263 998 BUCKHANNO	16.61	
711-921-00	BROOKE ST PUMP STA			110 100961546 BROOKE ST	174.87	
711-920-00	PLANT VEHICLES-2,3,8			SANITARY AUG FUEL BILL	2,003.45	
711-920-02	NATURAL GAS			SALES FOR 8/16	10.02	
					TOTAL:	11,913.14
UNIFORMS	UNIFIRST CORP.			712-345-00	UNIFORMS	ALL DEPT UNIFORMS
				TOTAL:	809.35	
LINES	FISHER AUTO PARTS INC	713-443-00	EQUIPMENT & MAINTENA	CANS SPRAY PRIMER	7.28	
		713-243-00	SUPPLIES LINES	50LB BAG OF GRASS SEED	67.99	
		713-143-00	FACILITIES MAINTENAN	10 CASES SPRING WATER	34.90	
		713-143-00	FACILITIES MAINTENAN	ROCKY BOOTS-G WALTON	179.98	
		713-443-00	EQUIPMENT & MAINTENA	3/4 PLATE 1/2X4X12" FLAT	141.00	
		713-143-00	FACILITIES MAINTENAN	SAFETY GLASSES	12.95	
		713-243-00	SUPPLIES LINES	8" SDR PIPE 12" HDPE	1,157.24	
		713-243-00	SUPPLIES LINES	8" SDR PIPE 12" HDPE	61.83	
		713-443-00	EQUIPMENT & MAINTENA	OIL FILTERS	9.36	
		713-443-00	EQUIPMENT & MAINTENA	OIL FILTERS	9.36	

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DISBURSEMENTS 9-01-16 TO 09-30-16

