

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, April 16, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following were in attendance:

| | | |
|--|----------------------|-----------------------|
| Mayor | David McCauley | Present |
| City Recorder | Randy Sanders | Present – GoToMeeting |
| Assistant Recorder/Director of Finance | Amberle Jenkins | Present |
| Director of Public Works | Jerry Arnold | Present - GoToMeeting |
| City Engineer | Jay Hollen | Present - GoToMeeting |
| Board Member | Gene Frye | Present |
| Board Member | Phil Loftis | Present - GoToMeeting |
| Sanitary Superintendent | Bryan “Buck” Samples | Present |
| Plant Engineer | Sam Ludlow | Present - GoToMeeting |
| City Attorney | Tom O’Neill | Present |

Guests – Tyler Beaty, P.E. – J.F. Allen, Company

Meeting Agenda Posted 04/13/2020

*To Participate in a Utility Board meeting during the COVID-19 Stay at Home Order,
Please contact us at 304-472-1651 for the GoToMeeting link/access*

*City of Buckhannon Sanitary Board– 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, April 16, 2020*

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1 Gary Harman- Leak Adjustment-Island Avenue
 - B.2 J. F. Allen Company – Representative
- C. Finance Report-Amby
 - C.1 March 2020
- D. Department Report
 - D.1 33 West Extension North
 - D.2 33 West Extension South-JF Allen Co
 - D.3 Plant Operations-Testing
 - D.4 Maintenance Crew
 - D.5 Line Crew
 - D.6 CSO
 - D.7 UV Unit
 - D.8 Boring Machine
 - D.9 Track Hoe
- E. Correspondence and Information
 - E.1 Mayor’s Statements- COVID-19 Virus
 - March 19, 2020 Pandemic, COVID-19 Virus
 - March 24, 2020 State Stay at Home Order
 - March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy
 - April 2, 2020 Pandemic, COBID-19 Virus -Additional Measures
 - April 2, 2020 Mayor’s Opening Statement at City Council
 - E.2 Order No. 9430 from WVDEP-Construction Stormwater General Permit WV/NPDES
 - E.3 Bid Opening Results on 03/31/2020- Ultraviolet Disinfection Unit
 - E.4 Informational Signage for RT 33 West Extension North Side Sewer Project
- F. Consent Agenda
 - F.1 Approval of Minutes –03/19/2020 Sanitary Board Meeting
- G. Strategic Issues for Discussion and/or Vote
 - G.1 Request Leak Adjustment-Gary Harman-Island Avenue
 - G.2 Rt 33 Corridor H South Sewer Alternate Extension Agreement – J. F. Allen Co.
 - G.3 Approval Pay Increase Josh Streets- Class A/CDL Certification
 - G.4 Approval to Purchase Ultraviolet Disinfection Unit from Enaqua
 - G.5 Approval to Advertise to Bid for Boring Machine
 - G.6 Approval to Advertise to Bid for Track Hoe
 - G.7 Approval Budget Revision FY 2019/2020

H. Stormwater

H.1 178A Camden Avenue

I. Board Members Comments and Announcements

J. Adjournment

Posted 04/13/2020

Next Meeting Date 05/21/2020

A. Call to Order - The Mayor called the meeting to order asking that we keep the 32,000 of our fellow Americans, 12 of which are West Virginians, in our thoughts and prayers as we observe a Moment of Silence, followed by the Pledge to the Flag of the United States of America.

B. Recognized Guests

B.1 Gary Harman- Leak Adjustment-Island Avenue

B.2 J. F. Allen Company – Representative

Mr. Harman was not in attendance, so the Mayor recognized Guest B.2, J. F. Allen Company – Representative, Tyler Beaty, P.E. The Mayor gave an overview of the proposed water and sewer project agreements with the J.F. Allen Company. City Engineer, Jay Hollen, explained the permit and testing procedures.

