

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 August 16, 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
Sanitary Superintendent	Erasmus Rizo	Present
Director of Public Works	Jerry Arnold	Present

Also in attendance Tom Casey-Metheny Motors & Beau Newlon -Newlons International Sales.

Meeting Posted 08/13/18

***City of Buckhannon Sanitary Board- 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, August 16, 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 July 2018
- D. **Department Report**
 - D.1 Lowther Hose MH Repair, Cleveland, Spring Street Taps
 - D.2 Eagle St. & Smith St. Bore
 - D.3 Wood St. Phase III
 - D.4 Decant Tank
 - D.5 WVDEP CSO & CSI inspection
 - D.6 Service Truck & Utility Bed
 - D.7 Ring and Lids-Paving
 - D.8 UV Disinfection, Deanville Pump Station, Automatic Bar Rack
- E. **City Engineer Report**
 - E.1 HMGP Maintenance Agreements #1 & #2
 - E.2 Upshur County Emergency Operations Plan-Functional Annex: City of Buckhannon
- F. **Correspondence and Information**
- G. **Consent Agenda**
 - G.1 Approval of Minutes -July 19, 2018 Sanitary Board Meeting
- H. **Strategic Issues for discussion and vote**
 - H.1 Bid Opening -Dump Truck with Stainless Steel Dump Body
 - H.2 Discussion Job Re-Classification & Pay Increase
 - H.3 Full-time Maintenance Assistant Employee Hire Update
- I. **Stormwater**
 - I.1 Victoria St.
 - I.2 W. Lincoln Way
 - I.3 Rohr Embankment Stabilization
 - I.4 Stormwater Billing
- J. **Board Members Comments and Announcements**
- K. **Mayor's Comments and Announcements**
- L. **Adjournment**

Posted 08/13/18 Next Sanitary Board Meeting Date: September 20, 2018

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: Motion to Frye/Loftis to move H.1 up from Strategic issues- Carried Unanimously.

Bid Opening -Dump Truck with Stainless Steel Dump Body

The following was published in the local newspaper:

July 27, 2018

Record Delta Newspaper
P.O. Box 550
Buckhannon, WV 26201

Dear Sirs:

Please publish the following notice; accepting sealed bids, as a Class II legal advertisements on the following dates:

Wednesday, August 1, 2018

Wednesday, August 8, 2018

Following the publication of the attached legal advertisement, please forward your Publisher's Certificate and Affidavit along with your Publisher's statement to my office at City Hall.

Should you have any questions regarding this notice, please immediately contact my office at City Hall: (304-472-1651). Thank you for your assistance in this matter. This letter and attached legal advertisements have been faxed to your office and sent by US Postal Service.

Thank you,
Amberle Jenkins
Director of Finance & Administration

Enclosure:

Notice of Bid

The City of Buckhannon Sanitary Board will accept sealed bids for one (1) Dump Truck with Stainless Steel Body-19500 GVWR at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 4:00 P.M. EST on August 16, 2018, at which time all bids which have been received shall be publicly opened and read aloud.

Specifications may be obtained from City Hall (304) 472-1651 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

All bids must be in sealed envelope with bidders name and address on outside and marked. The bids shall be arranged as follows:

1. Bid on Dump Truck and Stainless-Steel Body

The City reserves the right to reject any or all bids or to accept the bid most favorable to the City.

By: Honorable David W. McCauley, Mayor

Invitation to Bid:

**ADVERTISEMENT FOR BIDS
BUCKHANNON SANITARY BOARD
DUMP TRUCK WITH STAINLESS STEEL DUMP BODY**

The Buckhannon Sanitary Board will accept sealed bids for a dump truck, at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 4:00 PM on Thursday, August 16, 2018, at which time all bids which have been received shall be publicly opened and read aloud.

The truck to be provided by this bid is to be a standard manufactured unit by the company represented by the vender submitting the bid. Specifications of the truck and dump bed are as follows.

Truck Cab & Chasse

- New truck, 2018-2019 model
- 141" wheel base, 60" cab to axle
- Regular cab
- 6.7 L – V8 diesel engine
- Six speed automatic transmission
- PTO from transmission for dump bed hydraulic pump
- Four-wheel drive
- Heavy duty alternator

- 225/ 70R19.5 max traction, aggressive tread tires
- 7000 lb front axle rating, 13,660 lb rear axle rating
- 19,500 lb. GVWR
- 14,500 lb. payload rating
- 4-wheel power disc, anti-lock brakes
- 4.88 limited slip differential
- Exterior white paint
- Vinyl bench seat
- Extended camper arm mirrors
- FM radio and clock
- Air conditioning
- Rear mud flaps
- Tow package with heavy duty hitch plate with 2 ½" receiver, 2 ½ receiver bushing, 7 way round trailer electric plug, 2" pintle ball, and integrated trailer brake controller
- Certification that truck complies with all Federal regulations
- Provide that there is a truck manufactures service and parts sale facility within 30 miles of Buckhannon

Dump bed

- 9 feet long, 24" high tailgate, 4 cubic yard capacity dump bed
- stainless steel fully welded body shell
- Dual side wall construction
- Double acting tailgate with manual tailgate release handle
- Quick release tail gate
- Cab shield 23" long by 84" wide
- Gussets on top of sides to accommodate wood side board
- PTO operated, hydraulic hoist with minimum 9 ton capacity
- 6" direct lift pusher type double acting cylinder
- Hydraulic reservoir with electric shift hydraulic dump control valve
- Dash board mounted electric shifted PTO and dump valve controls
- 18"x18"x30" stainless steel tool box with frame mounting brackets, mounted on passenger side

Bids are to be delivered in a sealed envelope marked, Attention: Erasmo Rizo, Dump Truck Bid. Bid should include the price of the truck, availability and anticipated time of delivery, and product literature on the truck and dump bed. If there are any questions, please call Erasmo Rizo or Buck Samples at(304) 472-5459.

