

**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 December 7, 2017 at 4:00 p.m. The following were in attendance:

Mayor	David McCauley	Present
City Recorder	Susan Aloï	Absent
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Colin Reger	Present
Board Member	Mary Albaugh	Absent
Public Works Director	Jerry Arnold	Present
Waste Superintendent	Jeff Wamsley	Present
City Engineer	Jay Hollen	Present

**Meeting Agenda Posted 12-04-17**

*City of Buckhannon Waste Collection Board – 4:00 pm  
Meeting Agenda for Thursday, December 7, 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
  - C.1 Transfer Station Report
  - C.2 Recycling Center Report
- D. Correspondence & Information
  - D.1 Thank you Letter From Terry Carrington-WVDEP-REAP
- E. Financial Report- Amby Jenkins
- F. Consent Agenda
  - F.1 Approval of Minutes -November 2, 2017
- G. Strategic Issues for discussion and vote
  - G.1 Baxa Motel Overage/ Bill Adjustment
  - G.2 Policy on Refund-Billing Error
  - G.3 Update Upper Pecks Run Property Timber Cruise
- H. Board Member’s Comments and Announcements
- I. Mayor’s Comments and Announcements
- J. Adjournment POSTED 12-04-17

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

**Motion Reger/McCauley to recess briefly to look at the new 2018 International Road Tractor that was delivered. Motion carried.**

**Department Report- Jeff Wamsley:**

**1. Transfer Station**

City of Buckhannon Transfer Station Totals				
	November	2017		
Total Transactions				2234
Total Weight				1234.98
Total Cash Received				\$21,282.51
Total City Trucks				\$71,856.08 <span style="float: right;">863.09 tons</span>
Total Charge				\$12,545.12
Grand total				\$105,683.71
Total C/D Material				145.21
Total Commercial/Residential				1077.5
Bulky Goods	Steel	Waste	Total	
		0.75	3	3.75

## 2. Recycling Center Report

City of Buckhannon Recycling Center November 2017			
Inventory & Balance Sheet			
	Uproc.	Proc.	Total
ONP	4	14.11	18.11
OCC	2.25	33.4	35.65
MGOP	0.35	0.68	1.03
STEEL	0.6	17.02	17.62
ALUM.	0.08	0	0.08
E-WASTE	0	1.98	1.98
No 1 PETE	0.05	7.26	7.31
No. 2 CLEAR	0.5	2.52	3.02
<b>Total</b>	<b>7.83</b>	<b>76.97</b>	<b>84.8</b>

Inventory 11/1/17	84.8		
Inventory 10/1/17	109.25		
Diff.	24.45		
Loads Shipped	67.17		
Total Diff. Inventory & Loads Shipped	42.72		
Total Received	42.72	Total Received	16-Nov 38.32
Less Garbage	0		
<b>Total</b>	<b>42.72</b>		

Crossroads Totals			
30220			

Residential Curbside			
2610			
Appliances	Iron	Total	Total \$
27240	4400	31640	\$ 1,487.80
Yard Dabris			
8000			

Mr. Arnold remarked that financing for Toter/polycarts was in the budget this year. Next year budget another truck and addition to building will be discussed.

One of the open top trailers is in need of sandblasting and refurbish.

### Correspondence & Information:

- **Thank you letter from Terry Carrington-WVDEP-REAP:**



west virginia department of environmental protection

Office of Environmental Advocate  
Rehabilitation Environmental Action Plan (REAP)  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304  
Phone: 1.800.322.5530 / Fax: 304.926.0458

Jim Justice, Governor  
Austin Caperton, Cabinet Secretary  
dep.wv.gov

Mayor David McCauley  
70 East Main Street  
Buckhannon, WV 26201

November 13, 2017

Dear Mayor McCauley,

I wished to take a moment to tell you how much I enjoyed my visit to Buckhannon on November 2<sup>nd</sup>. I don't often get guided tours of the municipalities I visit and never have I had the chief elected official as my guide! The pride you display in your city is apparent and clearly justified.

I also wished to thank you for your interest in my daughter, Emer. Your offer to take us around the university campus is greatly appreciated. As it turns out, she has already accepted an offer from Davis and Elkins College. She did wish, however, to extend her thanks for your generosity.

