

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

A regular scheduled meeting of the City of Buckhannon Sanitary Board was held July 19, 2018 at 4:00pm at City Hall with the following persons present:

Mayor	David McCauley	Present
Recorder	Colin Reger	Present
Finance Director/Assistant Recorder	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Plant Engineer	Sam Ludlow	Present
Sanitary Superintendent	Erasmio Rizo	Present
Director of Public Works	Jerry Arnold	Present
City Attorney	Tom o'Neill	Present

Meeting Agenda Posted 07/16/18

***City of Buckhannon Sanitary Board- 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, July 19, 2018***

- 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. **Finance Report-Amby**
 - C.1 **June 2018**
- D. **Department Report**
 - D.1 **Poplar St., Cleveland Ave, Wood St. Repairs**
 - D.2 **Lowther Hose MH Repair**
 - D.3 **Eagle St. Extension (Brushy Fork Rd.)**
 - D.4 **Smith Ave. Extension (Brushy Fork Rd.)**
 - D.5 **Wood St. Phase III**
 - D.6 **Decant Tank**
 - D.7 **Pump Station**
- E. **City Engineer Report**
- F. **Correspondence and Information**
 - F.1 **UV Disinfection Unit Bid Package**
 - F.2 **EW-104 Certified Operators**
- G. **Consent Agenda**
 - G.1 **Approval of Minutes -June 21, 2018 Sanitary Board Meeting**
- H. **Strategic Issues for discussion and vote**
 - H.1 **Jason Tenney Resignation**
 - H.2 **Authorize Replacement Hire**
 - H.3 **Sam Ludlow Status**
 - H.4 **Budget Revision FY 2018/19**
- I. **Stormwater**
 - I.1 **Henry St. Project**
 - I.2 **9- Maple**
 - I.3 **Stormwater Project list Qty. Cost.**
- J. **Board Members Comments and Announcements**
- K. **Mayor's Comments and Announcements**
- L. **Adjournment**

Posted 07/16/18

Call to Order: Mayor McCauley called the meeting to order, followed by a moment of silence, followed by the pledge to the US flag.

Recognized Guests: None

Finance Report-Amby presented the financial report for June 2018:

Form EW-104 (June 2013)
 Fax to: (304) 558-4322 or mail to:
 C&T Program
 350 Capitol Street Room 313
 Charleston, WV 25301
www.wvdhhr.org/oehs/eed/swap/training&certification

C&T Use Only	
Date Received:	___/___/___
Staff Lead:	_____
<input type="checkbox"/> Not a complete submission & returned	

Personnel Status Report

To be completed annually as of July 1st and submitted to C&T by July 15th every year.
 Can also be used to document any certified operator employment status changes.

Print legibly and fill out completely. Incomplete applications will not be processed.
 Use NA if not applicable.

Is this a water or wastewater system? PWSID/Permit#: WV 0032336
 Public System Name: City of Buckhannon (WWTP)
 Public System Mailing Address: 70 East Main Street
 City: Buckhannon State: WV Zip: 26201 County: Upshur
 Public System Owner Name: City of Buckhannon Phone: 304-472-5459
 Chief Operator Name: Dan Baker Phone: 304-472-5459

List all certified operators currently employed or contracted by the above public system:
 Attach additional pages if needed.

Operator Name	Certification Number	Classification(s) Held	Start Date (mm/dd/yy)
Sam Ludlow	WVOP# 04368	4	Sept. 88
Erasmio Rizo	WVOP# 31455	2	Apr. 16
Dan Baker	WVOP# 27607	4	July 07
Donald Tenney	WVOP# 07183	2	Oct. 98
Bryan Samples	WVOP# 06276	3	Apr. 78
Dave Currence	WVOP# 29860	2	Dec. 12

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR04 Public Water Systems Operators, 64CSR05 Wastewater Systems and Operators.