The Buckhannon Sanitary Board shall evaluate bids received based on price, equipment specifications, performance evaluation, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities. By: Honorable David D McCauley, Mayor

The following bids were received:

- **Matheny Ford** **\$60,824.00** **with 160 days delivery**
- **Stephens Auto** **\$60,029.00** **with 12-14 weeks delivery + 30 days**
For body installation
- **Newlons International** **\$71,920.00** **with delivery of April 2019**

The apparent low bid was received from Stephens Auto. **Motion Loftis/Fryeto accept bid Stephens Auto contingent upon review – Carried Unanimously.** The bids will be reviewed by the Director of Public Works, Jerry Arnold to determine if all the bid requirements were met.



Matheny Ford
308 3rd Street, Saint Marys, West Virginia, 26170
Office: 304-684-9825
Fax: 301-684-9021

Customer Proposal

Prepared for:

CITY OF BUCKHANNAN
Office: 304-472-1651

Prepared by:

Thomas Casey
Office: 304-684-9825
Email: tcasey@mathenymotors.com

Date: 08/09/2018
Vehicle: 2019 F-550 Chassis XL
4x4 SD Regular Cab 145" WB DRW

BIDDER:

Company Name Stephons Auto Center

Address PO Box 278

Danville, WV 25053

Person Quoting Richard Stephens Title Vice President

Telephone 304-369-2411 Fax No. 304-369-2490

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to future claims against the City of Buckhannon that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature Ralph Stephens Date 8/9/18
(Person signing bid should show title or authority to bind the firm in a contract.)

Any deviations from specifications listed in the COMPLIANCE SPECIFICATIONS PAGES should be listed below. List Page Number and any exceptions taken. Provide an explanation of what is offered in place of the deviation.

Submit the "EXCEPTIONS TO SPECIFICATIONS" page with the BID FORM. Add additional sheets if needed.

The wheelbase is 145" 60" cab-to-axle.

BID FORM

TO: City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

BID: DUMP TRUCK WITH
STAINLESS STEEL BODY
DUE: AUGUST 16, 2018
TIME: 4:00 P.M.

Quote firm price, exclusive of all taxes, to furnish and deliver one (1) fully assembled dump truck with stainless steel body Delivered to 70 East Main Street Buckhannon, WV 26201 in accordance with all specifications, terms, and conditions herein.

*** Bids must be submitted on the City's BID FORM and packaged in an organized manner. Receipt of bids on anything other than the City's BID FORM will be reason for rejection. Bidders must submit one bid only; if more than one bid is submitted, the Bidder may be considered non-responsive.

Chassis 44,835
1 EA Dump truck Stainless Steel body \$ 15,194
2019 \$ 60,029 (Total)
MFG/Model of truck Ford F550 F5H
MFG/Model of Body Go Lion 308 Stainless Steel Dump 1034509

BEST GUARANTEED DELIVERY DATE: We cannot guarantee, Ford currently shows an est. quoted order-to-delivery of 12-14 weeks, with possible 4-6 week delay for 195cc GVWR package. Body installation will likely add 3 days.
State manufacturers standard warranty for all components.

Engine: 5 year / 100,000 miles
Transmission: 5 year / 60,000 miles
Other: 3yr/36,000 bumper-to-bumper limited warranty

BIDDER:

Company Name Newtons International Sales, LLC

Address PO Box 1334 / 18 Ward Rd Elkins, WV 26241

Person Quoting Beau Newton Title Manager

Telephone 304-636-4561 Fax No. 304-636-7155

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to future claims against the City of Buckhannon that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature Beau Newton Date 8/16/2018
(Person signing bid should show title or authority to bind the firm in a contract.)

Any deviations from specifications listed in the COMPLIANCE SPECIFICATIONS PAGES should be listed below. List Page Number and any exceptions taken. Provide an explanation of what is offered in place of the deviation.

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1 EA Dump truck Stainless Steel body \$ 71,920.00
\$ 71,920.00 (Total)

MFG/Model of truck International / CV Series
MFG/Model of Body DuraClass / Super Duty Yearling (SS)

BEST GUARANTEED DELIVERY DATE: 4/2019 - 5/2019

State manufacturers standard warranty for all components:

Engine: 5 Year / 100,000 Mile
Transmission: 5 Year / Unlimited Mileage
Other: Base Vehicle 3 Year / 36,000 Mile

INTERNATIONAL*

Financial Summary
2020 CV816 SFA (CV816)

August 18, 2018

Description	(US DOLLAR)	Price
Factory List Prices		
Product Items	\$53,425.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$53,425.00
Freight	\$1,495.00	
Total Freight		\$1,495.00
Total Factory List Price Including Freight:		\$54,920.00
Less Customer Allowance:		(\$1,500.00)
Total Vehicle Price:		\$53,420.00
Total Study/Alined Equipment		\$18,500.00
Total Sale Price:		\$71,920.00
Total Per Vehicle Sales Price:		\$71,920.00
Net Sales Price		\$71,920.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and verifying the appropriate FET in the IRS

Finance Report: Amby presented the financial report for July 2018:

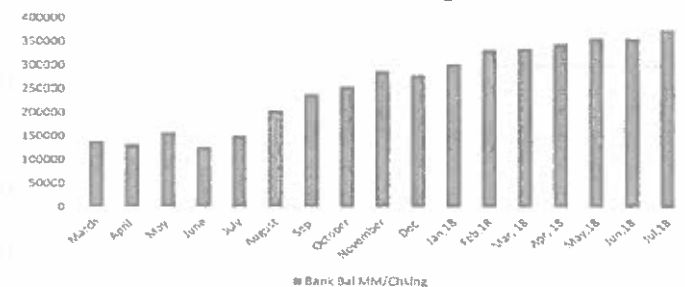
Motion Frye/Loftis to accept financial report -Carried Unanimously.

