

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

A regular meeting of the City of Buckhannon Waste Collection Board was held at City Hall on March 2, 2017 at 4:00 p.m. The following were in attendance:

Mayor	David McCauley	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Robert Osburn	Present
Board Member	Mary Albaugh	Absent
Public Works Director	Jerry Arnold	Present
Waste Supervisor	Jeff Wamsley	Present
City Engineer	Jay Hollen	Present
Office Clerk	Barbara Hinkle	Present

**Meeting Agenda Posted 02-27-17**

*City of Buckhannon Waste Collection Board – 4:00 pm in Council Chambers Meeting Agenda for Thursday March 2, 2017*

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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. Recognized Guests
- C. Department Report- Jeff Wamsley
- D. Correspondence
  - D.1 WV DEP Recycling Assistance Grant Final Report
  - D.2 Fuel Surcharge Rec. PSC 02-13-17
- E. Financial Report- Amby Jenkins
- F. Consent Agenda
  - F.1 Approval of Minutes – February 2, 2017 Waste Collection Meeting
- G. Strategic Issues for Discussion and Vote
  - G.1 Pecks Run
    - .Kennedy Forest Management-Timber Appraisal
  - G.2 Toter Update
  - G.3 Rate Increase
  - G.4 April Make It Shine
- H. Board Members Comments and Announcements
- I. Mayor's Comments and Announcements
- J. Adjournment

Posted 2-27-2017

Mayor McCauley called the meeting to order followed by a moment of silence and pledge to the US Flag.

**Department Report**

- Jeff Wamsley: Mr. Wamsley reported that things are going on as usual and that they are still waiting on the new garbage truck. Mr. Wamsley reported that during the storm on Wednesday March the 1<sup>st</sup> they lost shingles on the roof and have already been replaced.

Mr. Wamsley also reported and explained the following reports:

- **Transfer Station and Recycling:**

Inventory & Balance Sheet

City of Buckhannon  
 Transfer Station Totals

February 2017

	Upoc:	Proc.	Total
ONP	0.9	16.02	16.92
OCC	0.07	27.66	27.73
NGOP	0.05	16.76	16.81
STEEL	0.19	10.78	10.97
ALUM.	0.2	0.63	0.83
E-WASTE	0	10.29	10.29
No. 2	0.14	14.88	15.02
Total	1.55	97.02	98.57

Total Transactions	2000
Total Weight	1165.44
Total Cash Received	\$19,904.82
Total City Trucks	\$61,439.34
Total Charge	\$15,343.90
Grand total	\$96,688.06

Inventory 3/1/17	98.57	
Inventory 2/1/17	63.09	
Diff.	35.48	
Loads Shipped	0	
Total Diff. Inventory & Loads Shipped	35.48	
Total Received	35.48	Total received 16-Jan 30.85
Less Garbage	0	
Total	35.48	

Crossroads Totals  
21645

Total C/D Material	163.27
Total Commercial/Residential	1002.17
Bulky Goods	
Steel	1.7
Waste	3.99
Total	5.69

Residential Curbside  
5575  
 Appliances Iron Total Total \$  
20760 0 20760 \$ 690.40  
 Yard Debris  
10000

**Correspondence:**

The following correspondence was submitted as information to the Board Members:

- **WV DEP Recycling Assistance Grant Final Report**

**COMPREHENSIVE REPORT**

NAME City of Buckhannon  
 ADDRESS 70 East Main Street, Buckhannon WV 26201  
 CONTACT PERSON Jerry Arnold PHONE 304-472-1651  
 PROJECT NAME 2016 REAP Grant 800

**Provide a summary of your project/operation. Describe your collection, processing, and marketing procedures.**

The City of Buckhannon (COB) operates a recycling/process center on it's approved transfer station site located at 444 Mudlick Rd, Buckhannon, WV. In addition to this site the COB has a 24/7 drop off location at Buckhannon Crossroads adjacent to the local Wal-Mart. Both sites have compartmentalized bins to accept approved material. The COB also operates a commercial curbside program 5 days a week, that collects corrugated cardboard and mixed grade office paper from the local businesses and schools. The COB also offers residential curbside collection on the first and third Tuesdays of every month to all city residents. In addition to the afore mentioned programs the COB also offers drop off service of white goods, electronics and yard debris at it's transfer station location. The COB conducts yard debris curbside collection year round for city residents. All materials collected are processed at the Mudlick Facility and marketed through the North Central Recycling Co-Operative.

**Provide a summary describing the successes and failures in implementing your grant project.**

The grant offered opportunity to replace some old equipment that was critical to the recycling effort here in Upshur County. We really didn't experience any failures.

Provide the amount of waste that this project diverted from the solid waste stream during the project period. List by material.