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		713-443-00	EQUIPMENT & MAINTENA	BRAKE PADS P-9	55.34
		713-443-00	EQUIPMENT & MAINTENA	BRAKE CALIPER HARDWARE	137.64
		713-443-00	EQUIPMENT & MAINTENA	GAL 15-40 ROTELA	33.98
		713-443-00	EQUIPMENT & MAINTENA	CANS SPRAY PAINT	11.98
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	LOCATES AUG 2016	36.40
	BRUFFEY TRUCKING INC	713-243-00	SUPPLIES LINES	1 1/2" STONE #57 STONE	347.84
		713-243-00	SUPPLIES LINES	1 1/2" STONE #57 STONE	450.00
		713-243-00	SUPPLIES LINES	1 1/2" CR STONE	344.14
		713-243-00	SUPPLIES LINES	#57 STONE	470.81
		713-243-00	SUPPLIES LINES	1 1/2" CR STONE	352.40
	STATE EQUIPMENT INC.	713-443-00	EQUIPMENT & MAINTENA	SAW CHAINS FILE	67.11
	CRISS SALES & SERVICE	713-443-00	EQUIPMENT & MAINTENA	MIXING OIL FILE HANDLES	19.50
	R & W HOSE AND SUPPLY CO	713-443-00	EQUIPMENT & MAINTENA	3/8 CHAIN HOOKS	19.76
	JENKINS FORD INC	713-443-00	EQUIPMENT & MAINTENA	ROD ASY P-7	198.78
	FAST STOP FOOD MART #2	713-143-00	FACILITIES MAINTENAN	BAGS OF ICE	4.59
		713-143-00	FACILITIES MAINTENAN	BAGS OF ICE	4.59
		713-143-00	FACILITIES MAINTENAN	BAGS OF ICE	1.99
		713-143-00	FACILITIES MAINTENAN	BAGS OF ICE	4.59
	BUCKHANNON DISCOUNT TIRE	713-443-00	EQUIPMENT & MAINTENA	TIRES FOR P-7	402.00
		713-443-00	EQUIPMENT & MAINTENA	FRONT TIRES TUBES & MOUNT	752.00
	JOHN BOGGESS dba VJG ASSOCIA	713-143-00	FACILITIES MAINTENAN	GLOVES	216.98
	CLEVELAND BROTHERS EQUIPMENT	713-443-00	EQUIPMENT & MAINTENA	OIL FUEL AIR FILTERS	122.33
		713-443-00	EQUIPMENT & MAINTENA	FILTERS OIL SAMPLE KIT	358.01
		713-443-00	EQUIPMENT & MAINTENA	HYD FILTER OIL FILTER	411.53
	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:		6,616.82
PLANT	LYKINS OIL COMPANY	714-343-00	EQUIPMENT MAINTENANC	OIL	97.89
	AIRGAS USA, LLC	714-343-00	EQUIPMENT MAINTENANC	SANDING DISC	33.30
	RELIANCE LABORATORIES INC	714-243-00	LAB EXPENSE PLANT	SAN LAB TESTS	235.00
		714-243-00	LAB EXPENSE PLANT	SAN LAB TESTS	24.00
		714-243-00	LAB EXPENSE PLANT	SAN LAB TESTS	24.00
		714-243-00	LAB EXPENSE PLANT	SAN LAB TESTS	50.00
		714-243-00	LAB EXPENSE PLANT	SAN LAB TESTS	30.00
	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
		714-343-00	EQUIPMENT MAINTENANC	AERATORS	415.35
	APPLIED INDUSTRIAL TECHNOLOG	714-343-00	EQUIPMENT MAINTENANC	BEARINGS SNAP RINGS	191.51
		714-343-00	EQUIPMENT MAINTENANC	BEARINGS SNAP RINGS	7.06
	NORTH CENTRAL LABORATORIES	714-243-00	LAB EXPENSE PLANT	D.O. PROBE WHIRL PK BAGS	408.28
	LOWES BUSINESS ACCOUNTS	714-343-00	EQUIPMENT MAINTENANC	WIRE SHELF TAPCONS	97.51
		714-343-00	EQUIPMENT MAINTENANC	STRAW BROOM	40.57
	ERASMO RIZO	714-143-00	FACILITIES MAINTENAN	REIMB LODGING FOR DAN BAKE	248.40
	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