**SANITARY BOARD
CITY OF BUCKLIANNON
BALANCE SHEET**

Balance July 31, 2018

Money market checking	\$ 377,139.64
CD at FCB	\$ 22,805.60
CD Investment	\$ 40,418.39
CD Investment (Citizens)	\$ 50,156.28

Bank Bal MM/Chking



Department Report: Have completed small projects that weren't in this list, but the major items are below.

D.1 Lowther Hose MH Repair, Cleveland, Spring Street Taps-Project is completed. The deteriorating block was parged after completing an excavation of approximately 12 feet deep. Water has not penetrated the manhole with subsequent rains.

D.2 Eagle St. & Smith St. Bore-Currently setting grade for elevations for future development and construction. We are currently waiting on revised specs for new elevations, and there may be some adjustments to bid due to increased depth.

Mr. Frye asked how many customers will be added, and Erasmo indicated that the City could potentially add 40 customers.

D.3 Wood St. Phase III-Consists of 400 LF of 8" sewer pipe from walking trail to 200 feet past Wood street. Two additional manholes will be added. The existing line is clay with separated joints, and is in need of replacement. Five joints of pipe have been installed to date.

D.4 Decant Tank- Sherwin Williams and Encon are recommending various paints to be used in sludge environments. Price for new epoxy will increase, but will be more resistant. More progress

will be made after new maintenance hire is completed.

Hollen – Sherwin Williams was awarded the State contract for paint, and this paint may be included in the state bid. We may be able to get better prices through the state.

D.5 WVDEP CSO & CSI inspection-Surprise inspection from the DEP. Tracy Jeffries and Tim Andrews came to inspect the plant. The entire plant and six pump stations, documents, reports, etc. were inspected. The DEP appeared to be pleased, but we are yet to receive the official report.

McCauley – Did the inspectors appear pleased with our efforts to separate storm water and sanitary? Erasmo – There was sufficient documentation to show our efforts in that direction, and we will continue to make progress in that area.

D.6 Service Truck & Utility Bed- Cab and chassis should be coming in the next few weeks. We may be able to place the existing bed on the new truck to save \$6,000 in expense.

D.7 Ring and Lids-Paving-The Street Department and the Sewer Department have been working together on this project. We will continue to work with Brad Hawkins more closely to make sure that this goes more smoothly in the future.

D.8 UV Disinfection, Deanville Pump Station, Automatic Bar Rack-We are looking at obtaining a 5 Mill gallon UV system that will be able to complete the work of the other two units that we would purchase.

Deanville Pump – Have compiled the parts list and associated costs. This project will be purchased in stages. Total project is 60,000 +/- . We can begin ordering components on a quarterly basis to assemble. They all have a long lead time, so staggering purchases would make sense for cashflow purposes.

Automatic Bar Rack - \$60K project for improvements to the plant.

Plant Reports:

DC-59 Revised 1975		STATE OF WEST VIRGINIA SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS										Month: Jul-18 City: Hackanson W. Va. Operator: Dan Baker		
Date	INFLUENT WASTEWATER				BELT PRESS				Plant Effluent				Actn. Rt. mg/l	
	Conc. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Sec. C.F.	Gals.Net Sludge Added	Pounds Dry solids Produced	Sol. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l		PH
7/1/18			1.080			2.0								
7/2/18			1.414	24.0	7.11	2.0								
7/3/18	72	176	0.997	24.0	7.07	2.0			1.0	2.5	9	7.8	6.91	
7/4/18			1.056	25.0	7.02	2.0						7.6	6.82	<0.06
7/5/18			2.473	24.0	6.99	2.0						7.5	6.61	
7/6/18			2.145	23.0	6.97	2.0						7.7	6.79	
7/7/18			1.643			2.0								
7/8/18			1.241			2.0								
7/9/18			1.233	23.0	6.95	2.0	32,019	4,753			33	7.8	6.78	
7/10/18			1.099	23.0	6.98	2.0						7.9	6.77	
7/11/18	108	194	0.980	23.0	7.01	2.0			3.0	2.0		8.1	6.81	<0.06
7/12/18			1.010	23.0	7.03	2.0						8.3	6.82	
7/13/18			0.981	23.0	7.00	2.0						8.0	6.79	
7/14/18			0.917			2.0								
7/15/18			0.983			2.0								
7/16/18			0.922	23.0	6.98	2.0	31,052	5,050				7.8	6.75	
7/17/18			0.989	23.0	6.96	2.0						7.5	6.73	
7/18/18	100	213	0.849	22.0	6.99	2.0			2.0	1.8	20	7.7	6.76	0.392
7/19/18			0.907	22.0	7.02	2.0	30,265	4,846				8.4	6.79	
7/20/18			0.857	23.0	7.05	2.0						8.5	6.81	
7/21/18			0.814			2.0								
7/22/18			1.073			2.0								
7/23/18			2.044	23.0	7.06	2.0	28,022	4,417			7	8.6	6.83	
7/24/18			1.420	24.0	7.01	2.0	26,251	4,313				8.7	6.75	
7/25/18	52	150	1.664	23.0	6.99	2.0			1.0	2.2		8.9	6.78	<0.06
7/26/18			1.239	23.0	7.03	2.0						8.6	6.81	
7/27/18			1.221	24.0	7.06	2.0						8.4	6.82	
7/28/18			0.983			2.0								
7/29/18			0.890			2.0								
7/30/18			2.419	23.0	7.08	2.0	16,006	2,444			50	8.5	6.78	
7/31/18			2.480	23.0	7.06	2.0						8.6	6.75	
TOTAL			61.025				163,615	26,823						
AVERAGE	83	187	1.129	23.2	7.02	2.0			1.8	2.1	16	8.1	6.80	0.098
MAXIMUM	108	213	3.145	25.0	7.11	2.0			3.0	2.5	50	8.9	6.91	0.392
MINIMUM	52	150	0.814	22.0	6.95	2.0			1.0	1.8	7	7.5	6.73	<0.06