	DOC	OMP	MGCP	No. 2	Steel	Alum.	App.	YIG Debris	E-Waste	Total
1st Quarter	80.2	29.6	2	5.42	2.88	0.58	32.03	20	4.8	173.37
2nd Quarter	62.6	38.25	2	2.4	1.44	0.36	35.57	67.5	16.4	228.41
3rd Quarter	74.3	68.25	2.50	1.51	3.8	0.33	35	22.2	6.3	203.87
4th Quarter	47.14	26.1	2.1	8.20	0.61	0.32	15.44	16.81	2.1	113.48
yard debris collected by the Street Department								32.25		32.25
<b>Total</b>	260.14	161.94	8.64	9.6	8.71	1.58	123.34	158.25	28.6	751.65

Comprehensive Report

Provide actual or estimated costs associated with the project during the grant year.

Personnel Costs	\$105,246
Office Expense	\$5,000
Repairs/Maintenance	\$17,500
Utilities	\$3,500
Rent/Lease	\$
Fuel Costs	\$10,000
Supplies	\$5,000
Other	\$10,000
	\$
	\$
	\$
<b>TOTAL</b>	<b>\$ 156,246</b>

Calculate the cost per ton to recycle that volume. Do not factor in any revenues generated through recycling.

Total Cost During	divided	Total Tonnage	equals	Cost Per
Grant Period	by	Recycled	=	Ton
156246	/	751	=	208

Discuss the future of your recycling project. Explain how it will continue to operate after the grant period if it is not subsidized by grants.

The COB is committed to it recycling program. The city is unique in that it operates as a waste hauler. Since the recycling program officially started in 1996 the COB Waste Collection has supplemented the recycling budget.

Provide an evaluation of community support for the project.


Estimated Total Population of Area Currently Served by the Project	24500
Estimated Number of People Participating in the Project	6000

Attach a complete accounting of the grant funds. You may attach the quarterly expenditure reports from the past quarterly reports and complete an expenditure report for the period from January 1, 2017 to February 28, 2017. To summarize, you must account for every grant expenditure from January 1, 2016, to February 28, 2017. Also, be sure to attach supporting documentation for the expenditures made in 2017.

Expenditure Statements for the entire  Yes  No

Provide an analysis of economic development achievements, such as job creation.

There were no jobs created as a result of the grant, however the COB has employed 2-3 employees in K's recycling program since 1998.

Authorized Signature:  Date: 2/23/17

RG-3B Expenditures for the Quarter

Check here if additional Expenditure Sheet is attached.

For the Period Of: January 1, 2016 to February 28, 2017

Interest Earned This Quarter on Grant Account =

	Skid Steer Loader	(8) Self-Dumping	Forklift Front	Grapple Tines	Shipping	Truck	Liftgate
<b>Original Budget</b>	\$31,670.72	\$7,999.92	\$1,649.99	\$2,995.00	\$556.78	\$28,882.50	\$2,855.00
<b>Remaining Budgeted Amounts</b>							

Check Number	Check Date	Paid To	Check Amount	Ck O/S
	03/24/16	Northern Tool & Equipment	2,256.77	
14302	4/15/2016	Wheeling Spring Service Co.	2,855.00	
14407	4/29/2016	WV Tractor & Equipment Co.	9,680.00	
14669	6/15/2016	Midstate Automotive Group	28,882.50	
15985	03/24/16	State Equipment inc.	38,842.00	
16047	4/15/2016	MH Equipment Company	3,100.00	
<b>Totals</b>			85,616.27	
<b>Remaining Budgeted Amounts Carried Forward</b>				

Attach copies of invoices, cancelled checks, titles to equipment, bidding information, payroll sheets, and grant account bank statements to support the expenditures listed above.

certify that the above expenditures were made in carrying out the purposes and objectives of the WV Recycling Act and that such expenditures are true costs of the approved grant project.

City of Bulkwilson  
Name of Grant Recipient (Please Print)

Authorized Signature

2/23/17  
Date

• Fuel Surcharge Rec. PSC 2-13-17

01:19 PM FEB 08 2017 PSC EXEC. SEC DIV

FUEL SURCHARGE SUPPLEMENT TO CARRIER'S TARIFF

DATE 2-2-17  
 NAME OF MOTOR CARRIER Waste Collection Bd  
 ADDRESS City of Buckhannon  
75 E Main St Buckhannon WV 26201  
 TELEPHONE NO. 304-492-1430  
 CONTACT PERSON Amberle Jenkins - Finance Director  
 CERTIFICATE NO. \_\_\_\_\_

I hereby file a fuel surcharge supplement to the tariff of the above carrier, in the amount of 4.14 %, as authorized by the Public Service Commission of West Virginia, in M.C. General Order No. 56.4 dated December 27, 2016. I understand that this surcharge will expire by the terms of the Commission order, on a certain date, unless the surcharge is extended by further order(s) of the Commission. I further understand that the fuel surcharge does not take effect until this form is received by the Commission and properly filed. I certify that the legal entity or individual actually responsible, by contract or otherwise, for the payment of fuel charges will receive the full increase in revenue to be derived from the proposed surcharge.