What you and your staff are doing for your community is praiseworthy and greatly appreciated by the residents with whom I spoke. When other municipalities ask advice as to how they might beautify and re-energize their communities, I will point them to Buckhannon as an example.

Again, thank you for your time and I look forward to reviewing Buckhannon's achievements in your next Clean Community Award application.

Sincerely,

Terry Carrington  
Make it Shine Coordinator  
WVDEP-REAP  
[terry.c.carrington@wv.gov](mailto:terry.c.carrington@wv.gov)  
304-926-0499 ext. 1359 (office)  
304-932-8511 (cell)  
304-926-0457 (fax)

- Letter sent to Mrs. King regarding litter at Crossroads Recycling Center:

12/07/2017

Mrs. Susan King  
356 S. Tenney Drive  
Buckhannon, WV 26201


RE: Crossroads Recycling Littering

Mrs. King:

I am writing in regards to an incident occurring at the Crossroads Recycling Center on Saturday, November 25, 2017 at 10:30 am. Our cameras observed your vehicle (license number 4SD922) enter the recycling center and a female exited the vehicle proceeded to try and place materials into the recycling bins. Apparently, the bins were full so the materials were placed on the ground beside the bin. We appreciate your desire to recycle however the act of placing the material on the ground spawned several others to do the same resulting in a large volume of mixed recyclables and garbage.

I have attached photographs of the incident along with a photograph of our signage stating that material that is placed on the ground will be considered as littering. The attached copy of our City Ordinance #374 establishes the fines for the act of littering at our facility. I am not seeking for fines to be imposed only that in the future you follow the rules of our facility and not place items on the ground. If the bins are full please take your items back with you or bring them to the Recycling Center on Mudlick Rd.

Very truly yours,

  
Jerry Arnold  
Director of Public Works  
City of Buckhannon

cc: David W. McCauley, Mayor  
Members of the City's Waste Collection Board

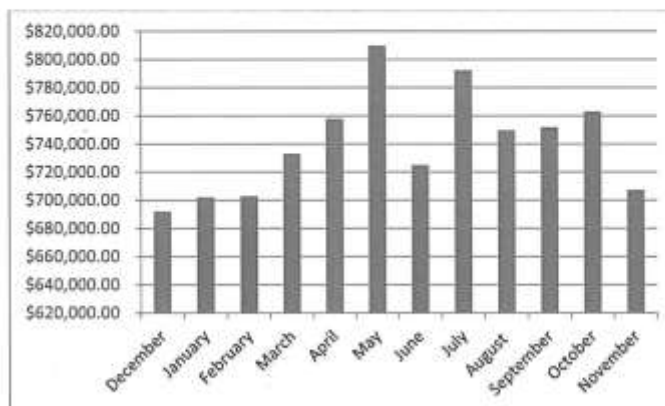
**Financial Report:** Mrs. Jenkins reported on the following items:  
She informed the Board that the attorney has given her an opinion letter for bank financing of the toters. This was one of the last items needed to complete the financing.

**WASTE BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Balance November 30, 2017**

<b>Money Market &amp; Checking</b>	<b>\$ 707,288.42</b>
<b>CDAR (CD Balances)</b>	<b>\$ 56,857.02</b>