E.2 Upshur County Emergency Operations Plan-Functional Annex: City of Buckhannon-In
packet-No discussion.

UPSHUR COUNTY EMERGENCY OPERATIONS PLAN

Functional Annex: City of Buckhannon

Related Federal ESFs	<ul style="list-style-type: none"> • NRF Base Plan (Roles and Responsibilities, Concept of Operations)
Related State Annexes	<ul style="list-style-type: none"> • EOP Basic Plan
Primary Agencies	<ul style="list-style-type: none"> • Mayor • Director of Public Works • Director of Finance and Administration • City Engineer • Fire Department • Police Department • Sewer Department • Streets & Parks Department • Waste Department • Water Department • Information Coordinator
Support Agencies	<ul style="list-style-type: none"> • Upshur County Department of Homeland Security and Emergency Management • Upshur County Emergency Communications Center • Upshur County Sheriff's Department • Upshur County Emergency Medical Services
Authorities	<ul style="list-style-type: none"> • WV Code, Chapter 15, Article 5, as amended. • WV Executive Order 20-04, December 23, 2004.
References	<ul style="list-style-type: none"> • <i>Upshur County Commission. (2015) Upshur County Emergency Operations Plan. Buckhannon, WV: UCDHSEM</i> • <i>National Incident Management System, USDHS, as amended.</i> • <i>National Response Framework, USDHS, as amended.</i> • <i>Developing and Maintaining Emergency Operations Plans, CPG 101, Version 2.0, November, 2010.</i> • <i>United States Department of Homeland Security. (2013). National Response Framework</i> • <i>Homeland Security Exercise and Evaluation Program (HSEEP), Volumes 1 through 3, USDHS, 2007.</i> • <i>West Virginia Department of Military Affairs and Public Safety. (2008)</i>

I. PURPOSE AND SCOPE

A. Purpose

This annex describes how the governmental agencies of Upshur County and the City of Buckhannon interact during large-scale emergencies impacting both jurisdictions.

B. Scope

This annex applies to all emergency situations in which both county and city emergency authorities are engaged and resources are involved in emergency responses in Upshur County. The document does not direct tasked agencies as to “how” they should fulfill their responsibilities; it functions on the assumption that the agencies tasked herein will individually maintain the capability to fulfill those responsibilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Buckhannon is the county seat of Upshur County and the only incorporated municipality located therein.
2. The majority of Upshur County’s governmental facilities are located within the corporate limits of the City of Buckhannon.
 - a. Within the Emergency Services sector, the following agencies are located in the City’s corporate limits:
 - i. Upshur County Sheriff’s Department
 - ii. Buckhannon Police Department
 - iii. Buckhannon Fire Department
 - iv. Upshur County Emergency Medical Services
 - v. Upshur County Health Department
 - vi. St. Joseph’s Hospital / WVU Medicine
 - vii. Community Care of West Virginia
 - viii. Davis Health Care
 - ix. West Virginia Wesleyan College
 - x. Upshur County Board of Education – Central Office
 - b. With an estimated 2017 population of 5,529 (US Census Bureau) the City’s population comprises approximately 22.67% of Upshur County’s estimated population of 24,465 (US Census Bureau)
 - c. US Route 33 and State Route 20, the two primary transportation routes in and through Upshur County, both pass through the City of Buckhannon.
 - d. The City of Buckhannon’s water treatment plant supplies potable water to the citizens and businesses both inside and outside the corporate limits and to the four public service districts within Upshur County, who in turn provide potable water to the citizens outside the corporate limits.
 - e. The City of Buckhannon owns and operates the only public wastewater treatment facility in Upshur County.

B. Assumptions

1. Both County and City leadership have a vested interest in providing the most efficient, effective emergency services possible for the citizens of both jurisdictions.
2. As the City is home to the majority of the deployable assets, the City’s leadership is likely to have a significant role during a large-scale emergency situation.
3. Depending on the severity and magnitude of the situation, the affected area may be

able to cope effectively. However, it may be necessary to request assistance from volunteer organizations, private enterprises, mutual aid organizations, or state and federal sources.

4. Providing an adequate emergency response (to a community or county-wide disaster) would be challenging without participation by all stakeholders.
5. Without an emergency management office of its own, the City will need to coordinate with the Upshur County Department of Homeland Security and Emergency Management to access resources from the state (per West Virginia Division of Homeland Security and Emergency Management requirements).