	WALMART STORES INC -BUCKHANN	714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	126.64
	AT&T MOBILITY	714-543-00	TELEPHONE	704-7836 7869 7882 7883 78	280.42
	MICROLOGIC INC	714-743-00	TELEMETRY	MONTHLY SECURITY MONITORIN	149.75
	DAN BAKER	714-143-00	FACILITIES MAINTENAN	REIMB EXPENSES @ CLASS @RI	157.95
	FRONTIER	714-543-00	TELEPHONE	304-472-5459-101515-4	75.60
			TOTAL:		3,839.41

10-20-2016 08:45 AM

DISBURSEMENTS 9-01-16 TO 09-30-16

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
FICA/INSURANCE	FORT DEARBORN	718-105-00	HEALTH INSURANCE	SAN SEPT LIFE INS	82.80
	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN SEPT RETIREE'S INS	2,926.68
	MOUNTAIN STATE BLUE CROSS	718-105-00	HEALTH INSURANCE	SAN SEPT HEALTH INS	17,038.16
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,611.56
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,544.48
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	376.89
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	361.19
			TOTAL:		23,941.76
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,540.48
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,527.95
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	300.00
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	300.00
			TOTAL:		5,668.43
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
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	POSTAGE PERMIT #PD95001-00	50.00
	BCN TELECOM INC	783-341-00	BILLING & COLLECTING	472-1430	3.37
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	PRK TKTS 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
			TOTAL:		720.59
OFFICE EXPENSE	RECORD-DELTA NEWSPAPER	793-341-00	OFFICE SUPPLIES & EX	COMBINED SEWER OVERFLOW AD	74.11
	QUILL	793-341-00	OFFICE SUPPLIES & EX	OFFICE SUPPLIE	80.99
	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
	DLT SOLUTIONS LLC	793-341-00	OFFICE SUPPLIES & EX	1 YR MAINT PLAN AUTO CAD	1,205.41
	DELUX BUSINESS FORMS	793-341-00	OFFICE SUPPLIES & EX	PCRD-SAN DEP BKS	128.78
	AT&T MOBILITY	793-341-00	OFFICE SUPPLIES & EX	HOLLEN PHONE 997-9091	12.95
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	304-472-1651-101515-4	60.30
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	21.02
			TOTAL:		2,529.16
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
	COMMERCIAL INSURANCE SERVICE	798-226-00	PROPERTY INSURANCE	3RD QTR INSTALLMENT PYMT	9,012.72
			TOTAL:		11,421.89
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	OCT 2016 BOND A PYMT	14,144.97
			TOTAL:		14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	OCT 2016 BOND B PYMT	2,253.00
			TOTAL:		2,253.00
CAPITAL/PROJECTS	LYKINS OIL COMPANY	997-451-00	PLANT - CAPITAL	HEATING OIL	14.71