Taxical Companies Only:  
 New Rates Reflecting the Applicable Surcharge Rounded to the Nearest Cent.  
 Initial Charge (Flag Drop) \_\_\_\_\_  
 Additional Distance Increments  
 (describe) \_\_\_\_\_

  
 Signature  
James Flannery  
 Position with Carrier

2-17-17  
 Per PSC  
 James Flannery  
 304 340 0496  
 Can implement immediately  
 upon receipt of this  
 document  
 Received 2-13-17

**Finance Report:** The following report was submitted by Mrs. Jenkins.

**Amby Waste Report**

**Rate Study:**

Nothing to report with rate study. Todd Dingess is just beginning to collection financial information.

**Loan for 2017 Freightliner truck:**

Progressive Bank offered a rate of 3.25% on Feb 8<sup>th</sup>. But I have not received a complete invoice from Total Equipment therefore I cannot start the loan documents. Total Equipment has not be able to get the invoice for the bed/packer. Loan will be \$127,657.

**Fuel Surcharge:**

The fuel surcharge approval was received from PSC. I checked with PSC and this could be implemented as soon as we received that document. Customer's bills that were mailed out have this charge on it.

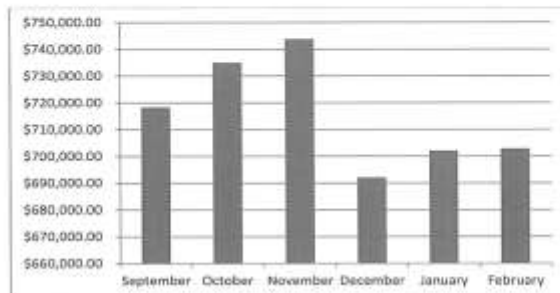
4.14% residential in city limits .73 out is .82 per mth. Probably generate \$5-\$6 Thousand per mth.

WASTE BOARD  
 CITY OF BUCKHANNON  
 BALANCE SHEET

Balance February 28, 2017

Money Market & Checking	\$ 702,813.21
CDAR (CD Balances)	\$ 56,766.33

Landfill Bond \$64,000.00 (not included in above CD total) expires 12/11/2020



Money Market & Checking Six Monthly Trend

3-02-2017 11:02 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2017

04-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>TAXES</b>						
04-303-002-00 RECYCLE-ALUMINUM	2,500	0.00	1,252.44	0.00	1,247.56	50.10
04-303-003-00 RECYCLE-OCC-CARDBOARD	14,000	2,148.00	17,411.45	0.00	3,411.45	124.37
04-303-004-00 RECYCLE-MGOP/SOW-OFFICE P	1,000	0.00	0.00	0.00	1,000.00	0.00
04-303-005-00 RECYCLE-HDPE-MILK JUGS	1,000	0.00	29.40	0.00	970.60	2.94
04-303-006-00 RECYCLE-OMP-NEWSPAPER	3,000	0.00	3,585.75	0.00	585.75	119.53
04-316-000-00 DUMPSTERS	3,000	665.00	5,135.00	0.00	2,135.00	171.17
04-317-000-00 DUMPSTER RENTAL	65,000	6,710.25	57,819.25	0.00	7,180.75	88.95
TOTAL TAXES	89,500	9,523.25	85,233.29	0.00	4,266.71	95.23
<b>OTHER FEES</b>						
04-341-000-00 FUEL SURCHARGE	25,000	3,144.99	3,143.05	0.00	21,856.95	12.57
TOTAL OTHER FEES	25,000	3,144.99	3,143.05	0.00	21,856.95	12.57
<b>UTILITY BILLINGS</b>						
04-350-000-00 WASTE COLLECTION BILLINGS	2,100,000	188,092.76	1,612,693.04	0.00	487,306.96	76.79
TOTAL UTILITY BILLINGS	2,100,000	188,092.76	1,612,693.04	0.00	487,306.96	76.79
<b>HEALTH AND SAFETY</b>						
04-355-000-00 TRANSFER ST/LANDFILL RECE	180,000	19,988.07	177,288.89	0.00	2,711.11	98.49
TOTAL HEALTH AND SAFETY	180,000	19,988.07	177,288.89	0.00	2,711.11	98.49
<b>GRANTS</b>						
04-366-000-00 STATE GRANTS	52,500	0.00	30,000.00	0.00	22,500.00	57.14
04-368-000-00 CONTRIBUTION FROM UCSMA	2,500	0.00	1,800.00	0.00	700.00	72.00
TOTAL GRANTS	55,000	0.00	31,800.00	0.00	23,200.00	57.82
<b>INTRAFUND CONTR/CHARGES</b>						
04-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00
04-370-000-02 CUSTOMER BILL FEES(BANK-S	0	50.00	225.00	0.00	225.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	0	50.00	225.00	0.00	225.00	0.00
<b>OTHER REVENUE</b>						
04-380-000-00 INTEREST	150	11.50	273.45	0.00	123.45	182.30
04-381-000-00 MAINT BILLING OTHER DEPTS	1,000	395.81	3,014.63	0.00	2,014.63	301.46
04-399-000-00 WASTE COLL. MISCELLANEOUS	28,000	1,090.40	23,796.80	0.00	4,203.20	84.99
04-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	29,150	1,497.71	27,084.88	0.00	2,065.12	92.92
<b>TOTAL REVENUE</b>	<b>2,478,650</b>	<b>222,296.78</b>	<b>1,937,468.15</b>	<b>0.00</b>	<b>541,181.85</b>	<b>78.17</b>