Signature: Daniel L. Baker Date: 7-9-18

Certified Operators Cont. Page 1 of 2
 See pg. 2

Form EW-104 (June 2013)
 Fax to: (304) 558-4322 or mail to:
 C&T Program
 350 Capitol Street Room 313
 Charleston, WV 25301
www.wvdhhr.org/oehs/eed/swap/training&certification

C&T Use Only	
Date Received:	___/___/___
Staff Lead:	_____
<input type="checkbox"/> Not a complete submission & returned	

Personnel Status Report

To be completed annually as of July 1st and submitted to C&T by July 15th every year.
 Can also be used to document any certified operator employment status changes.

Print legibly and fill out completely. Incomplete applications will not be processed.
 Use NA if not applicable.

~~Is this a water or wastewater system? PWSID/Permit#: _____
 Public System Name: _____
 Public System Mailing Address: _____
 City: _____ State: _____ Zip: _____ County: _____
 Public System Owner Name: _____ Phone: _____
 Chief Operator Name: _____ Phone: _____~~

List all certified operators currently employed or contracted by the above public system:
 Attach additional pages if needed.

Operator Name	Certification Number	Classification(s) Held	Start Date (mm/dd/yy)
Jason Tenney	WVOP# 29859	2	Dec. 12
Teff Ford	WVOP# 02390	C	May 88
Kevin Ware	WVOP# 07528	C	Oct. 96

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR04 Public Water Systems Operators, 64CSR05 Wastewater Systems and Operators.

Signature: Daniel L. Baker Date: 7-9-18

Consent Agenda: Approval of minutes from June 21, 2018. **Motion Frye/Loftis to approve the minutes of the meeting held June 21, 2018. Motion carried.**

Strategic Issues for Discussion and Vote:

H.1 Jason Tenney Resignation- Sanitary is struggling to maintain a good workforce, and this departure is difficult. Eight employees are completing the work of ten people currently. Worker shortages are creating difficulties to complete work, and he believes that it is a critical time to make decisions about how to retain employees.

Mayor McCauley – Do we have a pool of applicants to replace Mr. Tenney?

Rizo – We had not advertised because notice was received Monday.

McCauley – Asked Amby to advertise and for Erasmo to conduct interviews ASAP. A special meeting could be held to make emergency hires.

H.2 Authorize Replacement Hire- Motion Loftis/Frye to fast track replacement hiring – Carried unanimously.

H.3 Sam Ludlow Status- Mr. Ludlow would like to work a smaller, part time schedule for the City. Terms have not yet been negotiated, but a stipend or hourly rate will be determined.

H.4 Budget Revision FY 2018/19- Amby – Cab and Chassis \$27K additional outlay.

Motion Frye/Lofits to approve Budget Revision FY 2018/19; Carried Unanimously

Sanitary Budget Revision July 2018			
	Current Budget		Revised Budget
Balance on Hand	\$ 286,295.00	\$ 27,000.00	\$ 313,295.00
			\$ -
		\$ 27,000.00	
Revenues			
401-997-454-00	new equipment	\$ 78,700.00	\$ 27,000.00
			\$ 105,700.00
			\$ -
		\$ 27,000.00	

Stormwater:

I.1 Henry St. Project -Project delayed – Mr. Reed has passed away. New purchaser excavated around foundation and has left ditch open. Waiting for completion of that project to continue.

I.2 9 Maple St.- City placed some stone around culvert area and homeowner signed hold-harmless agreement for work that had been completed to date.

I.3 Stormwater Project list Qty. Cost- Hollen – Federal grants may allow additional funding for Stormwater collection system project. It must be a new project, cannot repair or existing project.

Board Members Comments and Announcements:

- **Frye** – One beautification that the town needs is to fix the railroad tracks on Rt. 20.
- **Loftis** – Apologies for missing last meeting, but had to take wife to doctor. Also congratulated Mr. Ludlow on being honored in the new name for the Sanitary Plant.

Mayor's Comments and Announcements:

- Mayor McCauley will be pursuing additional funding for this department to try to complete more projects that are becoming urgent.

There being no further business to be conducted; **Motion Frye/Loftis to adjourn at 5:00 pm.**
Motion carried.

Mayor David McCauley

Recorder Colin Reger

The next meeting is at 4:00pm on August 16, 2018