The Mayor invoked the Chairs prerogative to move G.2 Rt 33 Corridor H South Sewer Alternate Extension Agreement – J. F. Allen Company, to the table.

Motion to honor and approve, pending final resolution of the agreement, the previous offering of contributing \$60,000 in materials along with all of the administrative, engineering and inspection work on the Corridor H South Sewer Alternate Extension project made by Frye/Loftis. Discussion: *Mr. Loftis ask for a clarification of the agreement as he thought that we were no longer offering a monetary contribution to the project. After a discussion with all involved, it was agreed that the offer, as described in the motion, was correct.* **The Mayor called for the question. Motion carried unanimously. Indexed as Sanitary Agreement A385- on File-Recorded at City Hall.**

Tyler Beaty also presented the final Water Board agreement that had been signed by J.F. Allen Company President, Greg Hadjis, which the Mayor countersigned, finalizing that portion of the City's utility agreement with the J.F. Allen Company. **Indexed as Water Agreement A195- on File-Recorded at City Hall.**

Tyler ask for an update on the Rt 33 Corridor H North project. Sanitary Superintendent Samples reported that once they complete the CJ Martin project, which should be soon, they will begin on the Rt 33 Corridor H North project.

Some additional Q & A took place between Mr. Beaty and members of the Board regarding smaller project details. All were pleased with the information gained.

The Mayor recognized Amby Jenkins who updated the Board on the Leak Adjustment-Island Avenue matters concerning scheduled guest B.1 Gary Harman. *Gary Harman wants to attend the Sanitary Board meeting by phone. We need to call him.*

One of the yard hydrants froze and leaked. Water Supervisor did not give an adjustment since the customer is to have pipes in good working order.

Yard hydrants above ground in freezing weather are prone to freezing.

Mr. Harman will ask for an adjustment on sewer since the water did not go into the sewer system. This leak does not fall within the leak adjustment policy which is attached. #3.

Policy for Adjustment of Sewer Bills based on water service leaks on the customer's side of the meter.

- 3 This policy will not apply to leaking faucets, spigots, commodes, dishwashers, or other malfunctioning appliances and similar situations. (Per PSC rules title 150 series 5 4.4.c.1) This policy will also not apply to outside spigots and hot water tanks. This adjustment is intended to be applied for major leaks such as when pipes rupture. It is the customer's responsibility to provide sufficient proof that the provisions of this policy apply to the subject sewer invoice.*

This policy shall be maintained in the office and be available for inspection by the public during normal working hours. This policy shall be applied in a uniform, non-discriminatory manner to our customers.

Summary: Mr. Harman is asking the Board for an exception to this policy. Amby estimates the adjustment would be approximately \$200.

Motion to approve an adjustment of approximately \$200 for Gary Harmon was made by Loftis/Frye. Motion carried.

C. Finance Report-Amby

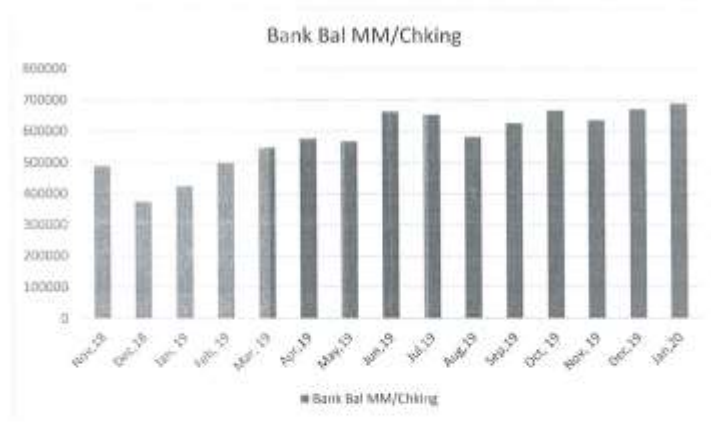
C.1 Amby Jenkins gave the following financial report:

**SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance March 31, 2020

Money market checking \$ 794,452.17

CD at FCB \$22,866.14 closed 2-24-20 in MM acct
 CD Investment at FCB \$40,525.69 closed 2/24/20 in MM acct
 CD Investment (Citizens) \$ 50,781.10
 CD Investment (Citizens) \$100,000.00
 CD Investment (Community) 2.48% 25mth Aug 2019 \$100,000.00



Notes:

On December 17, 2018 a CD was open in the amount of \$100,000 at Citizens Bank for 15 months with an interest rate of 1.76%

On August 7, 2019 a CD was open in the amount of \$100,000 at Community Bank for 25 months with an interest rate of 2.48%

04-06-2020 02:47 PM

disbursements 03-01-2020 TO 03-31-2020

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT | | |
|--------------------|-------------|------------|------------------------|----------------------------|----------------------|----------------------------|----------|
| POWER/FUEL/UTILITY | MOB POWER | 711-713-00 | DEANVILLE | 110086407977 DEANVILLE | 70.65 | | |
| | | 711-313-00 | VICKESBURG | 110086525471 SYCAMORE | 1,427.78 | | |
| | | 711-913-00 | MADISON STREET | 110087327497 RANDOLPH | 45.08 | | |
| | | 711-513-00 | WOOD/RITCHIE STS | 110086976856 WOOD | 209.53 | | |
| | | 711-413-00 | EAST MAIN ST | 110084766556 E MAIN | 556.24 | | |
| | | 711-813-00 | ISLAND AVENUE | 110088930133 ISLAND AVE | 44.79 | | |
| | | 711-613-00 | MONONGALIA ST | 110082080448 MOB & WOOD ST | 141.41 | | |
| | | 711-921-00 | BROCKE ST PUMP STA | 110 100961546 BROCKE ST | 109.81 | | |
| | | 711-823-00 | 65-67 CLEVELAND AVE | 110142423661 65-67 CLEVELA | 9.44 | | |
| | | 711-916-00 | HAMPTON INN PS | 110087568348 WBUC RD | 9.65 | | |
| | | 711-914-00 | TJM SEWAGE STATION | 110087907595 TJM SEWAGE PL | 84.23 | | |
| | | 711-915-00 | WESTON ROAD | 110087476356 WESTON RD | 60.93 | | |
| | | 711-917-00 | BRUSHY FORK PS | 110085298060 BRUSHY FORK R | 55.66 | | |
| | | 711-918-00 | RT 20 SEWER PUMP STA | 110 088 384 965 RT 20 | 9.65 | | |
| | | 711-113-00 | PLANT POWER | 110 088 308 288 RT. 5 | 4,227.39 | | |
| | | 711-213-00 | ELIAS STREET | 110 088 305 898 ELIAS ST | 2,462.69 | | |
| | | 711-919-00 | 1 BUCKHANNON RD | 110 088 263 998 BUCKHAMNO | 16.17 | | |
| | | | LYKINS OIL COMPANY | 711-920-00 | PLANT VEHICLES-2,3,6 | SANITARY FEB 2020 FUEL BIL | 1,769.45 |
| | | | GREYLOCK PIPELINE, LLC | 711-920-02 | NATURAL GAS | SALES JAN 2020 | 203.03 |
| | | | | 711-920-02 | NATURAL GAS | FEB 2020 SALES | 164.16 |
| TOTAL: | | | | | 11,356.74 | | |