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



**Money Market & Checking Trend**

12/06-2017 10:53 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2017

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>TAXES</b>						
404-303-002-00 RECYCLE-ALUMINUM	2,500	1,359.05	3,040.07	0.00	( 540.07)	121.60
404-303-003-00 RECYCLE-OCC-CARDBOARD	14,000	2,164.65	11,868.25	0.00	2,131.75	84.77
404-303-004-00 RECYCLE-MGDP/HOM-OFFICE P	0	2,656.25	2,656.25	0.00	2,656.25	0.00
404-303-005-00 RECYCLE-HDPE-MILK JUGS	500	0.00	0.00	0.00	500.00	0.00
404-303-006-00 RECYCLE-ONP-NEWSPAPER	3,000	318.15	3,583.05	0.00	( 583.05)	119.44
404-316-000-00 DUMPSTERS	3,000	0.00	820.00	0.00	2,180.00	27.33
404-317-000-00 DUMPSTER RENTAL	65,000	6,930.00	34,635.00	0.00	30,365.00	53.28
<b>TOTAL TAXES</b>	<b>88,000</b>	<b>13,428.10</b>	<b>56,602.62</b>	<b>0.00</b>	<b>31,397.38</b>	<b>64.32</b>
<b>OTHER FEES</b>						
404-341-000-00 FUEL SURCHARGE	25,000	7,319.94	36,683.80	0.00	( 11,683.80)	146.74
<b>TOTAL OTHER FEES</b>	<b>25,000</b>	<b>7,319.94</b>	<b>36,683.80</b>	<b>0.00</b>	<b>( 11,683.80)</b>	<b>146.74</b>
<b>UTILITY BILLINGS</b>						
404-350-000-00 WASTE COLLECTION BILLINGS	2,200,000	199,001.21	998,798.09	0.00	1,201,201.91	45.40
<b>TOTAL UTILITY BILLINGS</b>	<b>2,200,000</b>	<b>199,001.21</b>	<b>998,798.09</b>	<b>0.00</b>	<b>1,201,201.91</b>	<b>45.40</b>
<b>HEALTH AND SAFETY</b>						
404-355-000-00 TRANSFER ST/LANDFILL RECE	190,000	21,282.51	131,962.64	0.00	58,037.36	69.45
<b>TOTAL HEALTH AND SAFETY</b>	<b>190,000</b>	<b>21,282.51</b>	<b>131,962.64</b>	<b>0.00</b>	<b>58,037.36</b>	<b>69.45</b>
<b>GRANTS</b>						
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
404-368-000-00 CONTRIBUTION FROM UCSWA	2,500	0.00	900.00	0.00	1,600.00	36.00
<b>TOTAL GRANTS</b>	<b>2,500</b>	<b>0.00</b>	<b>900.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>36.00</b>
<b>INTRAFUND CONTR/CHARGES</b>						
404-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00
404-370-000-02 CUSTOMER BILL FEES(BANK-S	0	0.00	61.27	0.00	( 61.27)	0.00
<b>TOTAL INTRAFUND CONTR/CHARGES</b>	<b>0</b>	<b>0.00</b>	<b>61.27</b>	<b>0.00</b>	<b>( 61.27)</b>	<b>0.00</b>
<b>OTHER REVENUE</b>						
404-380-000-00 INTEREST	150	0.00	95.54	0.00	54.46	63.69
404-381-000-00 MAINT BILLING OTHER DEPTS	1,000	0.00	0.00	0.00	1,000.00	0.00
404-399-000-00 WASTE COLL. MISCELLANEOUS	28,000	1,838.40	7,338.89	0.00	20,661.11	26.21
404-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER REVENUE</b>	<b>29,150</b>	<b>1,838.40</b>	<b>7,434.43</b>	<b>0.00</b>	<b>21,715.57</b>	<b>25.50</b>
<b>TOTAL REVENUE</b>	<b>2,534,650</b>	<b>242,870.16</b>	<b>1,232,442.85</b>	<b>0.00</b>	<b>1,302,207.15</b>	<b>48.62</b>