3-02-2017 11:02 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2017

04-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>WASTE DEPARTMENT</b>						
<b>SALARIES &amp; BENEFITS</b>						
04-530-103-00 WASTE EMPLOYEES SALARIES	560,000	44,649.71	406,082.18	0.00	153,917.82	72.51
04-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
04-530-104-00 WASTE COLL. F.I.C.A.	42,981	3,393.32	30,905.27	0.00	12,075.73	71.90
04-530-105-00 WASTE EMPLOYEE INSURANCE	220,050	20,354.06	149,760.94	0.00	70,289.06	68.06
04-530-106-00 WASTE EMPLOYEE RETIREMENT	72,470	5,241.39	46,479.43	0.00	25,990.57	64.14
TOTAL SALARIES & BENEFITS	895,501	73,638.48	633,227.82	0.00	262,273.18	70.71
<b>CONTRACTUAL SERVICES</b>						
04-530-213-00 WASTE COLL. UTILITIES	12,500	1,508.10	10,627.91	0.00	1,872.09	85.02
04-530-226-00 COMP, UNEMP & INSURANCE	58,000	4,069.10	46,848.41	0.00	11,151.59	80.77
TOTAL CONTRACTUAL SERVICES	70,500	5,577.20	57,476.32	0.00	13,023.68	81.53
<b>COMMODITIES</b>						
04-530-341-00 SHOP MAINTENANCE	50,000	1,429.21	22,634.66	3,207.38	24,157.96	51.68
04-530-343-00 TRUCK MAINTENANCE	75,000	2,462.02	41,524.28	322.29	33,153.43	55.80
04-530-343-01 GAS & OIL EXPENSE 1,2,3,4	85,000	4,821.75	45,057.20	0.00	39,942.80	53.01
04-530-344-00 MAINTENANCE OTHER DEPTS.	1,000	305.81	1,175.23	0.00	175.23	117.52
04-530-345-00 WASTE COLL. UNIFORMS	13,000	950.30	7,787.22	0.00	5,212.78	59.90
TOTAL COMMODITIES	224,000	9,969.09	118,178.59	3,529.67	102,291.74	54.33
<b>CAPITAL OUTLAY</b>						
04-530-459-00 WASTE COLL. NEW EQUIPMENT	170,000	0.00	59,647.97	0.00	110,352.03	35.09
TOTAL CAPITAL OUTLAY	170,000	0.00	59,647.97	0.00	110,352.03	35.09
<b>CONTRIBUTIONS</b>						
04-530-561-00 DUMPSTERS (NEW)	20,000	0.00	20,168.00	0.00	168.00	100.84
TOTAL CONTRIBUTIONS	20,000	0.00	20,168.00	0.00	168.00	100.84
<b>NON-OPERATING EXPENSES</b>						
04-530-999-00 COLLECTION MISCELLANEOUS	10,000	623.52	10,227.63	0.00	227.63	102.28
TOTAL NON-OPERATING EXPENSES	10,000	623.52	10,227.63	0.00	227.63	102.28
<b>TOTAL WASTE DEPARTMENT</b>	<b>1,390,001</b>	<b>89,808.29</b>	<b>898,926.33</b>	<b>3,529.67</b>	<b>487,545.00</b>	<b>64.92</b>
<b>RECYCLING DEPARTMENT</b>						
<b>SALARIES &amp; BENEFITS</b>						
04-531-103-00 RECYCLING SALARIES	70,000	6,857.15	60,847.03	0.00	9,152.97	86.92
04-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
04-531-104-00 PICA TAX	5,340	520.55	4,625.33	0.00	714.67	86.62
04-531-105-00 GROUP INSURANCE	21,450	2,630.00	21,040.00	0.00	410.00	98.09
04-531-106-00 GROUP RETIREMENT	8,456	822.84	7,301.62	0.00	1,154.38	86.35
TOTAL SALARIES & BENEFITS	105,246	10,830.54	93,813.98	0.00	11,432.02	89.14