III. CONCEPT OF OPERATIONS

A. General Basic Considerations

- a. Per the National Incident Management System (NIMS), incident response remains at the lowest governmental level for as long as possible.
 - a. This annex does not impact those responses that can be completely accomplished with the City's resources. It is noted that County resources such as the Emergency Communications Center will be involved in all aspects of response.
 - b. This annex does not apply to situations which are handled completely according to routine operations.
 - c. For large-scale emergencies during which the Upshur County Emergency Operations Center (EOC) is activated, the City designates its Mayor or other such City official to report to the EOC. This individual will serve as a primary point of contact for City officials. This individual should participate fully in EOC operations and report back to the City should any assistance or questions for the City arise.
 - d. For all emergencies, there will be a Hot Wash conducted and an After-Action Report (AAR) completed.
 - e. For any scheduled event that requires multiple agencies, there will be a planning meeting conducted, an Incident Action Plan created and a Hot Wash with an AAR completed.
 - f. The Director of Public Works, the City Engineer and the department supervisors shall assess damage to City-owned properties. Damage assessment information shall be shared with the County, State, and Federal levels as necessary.
 - g. The City may also declare a "state of emergency" for its jurisdiction, which will activate any emergency plans or procedures the City may have in place. It is assumed that the City will request resource assistance from neighboring municipalities and/or the county emergency management structure **prior** to requesting assistance from the State or Federal level. For this reason, **all requests for State (and subsequently Federal) assistance in Upshur County shall be channeled through the County EOC.**
 - h. This plan is activated for disasters, not for minor local emergencies. If a minor local emergency escalates to the point that external resources, public information, or operational support is necessary, then the appropriate portions of this plan will be activated.
 - i. When the emergency/disaster exceeds the county's capability to respond,

assistance will be requested from the WV Division of Homeland Security and Emergency Management (WVDHSEM). Federal assistance may be requested and coordinated by the WVDHSEM concept that incident management activities will take place with the "lowest" jurisdictional level possible.

- j. Requests from higher levels of government should conform to National Incident Management System (NIMS) criteria.
- k. All requests for state resources must come from the Upshur County Department of Homeland Security and Emergency Management through E-Team.

B. Phases of Incident Management

1. Prevention

- a. Continue to support two-way information sharing with the Upshur County Department of Homeland Security and Emergency Management, Fusion Liaison Officers and the WV Fusion Intelligence Fusion Center as per potential threats to assets in the City.
- b. Continue to train jointly with Upshur County Sheriff's Office to ensure a tactical response capability for the City.
- c. Response to an incident takes place under the direction and control of the local government having jurisdiction. If an incident occurs within corporate boundaries, the City has direction and control. Incidents occurring in the unincorporated portions of the county are under the direction and control of the County Commission.
- d. If an incident expands to include multiple jurisdictions and/or resources, on-scene command transitions to a unified or area command structure, with the lead likely coming from the jurisdiction in which the incident originated, shall be enacted once the county EOC is activated. County government is available to support the operation through the UCDHSEM.

2. Mitigation

- a. Continue to support FEMA hazard mitigation efforts throughout the City, to include participating in the official Multi-Jurisdictional Hazard Mitigation Plan that serves both the City of Buckhannon and Upshur County.
- b. Undertake mitigation projects, as funding allows.
- c. Continue to support stream bank restoration and river clearing efforts along the Buckhannon River within the City's area of responsibility as identified in the United States Army Corps of Engineer's Local Flood Control Project.

3. Preparedness

- a. Maintain membership in the Lewis-Upshur Local Emergency Planning Committee.
- b. Identify lines of succession in City leadership as set by Charter.

4. Response

- a. Declare a state of emergency as needed for the City's corporate limits.
- b. Coordinate as appropriate, with county resources.

5. Recovery

- a. Support general mass care efforts in the City (work with American Red Cross when supporting feeding and other mass care activities).
 - b. Establish a list of shelters in the City.
-

- c. Compile a list of agencies/entities/organizations that come forward during a response offering help for future emergencies.

IV. DIRECTION, CONTROL, AND COORDINATION

- A. The Upshur County Commission is responsible for the policy making, coordination, and direction and control over all emergency management activities within Upshur County that occur outside of City's areas of jurisdiction. Policy decisions may be based on recommendations or other information provided by the Upshur County Department of Homeland Security and Homeland Security (UCDHSEM).
- B. The City of Buckhannon is responsible for the policy making, coordination, and direction and control over City response agencies within the City's corporate limits during emergencies.
- C. In basic terms, Upshur County responders utilize the Incident Command System (ICS) to manage on-scene activities. The ICS, including how an Incident Commander (IC) is selected, is detailed in Annex A: Direction and Control.
- D. The Upshur County EOC is a Multi-Agency Coordination System (MACS) that facilitates policy and decision-making, coordination, and overall direction and control of emergency responders when an incident exceeds the capabilities of the ICS organization. The Upshur County Emergency Operations Center (EOC) is the primary and centralized location for multi-jurisdictional direction and control of emergency response activities in the county. EOC capabilities are further detailed in Annex A: Direction and Control.
- E. Public information is managed through a Joint Information System (JIS) to ensure consistency from release to release. A physical Joint Information Center (JIC) may be established within or near the EOC to coordinate and manage the JIS.

V. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

- A. General information collection and analysis are discussed throughout the remainder of this document.
- B. Information sharing and communications are based on plain English principles as outlined by the National Incident Management System (NIMS) as well as the use of appropriate Incident Command System (ICS) forms.
- C. Key information to collect and share:
 - What equipment, supplies and other resources have been used.
 - Anticipated needs.
 - Weather (and other hazard impacts) forecast, where/when available.
 - Road closure information.
- D. For countywide emergencies involving a significant City response, the primary means by which the City Council and the County Commission communicate is through the Upshur County Department of Homeland Security and Emergency Management.
- E. Exercises will be planned as part of collaboration between the UCDHSEM and all responder agencies.
- F. All exercises will be designed under HSEEP methodology.