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2017

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

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>						
404-530-103-00 WASTE EMPLOYEES SALARIES	584,000	48,837.23	250,717.08	0.00	333,282.92	42.93
404-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
404-530-104-00 WASTE COLL. F.I.C.A.	45,000	3,704.26	19,019.78	0.00	25,980.22	42.27
404-530-105-00 WASTE EMPLOYEE INSURANCE	229,500	20,276.47	101,489.91	0.00	128,010.09	44.22
404-530-106-00 WASTE EMPLOYEE RETIREMENT	64,240	5,372.09	26,972.28	0.00	37,267.72	41.99
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>922,740</b>	<b>78,190.05</b>	<b>398,199.05</b>	<b>0.00</b>	<b>524,540.95</b>	<b>43.15</b>
<b>CONTRACTUAL SERVICES</b>						
404-530-213-00 WASTE COLL. UTILITIES	16,000	964.51	4,973.75	0.00	11,026.25	31.09
404-530-226-00 COMP, UNEMPL & INSURANCE	60,000	1,519.39	22,401.95	0.00	37,598.05	37.34
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>76,000</b>	<b>2,483.90</b>	<b>27,375.70</b>	<b>0.00</b>	<b>48,624.30</b>	<b>36.02</b>
<b>COMMODITIES</b>						
404-530-341-00 SHOP MAINTENANCE	50,000	2,587.69	16,379.50	562.06	33,058.44	33.88
404-530-343-00 TRUCK MAINTENANCE	75,000	2,786.26	16,182.50	447.76	58,369.74	22.17
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	85,000	5,486.29	26,458.09	0.00	58,541.91	31.13
404-530-344-00 MAINTENANCE OTHER DEPTS.	1,000	0.00	475.04	0.00	524.96	47.50
404-530-345-00 WASTE COLL. UNIFORMS	12,000	893.01	3,425.24	0.00	8,574.76	28.54
<b>TOTAL COMMODITIES</b>	<b>223,000</b>	<b>11,753.25</b>	<b>62,920.37</b>	<b>1,009.82</b>	<b>159,069.81</b>	<b>28.67</b>
<b>CAPITAL OUTLAY</b>						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	76,344	50,899.39	60,146.07	0.00	16,197.93	78.78
404-530-459-01 TOWER SYSTEM	86,500	0.00	0.00	0.00	86,500.00	0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>162,844</b>	<b>50,899.39</b>	<b>60,146.07</b>	<b>0.00</b>	<b>102,697.93</b>	<b>36.93</b>
<b>CONTRIBUTIONS</b>						
404-530-561-00 DUMPSTERS (NEW)	20,000	15,104.00	15,104.00	0.00	4,896.00	75.52
<b>TOTAL CONTRIBUTIONS</b>	<b>20,000</b>	<b>15,104.00</b>	<b>15,104.00</b>	<b>0.00</b>	<b>4,896.00</b>	<b>75.52</b>
<b>NON-OPERATING EXPENSES</b>						
404-530-999-00 COLLECTION MISCELLANEOUS	10,000	972.26	16,752.11	0.00	( 6,752.11)	167.52
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>10,000</b>	<b>972.26</b>	<b>16,752.11</b>	<b>0.00</b>	<b>( 6,752.11)</b>	<b>167.52</b>
<b>TOTAL WASTE DEPARTMENT</b>	<b>1,414,584</b>	<b>159,402.85</b>	<b>580,497.30</b>	<b>1,009.82</b>	<b>833,076.88</b>	<b>41.11</b>
<b>RECYCLING DEPARTMENT</b>						
<b>SALARIES &amp; BENEFITS</b>						
404-531-103-00 RECYCLING SALARIES	85,415	6,872.32	35,827.32	0.00	49,587.68	41.94
404-531-103-01 ADJUST COMPENSATED ABSRNC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	6,600	521.71	2,720.67	0.00	3,879.33	41.22
404-531-105-00 GROUP INSURANCE	35,000	2,802.98	14,014.90	0.00	20,985.10	40.04