\$8,200.00 Precision Pump & Valve Serv. Control Panel Repair E main P/s

04-06-2020 02:47 PM

disbursements 03-01-2020 TO 03-31-2020

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|------------|-------------------------------|------------|----------------------|----------------------------|----------|
| UNIFORMS | UNIFIRST CORP. | 712-345-00 | UNIFORMS | ALL DEPT FEB 2020 UNIFORMS | 877.13 |
| | | | | TOTAL: | 877.13 |
| LINES | AFLAC | 713-243-00 | SUPPLIES LINES | JASON TENNEY 1/2 MTR PREM | 32.80 |
| | A F WENDLING INC | 713-243-00 | SUPPLIES LINES | SEWER AID | 453.84 |
| | FISHER AUTO PARTS INC | 713-443-00 | EQUIPMENT & MAINTENA | FILTERS | 22.88 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | FILTER | 11.21 |
| | COLE TRUCK PARTS INC | 713-443-00 | EQUIPMENT & MAINTENA | FUEL FILTER | 9.92 |
| | SOUTHERN STATES COOP INC | 713-143-00 | FACILITIES MAINTENAN | BOOTS | 203.99 |
| | | 713-143-00 | FACILITIES MAINTENAN | BOOTS | 203.99 |
| | | 713-143-00 | FACILITIES MAINTENAN | RUBBER BOOTS | 107.99 |
| | | 713-143-00 | FACILITIES MAINTENAN | 10 GASSES WATER | 37.90 |
| | RITE-WAY HEATING & PLUMBING | 713-443-00 | EQUIPMENT & MAINTENA | NIPPLE COUPOING BUSHING | 32.85 |
| | FRANK WARE'S SEPTIC SERVICE | 713-243-00 | SUPPLIES LINES | PUMPED MAN HOLE | 200.00 |
| | C I THORNBERG CO INC | 713-243-00 | SUPPLIES LINES | HDPE PIPE | 358.00 |
| | FOSTER SUPPLY INC | 713-243-00 | SUPPLIES LINES | SMOOTHE FLOW 45 | 67.15 |
| | HAPA-AMTOWER AUTO SUPPLY | 713-443-00 | EQUIPMENT & MAINTENA | GREASE SHOP TOWELS | 36.48 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | OIL | 11.95 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | OIL | 55.96 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | OIL | 7.17 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | BATTERIES FOR P-15 | 233.64 |
| | | 713-243-00 | SUPPLIES LINES | BATTERY | 10.36 |
| | | 713-243-00 | SUPPLIES LINES | WORK LIGHT | 23.39 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | FUEL FILTER | 34.64 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | WIPER BLADES | 7.88 |