VI. NOTIFICATION AND WARNING

- A. Notification and Warning to City personnel can be done through the NIXLE Notification and Warning System and phone lines.
- B. Public notification and warning will be done through the NIXLE system.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Annex Coordinator

1. Serve as the primary point of contact for the maintenance of this annex.
2. Serve as a liaison between the City and the County regarding updating of the annex.
3. Represent the City of Buckhannon on matters of emergency preparedness planning.

B. Responsibilities

1. Mayor

- a. Designate representatives of the City to serve on the Lewis-Upshur Local Emergency Planning Committee.
- b. Declare, if necessary, an Emergency.
- c. Coordinate as necessary during operations, with the City Council to designate a liaison to report to the Upshur County Emergency Operations Center.

2. Director of Public Works

- a. Represent the city in countywide preparedness efforts.
- b. Oversee damage assessment efforts to city-owned properties.
- c. Coordinate as necessary during operations, with the Upshur County EOC for request of state resources.

3. Director of Finance and Administration

- a. Support city-level emergency operations by coordinating with department heads to determine need.
- b. Oversee damage assessment efforts to city-owned properties.
- c. Monitor emergency expenditures.
- d. Coordinate with City Council should budget revisions be necessary to re-allocate emergency expenditures.
- e. Coordinate, as necessary during operations, with the Upshur County EOC for request of state resources.

4. Fire Department

- a. Continue to provide fire suppression services throughout the City and first-due response area.
- b. Support emergency operations as needed, requested and in accordance with existing mutual aid agreement.

5. Police Department

- a. Continue to provide law enforcement services throughout the City.
- b. Support emergency operations as needed, requested and in accordance with existing mutual aid agreements.

6. Sewer Department

- a. Continue operations at the wastewater treatment plant.
- b. Address damages and service interruptions that add to the scope of the existing emergency.
- c. Participate in damage assessment efforts.

7. Streets & Parks Department

- a. Address damages to streets and sidewalks that add to the scope of the emergencies.
 - b. Support emergency operations as requested.
 - c. Participate in damage assessment efforts.
-

8. Waste Collection Department
 - a. Address damages to Waste Collection Department facilities and equipment that add to the scope of the emergencies.
 - b. Support emergency operations as requested.
 - c. Participate in damage assessment efforts.
9. Water Department
 - a. Continue operations at the water treatment plant.
 - b. Address damage and service interruptions that add to the scope of the emergencies.
 - c. Support emergency operations as requested.
 - d. Participate in damage assessment efforts.

E. Supporting Agencies

1. Upshur County Department of Homeland Security and Emergency Management
 - Advise County and City governments on matters of emergency management.
 - Prepare and maintain a plan for emergency response and management activities.
 - Design and conduct exercises to ensure the plan is current and effective.
 - During emergencies, activate and manage the EOC with proper authority and guidance from the Upshur County Commission.
 - Serve as liaison to state and federal officials during local states of emergency.
 - Offer training, as applicable and in accordance with National Incident Management System (NIMS) criteria, to ensure that local responders are qualified and prepared to undertake emergency operations.
 - Develop and maintain a properly categorized and typed resource manual (per NIMS requirements) to assist in the emergency procurement of necessary resources.
2. Upshur County Emergency Communications Center
 - Provide emergency dispatch operations for Upshur County.
3. Upshur County Sheriff's Department
 - Coordinate law enforcement activities in the unincorporated areas of Upshur County.
4. Upshur County Emergency Medical Services
 - Provide primary emergency medical services to all of Upshur County.
5. WV Division of Homeland Security and Emergency Management
 - Develops, tests, and maintains the *West Virginia Emergency Operations Plan*.
 - Receives local resource requests.
 - Coordinates state agency response to an incident.
 - Activates and staffs the State EOC (SEOC), if appropriate.
 - Requests and coordinates federal assistance to an emergency/disaster.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Administration

1. Administration of emergency management activities in Upshur County is conducted on a daily, non-emergency basis by the Upshur County Department of Homeland Security and Emergency Management. During the response and recovery phases, the emergency management program is coordinated by the UCDHSEM Director with responders and Chief Executive Officials (CEOs) at the scene and in the activated Emergency Operations Center (EOC) in accordance with the written procedures set forth in this plan and in organizational Standard Operating Guidelines (SOGs).
2. After-Action Critique
 - The UCDHSEM Director will schedule a Hot Wash of the emergency response actions. The UCOEM Director is also responsible for ensuring that the initiatives discussed during a critique session are implemented (upon approval by the county commission).
 - During the critique, participants will review the effectiveness of actions taken, resource shortcomings, etc. The purpose of the meeting will be to highlight strengths and weaknesses and identify measures that can improve preparedness and operational readiness.
 - UCDHSEM Director is responsible for the preparation of the After-Action Report.
 - The UCDHSEM will facilitate revisions to the appropriate sections of this plan, if necessary.
3. Adoption of this Annex
 - The Buckhannon City Council will adopt this annex to serve as formal guidance for operations during emergency situations.
 - This annex will be added to the Upshur County Emergency Operations Plan. The annex will be updated periodically as necessary.
4. Declaration of Emergency.
 - Declaration of an emergency will allow resources be requested from a state and federal level.
5. Mutual Aid
 - The Buckhannon Police Department maintains a mutual aid agreement with the Upshur County Sherriff's Department for personnel, equipment and investigative assistance.
 - The Buckhannon Fire Department maintains a mutual aid agreement with the other volunteer fire departments within the county.
 - The Buckhannon Water Department has a mutual aid agreement through West Virginia's Water/Wastewater Agency Response Network (WV WARN) that covers personnel, equipment, and parts inventory as related to water utility operations.
6. Legal Considerations
 - If necessary, the City Attorney is responsible for providing legal advice regarding City emergency decisions.
 - City employees involved in a response are covered by their regular liability and other insurance programs.