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2017

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-531-106-00 GROUP RETIREMENT	9,400	755.96	3,941.03	0.00	5,458.97	41.93
TOTAL SALARIES & BENEFITS	136,415	10,952.97	56,503.92	0.00	79,911.08	41.42
<b>CONTRACTUAL SERVICES</b>						
404-531-213-00 UTILITIES	3,500	309.07	1,075.36	0.00	1,624.64	53.58
404-531-226-00 INSURANCE & BONDS	6,200	170.91	2,155.90	0.00	4,044.10	34.77
TOTAL CONTRACTUAL SERVICES	9,700	480.78	4,031.26	0.00	5,668.74	41.56
<b>COMMODITIES</b>						
404-531-343-00 TRUCK MAINTENANCE	10,000	1,169.50	2,052.66	0.00	7,947.34	20.53
404-531-343-01 FUEL - RECYCLING CENTER	10,000	613.47	2,899.34	0.00	7,100.66	28.99
404-531-343-02 EQUIPMENT MAINTENANCE	7,500	4,583.91	5,746.77	0.00	1,753.23	76.62
404-531-399-00 MISCELLANEOUS	5,000	1,058.29	1,597.65	0.00	3,402.35	31.95
TOTAL COMMODITIES	32,500	7,425.17	12,296.42	0.00	20,203.58	37.84
<b>CAPITAL OUTLAY</b>						
404-531-459-00 CAPITAL OUTLAY - NEW EQUI	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RECYCLING DEPARTMENT</b>	<b>178,615</b>	<b>18,058.92</b>	<b>72,831.60</b>	<b>0.00</b>	<b>105,783.40</b>	<b>40.78</b>
<b>LANDFILL</b>						
*****						
<b>CONTRACTUAL SERVICES</b>						
404-532-216-00 TESTING/MONITOR WELLS	500	0.00	0.00	0.00	500.00	0.00
404-532-216-01 TREATMENT OF LEACHATE	15,000	2,012.72	11,635.92	0.00	3,364.08	77.57
TOTAL CONTRACTUAL SERVICES	15,500	2,012.72	11,635.92	0.00	3,864.08	75.07
<b>CAPITAL OUTLAY</b>						
404-532-461-00 BONDING (LANDFILL)	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
<b>CONTRIBUTIONS</b>						
404-532-599-00 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>15,500</b>	<b>2,012.72</b>	<b>11,635.92</b>	<b>0.00</b>	<b>3,864.08</b>	<b>75.07</b>
<b>TRANSFER STATION</b>						
*****						
<b>SALARIES &amp; BENEFITS</b>						
404-533-103-00 SALARIES TRANSFER STATION	89,802	6,863.13	33,358.57	0.00	56,443.43	37.15
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	6,900	523.45	2,544.04	0.00	4,355.96	36.87
404-533-105-00 GROUP INSURANCE	22,800	1,841.42	9,207.10	0.00	13,592.90	40.38
404-533-106-00 GROUP RETIREMENT	9,900	754.95	3,669.47	0.00	6,230.53	37.07
TOTAL SALARIES & BENEFITS	129,402	9,982.95	48,779.18	0.00	80,622.82	37.70

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRACTUAL SERVICES</b>						
404-533-213-00 UTILITIES	7,000	331.20	1,790.34	0.00	5,209.66	25.58
404-533-216-00 DRAINAGE EXPENSE TRANSFER	1,500	185.00	488.00	0.00	812.00	45.87
404-533-226-00 INSURANCE & BONDS	24,000	341.83	9,360.84	0.00	14,639.16	39.00
TOTAL CONTRACTUAL SERVICES	32,500	858.03	11,839.18	0.00	20,660.82	36.43
<b>COMMODITIES</b>						
404-533-343-00 EQUIPMENT MAINTENANCE	25,000	105.64	3,854.22	0.00	21,145.78	15.42
404-533-343-01 FUEL/OIL TRANSFER STA. 7.	40,000	3,592.37	15,922.93	0.00	24,077.07	39.81
404-533-343-02 MAINTENANCE TRUCK/TRAILER	40,000	9,540.42	14,025.94	0.00	25,974.06	35.06
404-533-345-00 UNIFORMS	4,000	261.90	1,196.98	0.00	2,803.02	29.92
TOTAL COMMODITIES	109,000	13,500.33	35,000.07	0.00	73,999.93	32.11
<b>CAPITAL OUTLAY</b>						
404-533-459-00 NEW EQUIPMENT	30,000	2,239.50	2,239.50	0.00	27,760.50	7.47
404-533-460-00 TIPPING FEES	695,000	62,652.09	334,117.66	0.00	360,882.34	48.07
404-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
404-533-464-00 STATE GRANT	0	0.00	0.00	0.00	0.00	0.00
404-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
404-533-478-00 ROAD MAINTENANCE	3,000	0.00	1,091.82	0.00	1,908.18	36.39
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	728,000	64,891.59	337,448.98	0.00	390,551.02	46.35
<b>NON-OPERATING EXPENSES</b>						
404-533-999-00 MISCELLANEOUS TRANSFER ST	10,000	289.73	2,486.82	0.00	7,513.18	24.87
TOTAL NON-OPERATING EXPENSES	10,000	289.73	2,486.82	0.00	7,513.18	24.87
<b>TOTAL TRANSFER STATION</b>	<b>1,008,902</b>	<b>89,522.63</b>	<b>435,554.23</b>	<b>0.00</b>	<b>573,347.77</b>	<b>43.17</b>
<b>WASTE OFFICE/BOARD</b>						
*****						
<b>SALARIES &amp; BENEFITS</b>						
404-534-101-00 WASTE BOARD OFFICERS SALA	14,025	1,137.50	5,687.50	0.00	8,337.50	40.55
404-534-103-00 CLERK, ATTORNEY, ENGINEER	169,000	12,500.38	64,145.43	0.00	104,854.57	37.96
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	14,000	1,042.07	5,335.87	0.00	8,664.13	38.11
404-534-105-00 GROUP INSURANCE	31,000	1,509.00	7,637.00	0.00	23,363.00	24.64
404-534-106-00 GROUP RETIREMENT	20,000	1,375.02	6,033.95	0.00	13,966.05	34.17
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	248,025	17,563.97	89,639.35	0.00	158,385.65	36.14
<b>CONTRACTUAL SERVICES</b>						
404-534-218-00 POSTAGE	9,000	0.00	3,847.70	0.00	5,152.30	42.75
404-534-219-00 RENT	10,000	0.00	0.00	0.00	10,000.00	0.00
404-534-223-00 PROFESSIONAL SERVICES (LR	18,000	1,041.66	5,703.57	0.00	12,296.43	31.69
404-534-226-00 INSURANCE & BONDS	17,500	378.36	6,898.49	0.00	10,601.51	39.42
TOTAL CONTRACTUAL SERVICES	54,500	1,420.02	16,449.76	0.00	38,050.24	30.18