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		997-451-00	PLANT - CAPITAL	DYED HEATING OIL	13.56
	J.P. MORGAN EQUIPMENT FINAN	997-451-02	BELT PRESS PROJECT	SSEPT 2016 BELT PRESS PYMT	2,210.60
	VALLEY STEEL SERVICE	997-451-00	PLANT - CAPITAL	2 1/4 X 80 COLD ROLL	195.24
		997-451-00	PLANT - CAPITAL	PLATE FORCED ANGLE	2,560.84
	SOUTHERN STATES COOP INC	997-453-00	STORM SEWER PROJECTS	SEED SPREADER GRASS SEED	175.97
	AIRGAS USA, LLC	997-451-00	PLANT - CAPITAL	FACESHIELD REPL & HEADGEA	22.10
	C I THORNBURG CO INC	997-451-00	PLANT - CAPITAL	6" ROSEMONT METER	5,095.00
		997-451-00	PLANT - CAPITAL	6" ROSEMONT METER	1,000.00
		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
	LOWES BUSINESS ACCOUNTS	997-451-00	PLANT - CAPITAL	DUST FILTERS COVERALLS	61.11
		997-453-00	STORM SEWER PROJECTS	PCRD-LUMBER BLDS BLTS	280.35
	BRUFFEY TRUCKING INC	997-453-00	STORM SEWER PROJECTS	#57 STONE	456.19
		997-453-00	STORM SEWER PROJECTS	#57 STONE	453.94
		997-452-00	SEWER EXT. - CAPITAL	57 STONE	470.25
	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
		997-455-00	SEWER UPGRADE-CAPITA	CEMENT	136.75
		997-453-00	STORM SEWER PROJECTS	CEMENT	136.75
	STATE EQUIPMENT INC.	997-454-00	NEW EQUIPMENT-CAPITA	ECONO CONCRETE SAW	349.93
	INDUSTRIAL SUPPLY INC	997-451-01	CLARIFIER BAFFLE PRO	PCRD-BAGS GLASS ABRA	894.69
	MMLJ	997-451-01	CLARIFIER BAFFLE PRO	PCRD-DWN PAY BLASTER	825.00
	BUCKHANNON DISCOUNT TIRE	997-451-00	PLANT - CAPITAL	FLAT REPAIR W/TUBE	30.00
	PROGRESSIVE BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN DUMP TRK OCT 16 PYMT	1,298.57
		997-454-00	NEW EQUIPMENT-CAPITA	DUSTLESS BLASTER & HOE SEP	803.03
	FASTENAL INDUSTRIAL	997-451-00	PLANT - CAPITAL	SAFETY LANYARDS	160.18
				TOTAL:	19,387.44