3-02-2017 11:02 AM

CITY OF BUCKHAMMON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2017

104-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRACTUAL SERVICES</b>						
104-531-213-00 UTILITIES	3,500	447.37	2,992.42	0.00	507.58	85.50
104-531-226-00 INSURANCE & BONDS	5,000	464.16	4,624.94	0.00	375.06	92.50
TOTAL CONTRACTUAL SERVICES	8,500	911.53	7,617.36	0.00	882.64	89.62
<b>COMMODITIES</b>						
104-531-343-00 TRUCK MAINTENANCE	10,000	135.10	7,193.93	0.00	2,806.07	71.94
104-531-343-01 FUEL - RECYCLING CENTER	10,000	519.18	4,091.31	0.00	5,908.69	40.91
104-531-343-02 EQUIPMENT MAINTENANCE	7,500	49.52	2,005.32	0.00	5,494.68	26.74
104-531-399-00 MISCELLANEOUS	5,000	1,478.44	3,393.75	0.00	1,606.25	67.88
TOTAL COMMODITIES	32,500	2,182.24	16,684.31	0.00	15,815.69	51.34
<b>CAPITAL OUTLAY</b>						
104-531-459-00 CAPITAL OUTLAY - NEW EQUI	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CAPITAL OUTLAY	10,000	0.00	0.00	0.00	10,000.00	0.00
<b>TOTAL RECYCLING DEPARTMENT</b>	<b>156,246</b>	<b>13,924.31</b>	<b>118,115.65</b>	<b>0.00</b>	<b>38,130.35</b>	<b>75.60</b>
<b>LANDFILL</b>						
<b>CONTRACTUAL SERVICES</b>						
104-532-216-00 TESTING/MONITOR WELLS	500	0.00	0.00	0.00	500.00	0.00
104-532-216-01 TREATMENT OF LEACHATE	15,000	362.03	13,181.52	0.00	1,818.48	87.88
TOTAL CONTRACTUAL SERVICES	15,500	362.03	13,181.52	0.00	2,318.48	85.04
<b>CAPITAL OUTLAY</b>						
104-532-461-00 BONDING (LANDFILL)	64,000	0.00	0.00	0.00	64,000.00	0.00
TOTAL CAPITAL OUTLAY	64,000	0.00	0.00	0.00	64,000.00	0.00
<b>CONTRIBUTIONS</b>						
104-532-399-00 WASTE DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL LANDFILL</b>	<b>79,500</b>	<b>362.03</b>	<b>13,181.52</b>	<b>0.00</b>	<b>66,318.48</b>	<b>16.58</b>
<b>TRANSFER STATION</b>						
<b>SALARIES &amp; BENEFITS</b>						
104-533-103-00 SALARIES TRANSFER STATION	110,000	6,343.24	60,255.18	0.00	49,744.82	54.78
104-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
104-533-104-00 FICA TAX	11,818	483.68	4,600.14	0.00	7,217.86	38.92
104-533-105-00 GROUP INSURANCE	38,500	1,724.04	13,792.32	0.00	24,707.68	35.82
104-533-106-00 GROUP RETIREMENT	19,410	761.20	7,230.66	0.00	12,179.34	37.25
TOTAL SALARIES & BENEFITS	179,728	9,312.16	85,878.30	0.00	93,849.70	47.78

3-02-2017 11:02 AM

CITY OF BUCKHAMMON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2017

104-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRACTUAL SERVICES</b>						
104-533-213-00 UTILITIES	6,200	914.81	3,854.64	0.00	2,345.36	62.17
104-533-216-00 DRAINAGE EXPENSE TRANSFER	1,500	185.00	979.00	0.00	521.00	65.27
104-533-226-00 INSURANCE & BONDS	22,500	928.31	19,322.96	0.00	3,177.04	85.88
TOTAL CONTRACTUAL SERVICES	30,200	2,028.12	24,156.60	0.00	6,043.40	79.99
<b>COMMODITIES</b>						
104-533-343-00 EQUIPMENT MAINTENANCE	25,000	71.43	4,081.25	10.42	20,908.33	16.37
104-533-343-01 FUEL/OIL TRANSFER STA. 7,	55,000	3,581.96	23,562.24	0.00	31,437.76	42.84
104-533-343-02 MAINTENANCE TRUCK/TRAILER	40,000	4,052.16	26,604.58	1,822.92	11,572.50	71.07
104-533-345-00 UNIFORMS	3,500	311.86	2,673.69	0.00	826.31	76.39
TOTAL COMMODITIES	123,500	8,017.41	56,921.76	1,833.34	64,744.90	47.57
<b>CAPITAL OUTLAY</b>						
104-533-459-00 NEW EQUIPMENT	50,000	22,080.76	22,080.76	0.00	27,919.24	44.16
104-533-460-00 TIPPING FEES	660,000	57,557.56	406,343.92	0.00	253,656.08	61.57
104-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
104-533-464-00 STATE GRANT	32,000	0.00	41,942.00	0.00	9,942.00	131.07
104-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
104-533-478-00 ROAD MAINTENANCE	30,000	2,828.84	2,828.84	0.00	27,171.16	9.43
104-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	772,000	82,467.16	473,195.52	0.00	298,804.48	61.29
<b>NON-OPERATING EXPENSES</b>						
104-533-999-00 MISCELLANEOUS TRANSFER ST	10,000	466.76	2,624.16	0.00	7,375.84	26.24
TOTAL NON-OPERATING EXPENSES	10,000	466.76	2,624.16	0.00	7,375.84	26.24
<b>TOTAL TRANSFER STATION</b>	<b>1,115,428</b>	<b>102,291.61</b>	<b>642,776.34</b>	<b>1,833.34</b>	<b>470,818.32</b>	<b>57.79</b>
<b>WASTE OFFICE/BOARD</b>						
<b>SALARIES &amp; BENEFITS</b>						
104-534-101-00 WASTE BOARD OFFICERS SALA	18,545	1,137.50	9,150.00	0.00	9,395.00	49.34
104-534-103-00 CLERK, ATTORNEY, ENGINEER	159,550	12,707.96	113,557.73	0.00	45,992.27	71.17
104-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
104-534-104-00 FICA TAX	16,775	1,060.48	9,399.92	0.00	7,375.08	56.04
104-534-105-00 GROUP INSURANCE	35,200	1,719.56	13,427.39	0.00	21,772.61	38.15
104-534-106-00 GROUP RETIREMENT	27,405	1,524.97	13,134.69	0.00	14,270.31	47.93
104-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	257,475	18,150.47	158,669.73	0.00	98,805.27	61.63
<b>CONTRACTUAL SERVICES</b>						
104-534-218-00 POSTAGE	5,000	858.50	6,527.06	0.00	1,527.06	130.54
104-534-219-00 RENT	10,000	0.00	0.00	0.00	10,000.00	0.00
104-534-223-00 PROFESSIONAL SERVICES (LE	4,000	1,041.66	15,085.51	0.00	11,085.51	377.14
104-534-226-00 INSURANCE & BONDS	17,500	55.14	11,850.36	0.00	5,649.64	67.72
TOTAL CONTRACTUAL SERVICES	36,500	1,955.30	33,462.93	0.00	3,037.07	91.68