| | TIM MYERS | 713-243-00 | SUPPLIES LINES | J. STREETS CDL EXAM | 100.00 |
| | | 713-243-00 | SUPPLIES LINES | RE-TEST J. STREETS | 50.00 |
| | MISG UTILITY OF WEST VIRGINIA | 713-443-00 | EQUIPMENT & MAINTENA | FEB 2020 MESSAGE FEES | 17.83 |
| | LOWES BUSINESS ACCOUNTS | 713-243-00 | SUPPLIES LINES | PCRD-DRILL & TOOL KIT | 332.09 |
| | | 713-243-00 | SUPPLIES LINES | 2 BY 4'S AND STUDS | 31.52 |
| | | 713-243-00 | SUPPLIES LINES | SAW BLADES | 65.21 |
| | | 713-243-00 | SUPPLIES LINES | GLUE AND CLEANER | 13.44 |
| | | 713-243-00 | SUPPLIES LINES | FLYWOOD FOR REPAIR | 42.62 |
| | | 713-243-00 | SUPPLIES LINES | HOSE CLAMPS AND LEVEL | 31.16 |
| | BRUFFEY TRUCKING INC | 713-243-00 | SUPPLIES LINES | STONE | 527.00 |
| | CENTRAL SUPPLY CO | 713-243-00 | SUPPLIES LINES | CONCRETE | 148.75 |
| | BUCKHANNON DISCOUNT TIRE INC | 713-443-00 | EQUIPMENT & MAINTENA | FLAT REPAIR | 15.00 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | FLAT REPAIR | 15.00 |
| | TRACTOR SUPPLY CREDIT PLAN | 713-443-00 | EQUIPMENT & MAINTENA | DIESEL FUEL PUMP | 444.98 |
| | AMAZON.COM | 713-243-00 | SUPPLIES LINES | PCRD-PUMP HOSE W/ GASKET | 359.00 |
| | | 713-243-00 | SUPPLIES LINES | PCRD-PUMP HOSE GASKETS | 116.51 |
| | FASTENAL INDUSTRIAL | 713-443-00 | EQUIPMENT & MAINTENA | SS BOLTS | 7.00 |
| | WESTECH RIGGING SUPPLY | 713-243-00 | SUPPLIES LINES | PCRD-RATCHET BINDER | 329.40 |
| | | | | TOTAL: | 4,832.50 |
| PLANT | LYKINS OIL COMPANY | 714-343-00 | EQUIPMENT MAINTENANC | GREASE | 264.53 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | BAGS, GREASE | 119.00 |
| | A F WENDLING INC | 714-643-00 | OPERATION PLANT EXPE | COPS | 53.05 |
| | | 714-143-00 | FACILITIES MAINTENAN | DISINFECTION WIPES | 37.32 |
| | SOUTHERN STATES COOP INC | 714-143-00 | FACILITIES MAINTENAN | WATER | 37.90 |
| | WV BUREAU FOR PUBLIC HEALTH | 714-643-00 | OPERATION PLANT EXPE | REMEM OF LIC KEVIN WARE | 100.00 |
| | | 714-643-00 | OPERATION PLANT EXPE | REMEM OF LICE JEFF FORD | 100.00 |
| | RITE-WAY HEATING & PLUMBING | 714-443-00 | PUMP STATION REPAIR | P V C GLUE | 5.59 |
| | | 714-443-00 | PUMP STATION REPAIR | PRESSURE GAUGE | 4.78 |