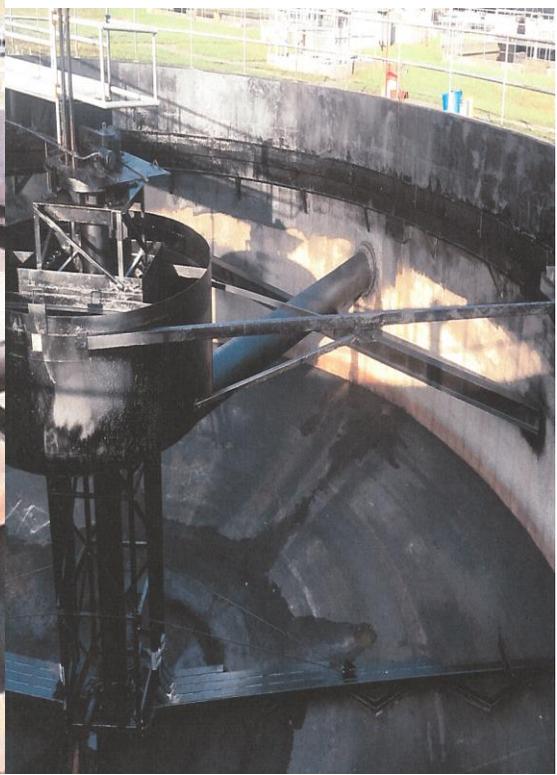
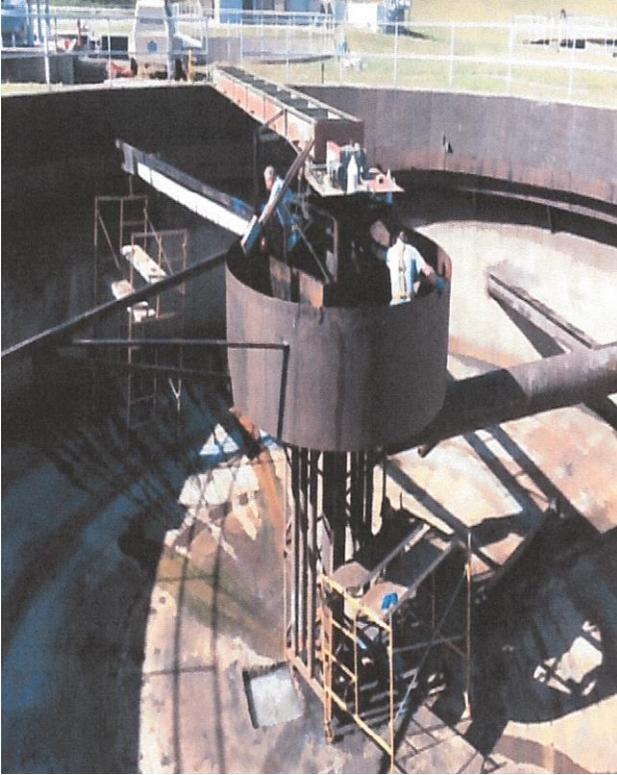
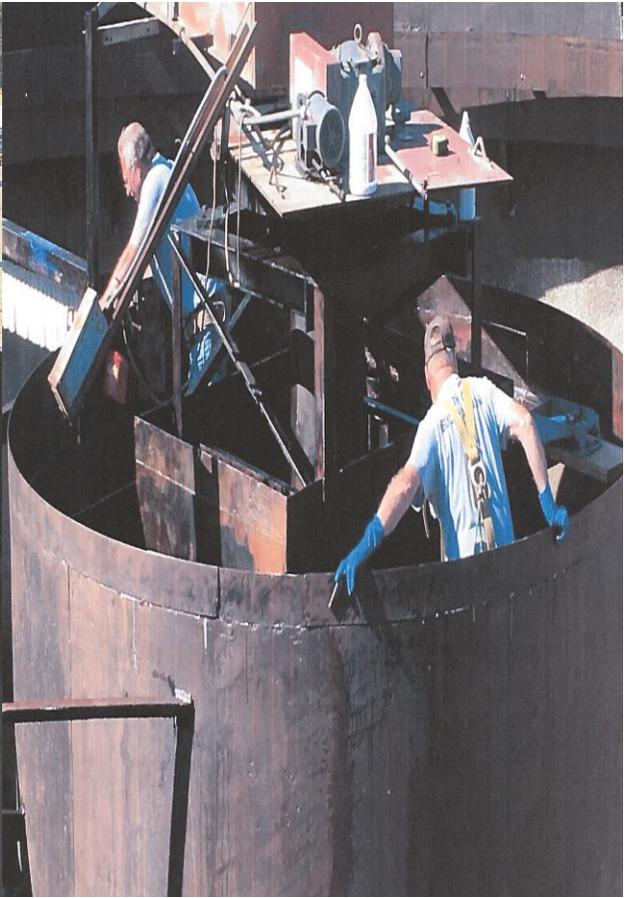
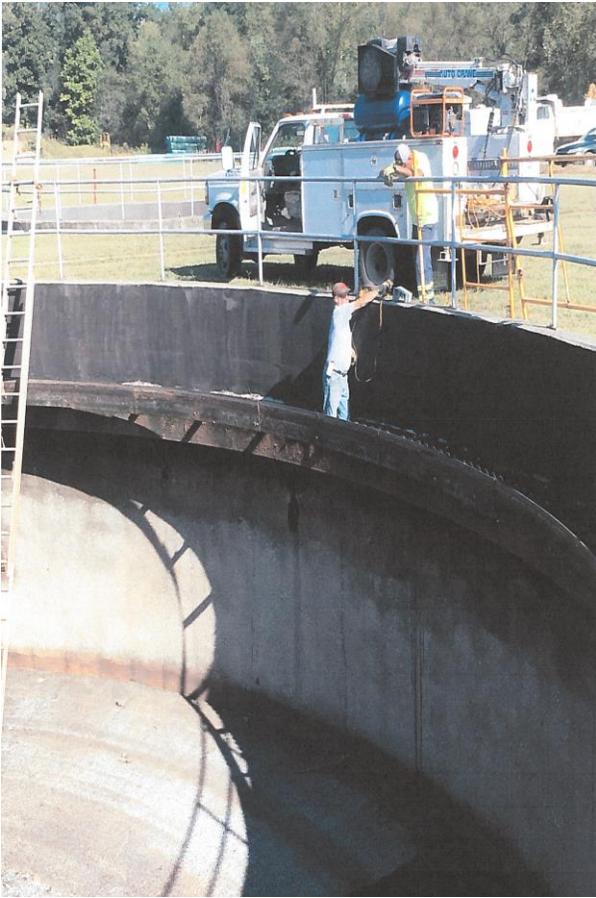
Frye/Loftis Motion to Approve Consent Agenda minus the financial report. Motion Carried.