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2017

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

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	9,800	0.00	9,538.52	0.00	261.48	97.33
TOTAL COMMODITIES	9,800	0.00	9,538.52	0.00	261.48	97.33
<b>CAPITAL OUTLAY</b>						
404-534-459-00 NEW COMPUTER CAPITAL OUTL	5,000	0.00	705.12	0.00	4,294.88	14.10
TOTAL CAPITAL OUTLAY	5,000	0.00	705.12	0.00	4,294.88	14.10
<b>NON-OPERATING EXPENSES</b>						
404-534-999-00 GEN & ADM MISC BILLING EX	50,000	4,603.85	17,296.95	0.00	32,703.05	34.59
TOTAL NON-OPERATING EXPENSES	50,000	4,603.85	17,296.95	0.00	32,703.05	34.59
<b>TOTAL WASTE OFFICE/BOARD</b>	<b>357,325</b>	<b>23,587.84</b>	<b>133,629.70</b>	<b>0.00</b>	<b>233,695.30</b>	<b>36.38</b>
<b>BAD DEBT</b>						
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<b>NON-OPERATING EXPENSES</b>						
404-550-676-00 BAD DEBT EXPENSE (return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
<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>2,984,926</b>	<b>293,384.96</b>	<b>1,234,148.75</b>	<b>1,009.02</b>	<b>1,749,767.43</b>	<b>41.38</b>
REVENUE OVER/(UNDER) EXPENDITURES	( 450,276)	( 50,514.80)	( 1,705.90)	( 1,009.82)	( 447,560.28)	0.60

**Consent Agenda:**

- Approval of minutes November 2, 2017.

Motion Reger/McCauley to approve the minutes of the meeting held November 2, 2017.

Motion carried.

**Strategic Issues for discussion and vote:**

1. Baxa Motel overage/bill adjustment:

November 9, 2017

Per phone call this date with Sam Baxa regarding garbage billing for the accounts listed below.

Mr. Baxa asked for a credit for the duplicate billing (dumpster and individual accounts were billed). The buildings are owned by him and he negotiated years ago to place a dumpster for the purpose of disposal of waste.

He would like to have the waste charge removed from the listed accounts and receive a credit for one year of duplicate billing for these accounts.

Mr. Baxa stated that apartments 5 & 6 of 22 1/2 N Kanawha Street place garbage in the dumpster, but to leave those billings alone.

Mr. Baxa also commented that he had continued to pay for apartments that were vacant. I explained that we could have taken those off if we had known.

Below are two different calculations for credit. One is based on credit of billed accounts the other is based on bags overcharge in dumpster.