04-06-2020 02:47 PM

disbursements 03-01-2020 TO 03-31-2020

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|------------------------|------------------------------|------------|----------------------|----------------------------|-----------|
| | | 714-343-00 | EQUIPMENT MAINTENANC | FITTINGS | 17.37 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | 10 FEET PVC PIPE | 18.70 |
| | RELIANCE LABORATORIES INC | 714-243-00 | LAB EXPENSE PLANT | TESTING | 800.00 |
| | | 714-243-00 | LAB EXPENSE PLANT | PLANT TESTS | 50.00 |
| | | 714-243-00 | LAB EXPENSE PLANT | TESTING | 76.00 |
| | ADVANCED ANALYTICAL SOLUTION | 714-243-00 | LAB EXPENSE PLANT | TESTING | 318.00 |
| | HAPA-AMTOWER AUTO SUPPLY | 714-343-00 | EQUIPMENT MAINTENANC | FILTERS | 11.45 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | GARAGE SUPPLIES | 371.91 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | PRIMER AND BED LINER PAINT | 30.67 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | CAB SPRAY PAINT | 15.98 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | BATTERY FOR P-2 | 101.58 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | BALL JOINT | 88.73 |
| | HART OFFICE SOLUTIONS INC | 714-643-00 | OPERATION PLANT EXPE | JAN 2020 COPIER LEASE | 50.00 |
| | | 714-643-00 | OPERATION PLANT EXPE | RENTAL FOR PRINTER | 50.00 |
| | CRITES ELECTRICAL INC | 714-443-00 | PUMP STATION REPAIR | ELECTRICAL SUPPLIES | 73.02 |
| | LOWES BUSINESS ACCOUNTS | 714-643-00 | OPERATION PLANT EXPE | HEATER | 18.99 |
| | | 714-143-00 | FACILITIES MAINTENAN | MISC PLANT SUPPLIES | 125.16 |
| | GLOBAL TRACKING COMMUNICATIO | 714-543-00 | TELEPHONE | MAR 2020 GPS TRACKIT | 148.24 |
| | | 714-543-00 | TELEPHONE | JAN 2020 GPS TRACKIT | 148.24 |
| | BUCKHANNON DISCOUNT TIRE INC | 714-343-00 | EQUIPMENT MAINTENANC | FLAT REPAIR | 15.00 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | WEST VIRGINIA STATE INSPE | 11.00 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | WV INSPECTION | 3.00 |
| | US CELLULAR | 714-543-00 | TELEPHONE | 704-7883 7882 931-0814 439 | 392.50 |
| | PRECISION PUMP & VALVE SERVI | 714-443-00 | PUMP STATION REPAIR | CONTROL PANEL | 8,200.00 |
| | WALMART STORES INC -BUCKHANN | 714-143-00 | FACILITIES MAINTENAN | MISC PLANT SUPPLIES | 60.80 |
| | | 714-643-00 | OPERATION PLANT EXPE | MISC SUPPLIES | 21.79 |
| | MICROLOGIC INC | 714-743-00 | TELEMETRY | SAN MONTHLY SECURITY MONIT | 179.70 |
| SALARIES PLANT/LINES | **PAYROLL EXPENSES | | | 3/01/2020 - 3/31/2020 | 51,156.82 |
| | | | | TOTAL: | 63,276.86 |
| SALARIES BOARD/OFFICE | **PAYROLL EXPENSES | | | 3/01/2020 - 3/31/2020 | 9,627.35 |
| | | | | TOTAL: | 9,627.35 |
| FICA/INSURANCE | WV PUBLIC EMPLOYEES INSURANC | 718-105-00 | HEALTH INSURANCE | SAN MARCH 2020 RETIREE'S I | 2,025.00 |
| | INTERNAL REVENUE SERVICE | 718-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 1,835.02 |
| | | 718-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 1,950.74 |
| | | 718-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 429.19 |
| | | 718-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 456.23 |
| | RELIANCE STANDARD INSURANCE | 718-105-00 | HEALTH INSURANCE | SAN MARCH 2020 LIFE INS PR | 61.20 |
| | BYWATER CWI BENEFITS | 718-105-00 | HEALTH INSURANCE | SAN APR 2020 HEALTH INS PR | 18,622.72 |
| | | | | TOTAL: | 25,380.10 |
| RETIREMENT | WV PUBLIC EMPLOYEES RETIREME | 719-106-00 | GROUP RETIREMENT | WV RETIREMENT CONTRIBUTION | 2,618.48 |
| | | 719-106-00 | GROUP RETIREMENT | WV RETIREMENT CONTRIBUTION | 2,697.98 |
| | | 719-106-00 | GROUP RETIREMENT | WV RETIRE TIRKS CONTRIBUTI | 144.00 |
| | | 719-106-00 | GROUP RETIREMENT | WV RETIRE TIRKS CONTRIBUTI | 159.42 |
| | | | | TOTAL: | 5,619.88 |
| UNEMPLOYMENT/COMPENSAT | BRICK STREET MUTUAL | 720-226-00 | UNEMPLOYMENT/COMPENS | MCB1005474 11-4-19 12-1-19 | 1,243.15 |
| | WV MUNICIPAL LEAGUE | 720-226-00 | UNEMPLOYMENT/COMPENS | SAN 1ST QTR UNEMPLOYMENT | 2,719.74 |
| | | | | TOTAL: | 3,962.89 |
| BILLING/COMPUTER/DEP I | FITNEY BOWES INC | 783-341-00 | BILLING & COLLECTING | MAR 2020 POSTAGE | 824.50 |
| | WATER BD-CITY OF BUCKHANNON | 783-341-05 | BILLING WAT BD METER | MARCH 2020 METER READS | 300.00 |