Department Report:

- **Emergency Power- Application submitted - Monitor Status-** Erasmo reported that Jay Hollen has reached out to the application reviewers on behalf of the Sanitary and Water Department and mentioned that they are still on delay due to the recent flooding in southern WV.
- **Clarifier Painting – In-House, Supplies purchased:** Project is 100% Complete. Buck Samples reported that 55 gallons of paint used and built new scrapper arms, he also recognized Derek Marsh, Rick Anthony and Brian Mitchell were the primary guys that built the new scrapper arms. Buck also commented on Dave Currence, Jason Tenney and several other guys that worked very hard on the project. The second clarifier project will begin next September. Buck submitted the following pictures and total cost of the project.

PO #	DATE	VENDER	CATEGORY	PROJECT	EQUIP	AMOUNT	X DESCRIPTION
74519	08/02/16	MAIN LINE	997451	CLARIFIER PAINT	T4	\$3,120.00	104 WEIR BRACKETS BLASTED & PAINTED
	08/19/16	INDUSTRIAL SUPPLY	997451	CLARIFIER PAINT	T4	\$894.69	80 BAGS CRUSHED GLASS ABRASIVE@S7, S&H\$334.69
77635	08/22/16	MMLJ INC	997451	CLARIFIER PAINT	T4	\$8,460.00	DUSTLESS BLASTER PACKAGE @ \$8250 + \$212 FREIGHT
77602	08/22/16	NAPA	997451	CLARIFIER PAINT	T4	\$90.19	COVERALLS, SHOE COVERS, LENS PEEL OFFS, GOGGLES
77625	09/06/16	GRANGER	997451	CLARIFIER PAINT	T4	\$256.00	WALK BOARD FOR SCAFFOLD
77621	09/09/16	VALLEY STEEL	997451	CLARIFIER PAINT	T4	\$195.24	MISC COLD ROLLED STEEL
77623	09/09/16	SHERWIN WILLIAMS	997451	CLARIFIER PAINT	T4	\$805.46	5 KITS COAL TAR EPOXY, 5 GAL THINNER (XYLENE)
77624	09/12/16	FASTENAL	997451	CLARIFIER PAINT	T4	\$160.18	SAFETY LANYARDS
77630	09/13/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$22.10	4 FACESHIELD REPLACEMENTS, HEADCOVER
77627	09/14/16	LYKINS	997451	CLARIFIER PAINT	T4	\$14.71	DYED HEATING OIL/KEROSENE
77626	09/14/16	BUCKHANNON DISC	997451	CLARIFIER PAINT	T4	\$30.00	FLAT REPAIR
77631	09/15/16	LOWES	997451	CLARIFIER PAINT	T4	\$61.11	40 PK DUST FILTERS, 3 COVERALLS
77711	09/16/16	MMLJ INC	997451	CLARIFIER PAINT	T4	\$533.26	10 RUST INHIBITOR@\$45, S&H & \$3.26- THIS WAS SENT TO CITY HALL AS 714143
76997	09/16/16	VALLEY STEEL	997451	CLARIFIER PAINT	T4	\$2,560.84	MISC STEEL
75356	09/16/16	LYKINS	997451	CLARIFIER PAINT	T4	\$13.55	DYED HEATING OIL/KEROSENE
77633	09/16/16	CENTRAL SUPPLY	997451	CLARIFIER PAINT	T4	\$103.38	6 BAGS BLACK BEAUTY
77632	09/16/16	CENTRAL SUPPLY	997451	CLARIFIER PAINT	T4	\$103.38	6 BAGS BLACK BEAUTY
77713	09/19/16	RITWAY	997451	CLARIFIER PAINT	T4	\$19.50	10 DISPOSABLE COVERALLS
77712	09/19/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$271.33	OXY, ACE, ARGON, 2 SPOOLS MIG WIRE, WHEEL STRINGER BEAD, 3 FLAP DISK, 5 GF
77715	09/20/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$127.36	25- 4" CUTTING WHEELS, 25- 6" CUTTING WHEELS, 3- 4.5" GRINDING WHEELS
77714	09/20/16	CENTRAL SUPPLY	997451	CLARIFIER PAINT	T4	\$310.14	18 BAGS BLACK BEAUTY @ 17.23
77717	09/21/16	NAPA	997451	CLARIFIER PAINT	T4	\$42.00	BX SCUFF PADS, BX FINE SCUFF PADS
77716	09/21/16	VALLEY STEEL	997451	CLARIFIER PAINT	T4	\$289.65	6X4X1/4 TUBE
77634	09/21/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$21.36	6 FACESHIELD REPLACEMENTS
77718	09/22/16	CENTRAL SUPPLY	997451	CLARIFIER PAINT	T4	\$516.90	30 BAGS BLACK BEAUTY @ \$17.23
77720	09/26/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$20.67	GAS NOZZLE, GASLESS DIFFUSER, 3 LENS COVERS
77723	09/27/16	CENTRAL SUPPLY	997451	CLARIFIER PAINT	T4	\$516.80	30 BAGS BLACK BEAUTY @ \$17.23
77615	09/27/16	FASTENAL	997451	CLARIFIER PAINT	T4	\$45.05	FASTENERS FOR BAFFLE BRACKETS
77721	09/27/16	RITWAY	997451	CLARIFIER PAINT	T4	\$19.50	COVERALLS
77724	09/27/16	NAPA	997451	CLARIFIER PAINT	T4	\$8.04	PAINT SPRAY SOCK
77734	09/28/16	CI THORNBURG	997451	CLARIFIER PAINT	T4	\$722.07	8 4" xz 8" REPAIR CLAMPS FOR DRAFT TUBES
77728	09/28/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$16.08	MIG GUN LINER
76960	09/28/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$4.86	DRILL BIT
76961	09/28/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$6.60	DRILL BIT
77726	09/28/16	LOWES	997451	CLARIFIER PAINT	T4	\$97.35	SAFETY HARNESS KIT
77730	09/29/16	VALLEY STEEL	997451	CLARIFIER PAINT	T4	\$142.30	ANGLE AND FLAT BAR
77732	10/04/16	VALLEY STEEL	997451	CLARIFIER PAINT	T4	\$119.42	1/2" ROD FOR ARM SUPPORTS, 1 1/2" BLACK PIPE, MISC STEEL
77736	10/04/16	LOWES	997451	CLARIFIER PAINT	T4	\$44.68	PAINT BRUSHES, SCRAPPERS
77737	10/05/16	AIRGAS	997451	CLARIFIER PAINT	T4	\$92.20	TORCH ROSE BUD
	10/13/16	DEREK MARSH	997451	CLARIFIER PAINT	T4	\$34.96	REIMBURSE DEREK MARSH FOR MATERIAL PURCHASE AT LOWES ON SUNDAY
						\$20,912.91	