Significant use of volunteers (VIPS, CERT) during emergencies is unpredictable. If volunteers are used, they would be expected to sign a waiver addressing possible liabilities.

7. Continuity of Government: Primary City Point of Contact

- Mayor
- Director of Finance and Administration
- Director of Public Works
- Remaining Council Member (per seniority)

B. Finance

1. Typically, department heads have the authority to make purchases when funds are in their budgets.
2. Should the emergency necessitate City purchase items that are not included in budgets, the general funds can be used. However, the City Council reserves the right to make budget revisions to re-allocate expenditures.
3. Extensive record keeping should be kept of expenditures during an emergency.
4. Should funding requests from FEMA be warranted, the Director of Finance and Administration shall work with the Director of the Upshur County Department of Homeland Security and Emergency Management to complete the required reimbursement forms.
5. Resource Procurement Actions before a Declaration of Local "State of Emergency": Every effort must be made to meet requirements with local government resources. County and City officials will be contacted without regard to normal business hours to assist in obtaining those necessary items that are not readily available in the stocks of committed local governments. Unless specifically authorized by the appropriate County and City official, normal procurement procedures will prevail.

C. Logistics

1. In the event that the county's resources prove to be inadequate during a response, requests will be made for assistance from other jurisdictions, higher levels of government and other agencies.
 - a. Resource requests will be in accordance with existing mutual aid agreements.
 - b. Requests to higher levels of government will include National Incident Management System (NIMS) resource types and categories (see Annex H: Resource Management).
2. Procedures have been identified to ensure that authorized personnel are in-place at all times to approve emergency resource procurement and expenses.
3. State and Federal Involvement
 - a. State
 - i. For emergency or disaster situations that exceed the combined capabilities of all local emergency response organizations (and dubbed an "incident of state significance"), the State of West Virginia, through the WV Division of Homeland Security and Emergency Management (WVDHSEM), can provide direct services and assistance to the affected county and can act as a channel of obtaining and providing additional resources from outside the state and from the federal government.
 - ii. When the WVDHSEM provides emergency assistance, which may include on-site representation, the overall command and control authority remains with the local jurisdiction, unless local control is otherwise relinquished or if

state or federal law requires the transfer of authority to a specified state or federal agency.

- iii. The *West Virginia Emergency Operations Plan (WVEOP)* calls for all state departments and agencies with emergency responsibilities to provide direct assistance to local jurisdictions where possible and to participate in local Emergency Operations Plan (EOP) activities.
- iv. The WVEOP expects local jurisdictions to have fully committed and depleted all locally available resources before requesting assistance from a higher level of government.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance

- a. The Mayor, or the official designee, should participate as a member of the Lewis-Upshur Local Emergency Planning Committee, where issues relative to the annex are frequently discussed.
- b. Typically, the Director of Public Works serves as the primary planning liaison for the City of Buckhannon.
- c. Other City representatives may be asked to participate per the topic at hand.

2. Review of Annex

- a. Review of this annex should be undertaken at least once every three years by City Department Heads, City Council and the Upshur County Department of Homeland Security and Emergency Management.

3. Test, Training and Exercises

- a. City emergency service agencies regularly participate in drills and exercises with other county agencies.
- b. The City, generally, intends to participate in exercises when it is practical.
- c. Annually, this document should be tested via roundtable attended by the City and UCDHSEM.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. This plan has been developed by the Upshur County Office of Emergency Management (UCOEM) in accordance with guidance provided by the WV Division of Homeland Security and Emergency Management (WVDHSEM) and the US Department of Homeland Security.

B. The UCOEM Director will ensure that this plan is periodically updated.


1. An update schedule is maintained in the format of the *CPG-101 V.2 Evaluation Matrix* (per Emergency Management Performance Grant [EMPG] requirements).
2. More extensive updates may be conducted in response to actual events or exercises that identify deficiencies in the plan. The UCOEM is responsible for distributing plan updates.
3. In general, the UCDHSEM Director facilitates updates and facilitates regular meetings of "planning committees" that are organized by annex. For example, the planning committee for the direction and control annex is the core Emergency Operations Center (EOC) staff while the planning committee for the fire and rescue annex is comprised of representatives from each of the fire departments in the county.

C. Training


1. The following training (in their most current versions), at a minimum, must be completed by all new employees, recruits, and first responders who have a direct role in emergency preparedness, incident management, or response for National Incident Management System (NIMS) compliance.
 - a. IS-100 (Introduction to ICS)
 - b. IS-200 (Basic ICS)
 - c. IS-700 (NIMS: An Introduction)
 - d. IS-800 (NRF)
2. Responders with the potential to hold command positions (e.g., officers, etc.) must also take IS-300 (Intermediate ICS) and IS-400 (Advanced ICS).
3. More detailed courses may also be completed as part of an on-going training program. Such courses include:
 - a. IS-139 (Exercise Design)
 - b. IS-230b (Fundamentals of Emergency Management)
 - c. IS-235a (Emergency Planning)
 - d. IS-240a (Leadership and Influence)
 - e. IS-241a (Decision-Making and Problem Solving)
 - f. IS-242a (Effective Communication)
 - g. IS-244a (Developing and Managing Volunteers)
 - h. IS-402 (ICS for Local Elected Officials)
 - i. IS-702 (Public Information)
 - j. IS-703 (Resource Management)
4. Several agencies throughout Upshur County offer training opportunities, such as the UCOEM, the Lewis-Upshur Local Emergency Planning Committee (LEPC), and individual response agencies. Additionally, training for first responders can be obtained through their respective departments, as well as the WVDHSEM, West Virginia University (WVU) Fire Service Extension, etc.
5. All exercises should be designed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
6. Individual agencies' Standard Operating Guidelines (SOGs) detail other training requirements.