3-02-2017 11:02 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2017

404-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>COMMODITIES</b>						
404-534-353-00 PSC ASSESSMENTS	9,000	0.00	0.00	0.00	9,000.00	0.00
TOTAL COMMODITIES	9,000	0.00	0.00	0.00	9,000.00	0.00
<b>CAPITAL OUTLAY</b>						
404-534-459-00 NEW COMPUTER CAPITAL OUTL	500	0.00	1,205.42	0.00	705.42	241.08
TOTAL CAPITAL OUTLAY	500	0.00	1,205.42	0.00	705.42	241.08
<b>NON-OPERATING EXPENSES</b>						
404-534-999-00 GEN & ADM MISC BILLING EX	34,000	2,219.17	35,370.77	531.75	1,902.52	105.60
TOTAL NON-OPERATING EXPENSES	34,000	2,219.17	35,370.77	531.75	1,902.52	105.60
<b>TOTAL WASTE OFFICE/BOARD</b>	<b>337,475</b>	<b>22,324.94</b>	<b>228,708.85</b>	<b>531.75</b>	<b>108,234.40</b>	<b>67.93</b>
<b>BAD DEBT</b>						
<b>NON-OPERATING EXPENSES</b>						
404-550-218-00 BAD DEBT EXPENSE (OTHER)	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
<b>TOTAL BAD DEBT</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>3,078,650</b>	<b>228,711.18</b>	<b>1,901,708.69</b>	<b>5,894.76</b>	<b>1,171,046.55</b>	<b>61.96</b>
REVENUE OVER/(UNDER) EXPENDITURES	( 600,000)	( 6,414.40)	35,759.46	( 5,894.76)	( 629,864.70)	8.98-

*the tractor repair damages from last yr just got reminder not paid  
22080*

Amby explained that the expenditures are over the revenues due to a track hoe that had caught fire two years ago. It was fixed a year ago. The bill totaled \$22,000.00 and had been missed being paid and was paid in February.

Mrs. Jenkins reported that the interest rate may change a little after we receive the final invoice on the new truck.

Mrs. Jenkins stated that she is working on insurance renewals on property and they do not expect to have much change on rates and that they are going to get another quote from another company.

**Motion Osburn/ Mayor McCauley to accept Mrs. Jenkins financial report. Motion Carried.**

**Consent Agenda:**

- **Approval of minutes** – February 2, 2017 Waste Collection Board meeting:

**Motion Osburn/ Mayor McCauley to approve the minutes of the meeting held February 2, 2017. Motion carried.**

**Strategic Issues for Discussion and Vote**

- **Pecks Run** – Mr. Wamsley reported that Nate Kennedy had done an appraisal in 2011 and he took those numbers and recalculated with today's prices and presented the following appraisal

**-Kennedy Forest Management-Timber Appraisal**

Nate Kennedy  
dba Kennedy Forest Management Services  
36 Central Avenue  
Buckhannon, WV 26201

Jerry Arnold  
City of Buckhannon – Public Works Director  
70 E. Main St.  
Buckhannon, WV 26201

February 14, 2017

Dear Jerry:

Enclosed with this letter are a revised copy of the November 2011 timber appraisal and an Invoice. The original timber cruise/appraisal was done in November 2011 and included volume for all trees 12" diameter breast high (4-1/2 feet above ground on uphill side of tree) and larger. The appraised values used in the original appraisal were for November 2011. To update the appraisal, I used timber values for today's markets and the timber volumes from the original cruise. Although not perfectly accurate, this approach will give you a good snapshot of what the timber value would be expected to be.