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|------------------|------------------------------|------------|---|---------------------------|-----------|
| | ELECSYS INTERNATIONAL CORP | 783-341-00 | BILLING & COLLECTING MONTHLY MAINTENANCE | | 76.00 |
| | TOSHIBA FINANCIAL SERVICES | 783-341-00 | BILLING & COLLECTING CH COPIER'S LEASE 3-30-20 | | 134.50 |
| | COMMUNITY BANK | 783-341-00 | BILLING & COLLECTING ACCT#771901071 AUG COMP SM | | 385.84 |
| | AMAZON.COM | 783-341-00 | BILLING & COLLECTING PCRD-BATT LABELS FOLDERS | | 9.86 |
| | ROSSMAN & CO/PCB CORP | 783-341-00 | BILLING & COLLECTING 035565-1 13120 | | 12.90 |
| | SUDGENLINE | 783-341-00 | BILLING & COLLECTING DEBT COLLECTION | | 33.53 |
| | | | BILLING & COLLECTING INTERNET 3-6-20 - 4-5-20 | | 31.86 |
| | | | TOTAL: | | 1,806.99 |
| OFFICE EXPENSE | A F WENZLING INC | 793-341-00 | OFFICE SUPPLIES & EX GLOVES, BLEACH | | 44.20 |
| | BOCKHANNON POSTMASTER | 793-341-00 | OFFICE SUPPLIES & EX GLOVES, BLEACH | | 13.76 |
| | PAYROLL ACCOUNT (ALL DEPTS) | 793-341-00 | OFFICE SUPPLIES & EX PCRD-RET GPS RI-POD | | 11.55 |
| | COLLECTION ACCOUNT | 793-341-00 | OFFICE SUPPLIES & EX FEB 2020 AA FEES | | 187.31 |
| | DOLLAR GENERAL CORPORATION | 793-341-00 | OFFICE SUPPLIES & EX CARD FEES FEB 2020 | | 846.59 |
| | US CELLULAR | 793-341-00 | OFFICE SUPPLIES & EX SUPPLIES | | 13.03 |
| | WVNET | 793-341-00 | OFFICE SUPPLIES & EX 642-1651-613-0113 0002 | | 46.46 |
| | WALMART STORES INC -BOCKHANN | 793-341-00 | OFFICE SUPPLIES & EX WEB PAGE HOSTING QTR 3 FY2 | | 18.75 |
| | AMAZON.COM | 793-341-00 | OFFICE SUPPLIES & EX SUPPLIES | | 34.85 |
| | | | OFFICE SUPPLIES & EX PCRD-TWL ID SUPPL PAPER | | 54.38 |
| | | | OFFICE SUPPLIES & EX PCRD-TWL ID SUPPL PAPER | | 19.00 |
| | | | OFFICE SUPPLIES & EX PCRD- BATT LABELS FOLDERS | | 9.47 |
| | IWRQ | 793-341-00 | OFFICE SUPPLIES & EX APR 2020-MAR2021 CITIZENS | | 636.00 |
| | LABOR LAW CENTER | 793-341-00 | OFFICE SUPPLIES & EX PCRD-2020 LABOR LAW POSTER | | 37.90 |
| | | | TOTAL: | | 2,072.45 |
| PROFESSIONAL | DAVID L HOWELL CPA | 896-223-00 | PROFESSIONAL SERVIC PORTION OF AUDIT | | 462.00 |
| | | | TOTAL: | | 462.00 |
| BOND A | MUNICIPAL BOND COMM OF WV | 970-199-00 | BOND ISSUE #A | APRIL 2020 BOND PAYMENT | 14,144.97 |
| | | | TOTAL: | | 14,144.97 |
| BOND B | MUNICIPAL BOND COMM OF WV | 980-199-00 | BOND ISSUE #B | BOND B APRIL 2020 | 3,253.00 |
| | | | TOTAL: | | 3,253.00 |
| CAPITAL/PROJECTS | J.P. MORGAN EQUIPMENT FINAN | 997-451-02 | BELT PRESS PROJECT | BELT PRESS PYMT MARCH 20 | 2,210.60 |
| | C I THORNBERG CO INC | 997-453-00 | STORM SEWER PROJECTS | HDPE PIPE | 350.00 |
| | LOWER BUSINESS ACCOUNTS | 997-452-00 | SEWER EXT. - CAPITAL MATERIALS FOR SIGNS 33 | | 103.09 |
| | | | SEWER EXT. - CAPITAL SCREWS AND PAINT | | 21.40 |
| | | | SEWER EXT. - CAPITAL SUPPLIES FOR 33 NORTH | | 174.93 |
| | ENTERPRISE FM TRUST | 997-454-00 | NEW EQUIPMENT-CAPITA | 22GMDW 2017 JEEP GRAND CR | 467.06 |
| | | | NEW EQUIPMENT-CAPITA | 22RMTT 2018 NISSAN FRONTI | 291.98 |
| | | | NEW EQUIPMENT-CAPITA | 22RREV 2018 NISSAN FRONTI | 291.98 |
| | | | NEW EQUIPMENT-CAPITA | 22RKVM 2018 NISSAN FRONTI | 291.98 |
| | SIGN GUY LLC | 997-452-00 | SEWER EXT. - CAPITAL NPDES SIGN | | 55.00 |
| | | | SEWER EXT. - CAPITAL MAIN SEWER EXTENSION SIGN | | 240.00 |
| | COMMUNITY BANK | 997-454-00 | NEW EQUIPMENT-CAPITA | BACKHOE PYMT 3/20 | 803.03 |
| | | | NEW EQUIPMENT-CAPITA | CRANE PAYMENT | 1,655.65 |
| | | | NEW EQUIPMENT-CAPITA | SAN P550 PAYMENT | 1,111.32 |
| | DIVISION OF HIGHWAYS TREAS/R | 997-452-00 | SEWER EXT. - CAPITAL ROW ENCROACHMENT PERMIT | | 188.50 |
| | | | TOTAL: | | 8,204.52 |