2,000.00  
22,912.91



- **Vehicles – Ras vehicle - Prices, New Contract for State Bid to be awarded in Nov.:**

Erasmus reported that the 2016 vehicles are no longer available the bid contract now is 2017 and will have to wait until after November 15<sup>th</sup> when the bids come, and Mayor McCauley said they will talk about it at the November meeting.

**Personnel:**

- **Dan Baker has passed the Lab Certification course held in Ripley WV.**

**Recommendation for a .50 Cent raise effective 10/20/2016:** Erasmus reported that Dan Baker has taken on a lot of the responsibilities that Phil Jenkins currently holds and Dan attended the class and passed the test and is lab certified and a Class 3 Operator. Erasmus's recommendation for Dan is a .50 cent increase. Mayor McCauley asked how long Dan has been employed with the City and Sam reported that it has been 10 years.

**Loftis/Frye Motion to Approve Dan Baker a .50 cent pay increase. Motion Carried.**

- **Review Guidelines for merit raises-** Jerry Arnold reported that he and the supervisors are working on standardized evaluations across the board for all departments. Jerry reported that he will be e-mailing the evaluation guidelines to the board to review prior to the November meeting. Jerry is seeking for approval of the evaluation process in November so the evaluation process can begin in December and January entertain those opportunities to consider some merit raises finances permitting.

**Collection System Completed Projects:**

- **Latham/Lightburn – Sewer replacement and service connections:** Project is complete. Waiting for soil to settle to pour concrete for sidewalk and driveway.

- **Past project clean up** – Erasmus reported that other projects where yards needed reclaimed and some stone around manholes.

**Planning Projects/Storm Sewer and Sanitary Sewer Work-List:**

- **Upper Drive-** Sewer repair work – 560 L.F. of pipe approximately 3 manholes and will reconnect 12 homes. One section is complete and are essentially moving into another 200 feet left on the right side and should last another 3-4 weeks.

- **Russ Warner – Storm water repair-** First step was to go in and remove soil and debris that people had been putting in that location. The next step to go up stream into his yard and put a yard inlet in the low spot and can re-use current pipe fix up stream and down stream and that should alleviate the problem. Erasmus said that they would monitor it for the next year or two. They have tied in all the homes into this line.

- **Renny Hall- Boggess St** – Storm and Sanitary Sewer waiting on doing this project it is a combined system of Sewer and Storm water project wrapped up in one.

- **Willowbrook St – Sewer line repair-** Erasmus reported that project has a lot inflow going into the sewer system it crosses a creek and we believe that it has a lot of infiltration.

**Plant:**

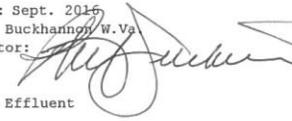
- **Tests** - Sam reported that test results were good and submitted the following:



• **Toxicity Samples**

ES-59  
Revised 1975

STATE OF WEST VIRGINIA  
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Sept. 2016  
City: Buckhannon, W. Va.  
Operator: 