If you decide to have me prepare a timber sale, please let me know and I can schedule the field work for mid/late summer. Prior to starting field work, I would plan on doing another walk through to refresh my memory and finalize a plan for marking and skid road access. I would then need to get together with you and the Public Works Committee to work out a written agreement for the work.

Sincerely;



Nate Kennedy dba  
Kennedy Forest Management Services  
36 Central Av.  
Buckhannon, WV 26201  
304-613-5276 Cell  
foresternate@suddenlink.net

TIMBER APPRAISAL CITY OF BUCKHANNON, WV  
24.4 ACRES, LOCATED IN UPPER PECKS RUN  
MAP PARCEL #6B-7, WARREN DISTRICT, UPSHUR COUNTY, WV

SPECIES	ACRES	VOLUME PER ACRE	TOTAL VOLUME	VALUE PER MBF	TOTAL VALUE
CHESTNUT OAK	24.4	826.30	20,162.00	\$287.00	\$5,786.49
RED OAK	24.4	164.80	4,021.00	\$250.00	\$1,005.25
SCARLET OAK	24.4	257.40	6,281.00	\$117.67	\$739.09
WHITE OAK	24.4	181.00	4,416.00	\$397.19	\$1,753.99
YELLOW POPLAR	24.4	3,997.30	97,534.00	\$182.72	\$17,821.41
RED MAPLE	24.4	743.60	18,144.00	\$288.80	\$5,239.99
SUGAR MAPLE	24.4	23.80	581.00	\$250.00	\$145.25
WHITE ASH	24.4	18.00	439.00	\$100.00	\$43.90
BLACK WALNUT	24.4	61.80	1,508.00	\$710.00	\$1,070.68
BLACK CHERRY	24.4	23.60	576.00	\$250.00	\$144.00
SYCAMORE	24.4	186.30	4,546.00	\$50.00	\$227.30
BEECH	24.4	34.20	834.00	\$20.00	\$16.68
SASSAFRASS	24.4	10.10	246.00	\$20.00	\$4.92
ELM	24.4	8.30	203.00	\$20.00	\$4.06
BLACK OAK	24.4	24.50	598.00	\$200.00	\$119.60
TOTAL	24.4	6,561.30	160,089.00	\$213.15	\$34,122.61

Mayor McCauley asked would the timbering compromise the particular slopes on the property? Mr. Wamsley stated that where the timber is, it would not compromise it. Mayor McCauley asked Mr. Arnold and Mr. Wamsley what their recommendation is relative to trying to promote the timbering of these trees. Mr. Arnold stated that a select cut opens the canopy so new growth can be established. Mayor McCauley asked if the recommendation is to market for a select cut certain of this timber that is on our property at Pecks Run? Mr. Arnold's thoughts are to market the timber and then introduce the property for sale. Mayor McCauley asked if we are good with promoting the sale of the timber first and then looking toward at the sale of the property, Mr. Arnold agreed. Mayor McCauley asked to do the timber for now and revisit the sale of the residue after the timber is cut. Mayor McCauley asked how long it will take and do we need to bid it out. Mr. Arnold stated that he thought that we would have to bid it out. Mr. Osburn asked if doing a timber sell would Mr. Kennedy have to do another timber cruise? Mr. Arnold stated that Mr. Kennedy also markets



timber, cruses the timber and conducts the actual sell of timber. Mayor McCauley asked are we required because of the value of this select cut do a notice to bid out, Mr. Arnold stated that he would think so. Mr. Arnold stated he thinks that we approach timber companies and say that we are interested in select cutting this piece of property, and have an onsite meeting and cruse the property with the timber companies and at that point and time ask them to solicit bids. Mr. Osburn asked if Mr. Kennedy would be able to perform the duty of soliciting bids for the City? Mr. Arnold stated that we could probably contract Mr. Kennedy to perform that duty for us because it is going to be under the minimum bid requirements but we would still have to go under the legal to sell the timber.

**Motion Osburn / Mayor McCauley to retain Nate Kennedy services to do the cruse reevaluation and start us on the path towards sell of the select cut timber. Motion Carried.**

Mr. Osburn asked when Mr. Arnold talks to Mr. Kennedy to get a better timeline at what he is looking at for the possible sell of the timber may end up. Mr. Arnold stated that we will have to have exact dates for the legal notices. Mayor McCauley is hoping to have more information by the April meeting and would like to be in a position to open bids at the May meeting. Mr. Arnold stated that it would depend on Mr. Kennedy's schedule.