		AMOUNT PER MONTH	NUMBER OF MONTHS	TOTAL
04-614500-00	22 1/2 N KANAWHA ST APT 4	\$17.60	12	\$211.20
04-614000-00	22 1/2 N KANAWHA ST APT 1, 2, & 3	\$52.80	12	\$633.60
04-613100-00	20 1/2 N KANAWHA ST	\$17.60	12	\$211.20
04-613500-01	22 N KANAWHA ST (ABLE)	\$25.25	12	\$303.00
	<b>GRAND TOTAL</b>	<b>\$113.25</b>	<b>12 MONTHS</b>	<b>\$1,359.00 PER YEAR</b>
		AMOUNT PER BAG	NUMBER OF BAGS	TOTAL
04-624000-00	21 N KANAWHA ST	\$1.80	13	\$23.40 PER WEEK
		AMOUNT PER WEEK	NUMBER OF WEEKS	TOTAL
		\$23.40	52	\$1,216.80 PER YEAR

Board discussed matter. **Motion Reger/McCauley to credit the account due to billing errors. Motion carried.**

- 2. Policy on refunds for billing disputes:** Mrs. Jenkins explained that the Board had asked for a policy regarding credits on accounts for disputed bills.

Present to December 7, 2017 Waste Collection meeting:

Waste Collection Board will offer a credit or refund for accounts in which there has been a billing error for up to six months of the most recent bills.

Credits will be applied to active accounts and refunds will be made to inactive accounts unless otherwise directed by the Waste Collection Board.

Billing errors will be recalculated by staff at the correct rate then subtracted from the error billing to determine the credit.

Waste Collection Board feels that six months is sufficient time for customer to make staff aware of billing errors.

Board asked what difference was compared to Mr. Baxa's request. Mrs. Jenkins explained that Mr. Baxa was under the assumption that the billing was corrected due to agreements years ago on how his accounts would be billed. Through change of staff and administration this was not carried forward. In other cases, customers claim garbage was not picked up or that they moved away and did not cancel service. Sign up forms for garbage only, clearly state that customers are to notify the office if service is to be terminated.

**Motion Reger/McCauley to approve the policy of credit on accounts. Motion carried.**

- 3. Update Upper Pecks Run Property Timber Cruise:**

Mr. Arnold reported that Mr. Kennedy is still working on the timber cruise. He thinks that some of the issues with the neighbor (Tomey's) on the west side may have been resolved.

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#### Upper Pecks Run Timber Cruise Update

1 message

Jay Hollen <jay.hollen@buckhannonwv.org> Sun, Nov 19, 2017 at 10:50 AM  
To: Jerry Arnold <jerry.arnold@buckhannonwv.org>, "McCauley, David" <mccauley@wwc.edu>, Jeff Wamsley <wamsleyjeff60@gmail.com>  
Cc: Teresa Summers <teresa.summers@buckhannonwv.org>

Teresa,

Please add this email to the correspondence section of the next Waste Board agenda.\

All,

I spoke with Mr. Kennedy this past Thursday and he provided me with an update on the Upper Pecks Run property.

1. He started the timber cruise of the Upper Pecks Run property on 11-15-17 and was hoping to have it completed by either 11-17-17 or 11-18-17. However, if the weather became an issue, his desire is to have the timber cruise by no later than the end of November 2017.
2. His current schedule has the timber to be auctioned and sold in either February or March 2018. He currently already has a timber auction / sale schedule for January and depending on when the two remaining timber cruises are completed (ours being one of those two), he will "slot" the Waste Board's timber auction / sale for either February or March.
3. He did mention that those dates were subject to change and if we'd like to see the timber auctioned off at another time, then we just need to inform him of the Waste Board's desires.

I mention this so that the issue can be discussed at the next Waste Board meeting and we could inform Mr. Kennedy's of the Board's directive.

Enjoy the Thanksgiving Holiday.

James S. "Jay" Hollen, III, PE  
City Engineer  
City of Buckhannon

Board and staff briefly discussed future of the property but no decisions were made.

**Comments:**

- **Jerry Arnold -Toter/ polycart program:** Mr. Arnold reported he hopes to launch the toter/ polycart program in February.
- **Jerry Arnold- Camera's on Garbage trucks:** Mr. Arnold reported that he is looking into placing recording cameras on trucks. This would be helpful to eliminate complaints about garbage not being picked up; complaints of property damage; and surveys with commercial waste. Complaints seem more often and take a lot of time to resolve.

There being no further business to be transacted. Motion Reger/McCauley to adjourn at 5:02 pm.

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

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