XI. AUTHORIZATION



 Mayor - City of Buckhannon _____ Date



 Buckhannon City Recorder _____ July 19, 2018
 Date



 Buckhannon City Council Member _____ 19 Jul 18
 Date

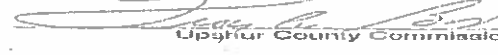

 Buckhannon City Council Member _____ July 19, 2018
 Date



Buckhannon City Council Member Date 7-19-18


Buckhannon City Council Member Date 7-17-18


President - Upshur County Commission Date 7/20/18


Upshur County Commissioner Date 7/26/18


Upshur County Commissioner Date 7-26-18


Director Upshur County Department of Homeland Security and Emergency Management Date 8/3/18

Correspondence and Information-None

Consent Agenda:

G.1 Approval of Minutes -July 19, 2018 Sanitary Board Meeting

Motion Frye/Loftis to approve 07/19/18 meeting minutes- Carried unanimously.

Strategic Issues for discussion and/or vote:

H.1 Bid Opening -Dump Truck with Stainless Steel Dump Body- Already addressed above-guest-bid opening.

H.2 Discussion Job Re-Classification & Pay Increase- Mayor McCauley said the general fund is currently struggling to continue to pay payroll for employees covered by that fund, and a general moratorium has been placed against pay raises for cost of living. However, in the case of classification change, the City typically award pay raises. Erasmo proposed reclassifications for sanitary employees. The chart delineating these proposals is included in the packet.

Name	Classification	Score	Yrs. Service	Current Rate	Proposed Rate	Difference	Yearly Cost
Dan Baker	6	148	11.1	\$0.00	\$0.00	\$0.50	\$1,040.00
Scott Crites	5	133	10.4	\$0.00	\$0.00	\$1.00	\$2,080.00
Dave Currence	5	145	5.7	\$0.00	\$0.00	\$0.50	\$1,040.00
Jeff Ford	7	132	30.3	\$0.00	\$0.00	\$0.00	\$0.00
Derek Marsh	3	137	4.3	\$0.00	\$0.00	\$0.00	\$0.00
Brian Mitchell	6	135	25	\$0.00	\$0.00	\$1.00	\$2,080.00
Erasmo Rizo	Superintendent		2.3	\$0.00	\$0.00	\$0.00	\$0.00
Bryan Samples	7	148	40.3	\$0.00	\$0.00	\$0.50	\$1,040.00
Cody Tenney	3	135	5	\$0.00	\$0.00	\$0.00	\$0.00
Donald Tenney	4	131	19.8	\$0.00	\$0.00	\$1.00	\$2,080.00
Pete Tenney	2	131	4.3	\$0.00	\$0.00	\$0.00	\$0.00
Garrett Walton	5	134	9.9	\$0.00	\$0.00	\$0.00	\$0.00
Kevin Ware	6	136	21.8	\$0.00	\$0.00	\$0.50	\$1,040.00
Sam Ludlow	7		29.9				
				\$0.00	\$0.00	\$5.00	\$10,400.00

Bold print in the classification column denotes class changes.

Class 1- Entry Level
 Class 2- Laborer
 Class 3- Pipe layer
 Class 4- Lab Technician/Maint. Tech.
 Class 5- Equipment Operator
 Class 6- Crew Chief/Lab Manager
 Class 7- Section Supervisor

Motion Frye/Loftis to approve pay increases -Carried Unanimously.

H.3 Full-time Maintenance Assistant Employee Hire Update- Erasmo - We have interviewed three people, with the last one happening 8.16.18. We are not ready to make a particular recommendation yet.

Mayor McCauley asked if we can wait until September, or if we'll need a special meeting. Erasmos said we can wait and see how it will go.

Motion Loftis/Frye to allow Erasmo to hire one of two final candidates for the position, - Carried Unanimously.

Stormwater:

I.1 Victoria St. -Spread from water shedding on road went over curb level, and into basement of houses. Installed second inlet by first inlet to contain water.

I.2 W. Lincoln Way-Ditch was filled with sediment and overflowed into Lincoln Way 35-39. Ditch and pipe were reworked and cleaned.

I.3 Rohr Embankment Stabilization- Slope had failed into the ditch and created a dam. The ditch was reopened and slope was laid back. Stone was installed to prevent erosion.

I.4 Stormwater Billing -Stormwater owes money to the General Fund.

Board Members Comments and Announcements:

- Loftis – No Comments
- Frye – Mr. Frye made a platter with a picture of Sam Ludlow

Mayor’s Comments and Announcements:

- Would like a flagpole at the sewer plant. Jerry will give information soon about preparing cement plant batch mixer. We also need to identify Sam Ludlow’s pay rate.

There being no further business to be conducted; Motion Frye/Loftis to adjourn at 5:37 pm. Motion carried.

Mayor David McCauley

Recorder Colin Reger