#### **Toter Update:**

-Mr. Arnold reported that the 1<sup>st</sup> phase is waiting on the rate study from Mr. Dingess and building revenues from the fuel surcharge to offset some of the initial cost. Mr. Arnold stated in order to do an increase we have to change our tariff, so Mr. Arnold would like to do a tariff and rate change at the same time. Mayor McCauley asked if the waste collection increase is done in the fall and once start collecting the funds be in a position and would we be able to order the toters on a payment plan. Mr. Arnold's thoughts are yes he would like to have all the toters in storage before we implement the change in our tariff. Mr. Arnold stated he would like to order two sizes 64 and 96 gallon and have the majority of them in and then start the process with the change in our tariff on how we collect and looking at September.

- Mayor McCauley asked if the provider would work with us on a payment plan. Mr. Arnold stated that we do not have a provider yet and that we would have to bid that out. Mr. Arnold thinks that with the total number that we are looking at that any company that we deal with would work with us on that. Mayor McCauley asked do we want to be in a position about June or July to put the 1<sup>st</sup> phase of the toter process out for bid, Mr. Arnold replied that we would have to. Mr. Arnold stated that the expenditure of the toters needs to be in place before going to the PSC for a rate increase, we are not allowed to charge the customer for the toter, it would need to be shown as an operating cost. Mr. Arnold is looking at the rate increase not taking affect until the 2018-19 budget year. Mrs. Jenkins stated that we are better off to start on the pricing on the toter and get the financing in place. Mr. Arnold informed the board of the pricing of a 96 gallon toter is \$56 per toter. Mayor McCauley asked if they would give us a firm offer on that and to lock the price in for certain amount of months.

- Mr. Hollen stated that normally you can ask them to hold the prices for 60 to 90 days. Mr. Arnold asks about doing the tariff change on how we operate prior to the rate increase and asks if that is a correct statement? Mayor McCauley believes that tariff modification and a rate increase are one in the same thing. Mr. Arnold states that we have to modify the way we collect garbage by using the toter. Do we do a rate increase and the modification to the tariff at the same time, or do we want to do the modification to the tariff in our collection method and then the rate increase on the backside. If we already have the toter in play it makes sense to do the modification on how we collect garbage. Mayor McCauley states that he does not see the two things as being indistinguishable and thinks it all has to be done at the same time. Mr. Arnold said that when Mr. Wamsley talked to the Public Service Commission on how do we go about implementing the toter system and they said that we have to do a tariff modification to change your operations to use the toter system. Mr. Hollen stated that we have to implement the program and show that we have incurred the expense and then ask for an increase.

-Mr. Osburn asked Mr. Arnold do you need a decision from the board on making the tariff change for operations at this meeting. Mr. Arnold stated no. The direction of the board and Mr. Arnold needs to be in agreement. We are looking at getting numbers together for a bid packet for providers of the toters to be out July 2017 and have toters ordered and in by September 2017 with a tariff change on how we collect. With a possible rate increase around July 2018.

**Rate Increase:** The rate increase was discussed in the above totter discussions.

## April Make It Shine

### Make It Shine Month 2017

#### Activities

Crossroads Celebration-	April 21 <sup>th</sup> 10am – 6pm & 22 <sup>th</sup> 9am – 1pm
City Resident Clean-up (Free Days)-	April 1 <sup>st</sup> & 22 <sup>nd</sup> 7:30am – 11:45 am
County Resident Customer Clean-up (Free Days)-	April 8 <sup>th</sup> & 29 <sup>th</sup> 7:30am – 11:45 am

Only current subscribers to the City of Buckhannon Waste Collection Service will be eligible to take advantage of the free days.

Appliances with Freon are excluded from the clean-up activities.

All persons wishing to take advantage of cleaning up their property and disposing of the materials free of charge must present proper identification to the staff. Proper identification will consist of a current City of Buckhannon Waste Collection Receipt in conjunction with photo identification.

Only materials accepted at the landfill will be taken. Tires will not be accepted during this event. Tires are collected on Bulky Good Collection each month. The WVDEP Tire Amnesty Day will be Saturday, June 3, 2017 at the Transfer Station Facility.

There will be a limit of two pick-up loads of acceptable materials per customer for the entirety of the clean up event.

The event hours will correspond with the normal operational hours of the Transfer Station, which is 7:30 am to 11:45 am.

Please call 304-472-4443 with any questions.

**Motion Osburn / Mayor McCauley approve the four days of free clean-up in April. Motion Carried.**

#### Mayor and Board Comments:

- Mr. Osburn asked if there are regulations to require businesses to clean up? Mr. Osburn had concerns of debris in various areas of the city. Mayor McCauley stated that would fall under Zoning and Housing Enforcement and can be turned over to Vincent Smith the Code Enforcement Officer. Mr. Osburn also commented on the good job the employees are doing.
- Mayor McCauley stated that he and Vincent Smith had a discussion about composting. He asked Mr. Arnold about composting and what is the position on organizational and personal composting. Mr. Arnold stated that we encourage backyard composting.
- Jerry Arnold wanted to thank Mr. Wamsley and the Waste Department employees for helping with the demolition at the Theatre and with helping clean up storm debris at the walk trail.

There being no further business to be conducted the meeting was adjourned at 5:05 p.m.

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

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