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	Founds Dry solids Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./100 ml	D.O. mg/l	PH	Amm. Nit. mg/l
9/1/16			0.739	23.0	7.00	2.0					8.5	6.78		
9/2/16			0.691	22.0	6.99	2.0					8.7	6.81		
9/3/16			0.625	22.0	6.70	2.0					8.5	6.77		
9/4/16			0.561	22.0	6.75	2.0					8.4	6.80		
9/5/16			0.632	22.0	6.80	2.0					8.3	6.80		
9/6/16			0.836	22.0	6.84	2.0	18,367	2,941		34.0	8.6	6.82		
9/7/16	146	263	0.716	22.0	6.96	2.0			3.3	2.4	8.9	6.82	<0.15	
9/8/16			0.687	22.0	6.92	2.0					8.9	6.83		
9/9/16			0.641	22.0	6.92	2.0					8.6	6.80		
9/10/16			0.581	22.0	6.80	2.0					8.4	6.84		
9/11/16			0.573	22.0	6.81	2.0					8.3	6.83		
9/12/16			0.591	22.0	6.86	2.0				25.0	8.5	6.85		
9/13/16			0.522	22.0	6.84	2.0					8.7	6.86		
9/14/16	74	333	0.491	22.0	6.86	2.0			2.8	3.2	8.7	6.88	<0.15	
9/15/16			0.647	22.0	6.84	2.0					8.6	6.87		
9/16/16			0.560	21.0	6.86	2.0					8.8	6.89		
9/17/16			0.588	21.0	6.82	2.0					8.9	6.87		
9/18/16			0.757	22.0	6.86	2.0					8.8	7.31		
9/19/16	98	372	0.640	22.0	6.82	2.0	16,011	2,577	3.0	2.3	8.9	7.16	<0.15	
9/20/16			0.636	23.0	6.93	2.0	17,045	3,113			51.0	8.8	6.87	
9/21/16			0.597	23.0	6.99	2.0					8.7	6.84		
9/22/16			0.566	23.0	7.02	2.0	17,236	3,321			8.4	6.85		
9/23/16			0.554	23.0	7.04	2.0					8.5	6.84		
9/24/16			0.552	23.0	6.99	2.0					8.3	6.85		
9/25/16			0.547	23.0	7.04	2.0					8.4	6.88		
9/26/16	280	582	0.791	22.0	6.96	2.0			4.5	3.1	8.3	6.86	<0.15	
9/27/16			0.595	22.0	6.94	2.0					8.4	6.89		
9/28/16			0.624	22.0	6.94	2.0	18,026	3,593			68.0	8.4	6.87	
9/29/16			2.090	22.0	6.91	2.0	13,555	1,718			8.6	6.87		
9/30/16			2.356	22.0	6.98	2.0					8.4	6.89		
TOTAL			21.986				100,240	17,263						
AVERAGE	149.5	387.5	0.733	22.2	6.90	2.0			3.38	2.75	41.4	8.6	6.87	<0.15
MAXIMUM	280.0	582.0	2.356	23.0	7.04	2.0			4.50	3.20	68	8.9	7.31	<0.15
MINIMUM	74.0	263.0	0.491	21.0	6.70	2.0			1.80	2.30	25	8.3	6.77	<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

• **Control Building heating system** - Ready for installation scheduled in October but we have not heard anything from them yet and with completing the clarifier project we have not pushed them.

**Correspondence:**

- Amby wanted to clarify for Sam his position. Sam never had anything in writing only a verbal agreement about his obligations and what his duties were and the hours to spend, by retirement he is not supposed to be there over 20hrs a week and cannot make over \$20,000.00 a year. Sam reported that he is not uncomfortable with the arrangement he has. Mayor asked if Sam would prefer to have a letter agreement that we could renew from time to time. Sam said it would be appropriate to have some acknowledgment that is an acceptable arrangement and that it can be terminated by either side at anytime. Mayor requested to put a letter agreement form for him and Sam to sign.

**Strategic Issues: None to report**

Phil Loftis questioned how are we doing on their flow meter readings from Tennerton - Erasmo reported since we installed it has been slow, it's just collecting data for now.

**Board Members Comments & Annoucments:**

- **Gene Frye**- No Comments
- **Phil Loftis**- No Comments
- **Mayor McCauley** -requested for Erasmo to have a stormwater presentation ready for Council at the November 17<sup>th</sup> meeting of sewer department absorbing the stormwater responsibility.

With no further business before the Board; Loftis/Frye Motion to adjourn. The meeting adjourned at 5:16 p.m. Motion Carried.

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

City Recorder Susan Aloï \_\_\_\_\_