Motion to approve the Financial Report was made by Frye/Loftis. Motion carried.

D. Department Report - Sanitary Superintendent Bryan "Buck" Samples gave a detailed report on projects D.1 through D.9 (the use of "we" means the Department and/or crews). Discussions by the Board took place on each of these projects.

D.1 33 West Extension North - Discussed earlier in the meeting.

D.2 33 West Extension South-JF Allen Co - Action was taken earlier in the meeting.

D.3 Plant Operations-Testing - Testing- All testing is within limits. Plant crews working under a rotating days plan.



Applicant: BUCKHANNON CITY OF Type: Electronic DMR
 Reference ID: jny0022336Mar.2020 (04/13/2020) Permit ID: New/Pending
 eDMR Worksheet - WV0022336 - 001
 Status: New Printed: Apr 13, 2020 3:57 PM

Plant

Parameter: Validity: New:

Request On The Month: Status:

Refresh Parameters eDMR Schedule

Last Refreshed:

| Parameter | Units | Min | Max | Units | Request Interval | Min | Max | Units | Min | Max | Units | Request Interval | Request Type | Sample Type | Min | Max |
|---|-------------|-----|-----|-------|------------------|-----|-----|-------|-----|-----|-------|------------------|--------------|-------------|-----|-----|
| 00001 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00002 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00003 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00004 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00005 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00006 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00007 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00008 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00009 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00010 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00011 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00012 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00013 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00014 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00015 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00016 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00017 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00018 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00019 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00020 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00021 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00022 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00023 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00024 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00025 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00026 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00027 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00028 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00029 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00030 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00031 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00032 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00033 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00034 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00035 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00036 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00037 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00038 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00039 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00040 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00041 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00042 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00043 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00044 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00045 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00046 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00047 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00048 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00049 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |
| 00050 (00-00-00-A) <input type="text"/> | Temperature | 50% | 50% | | 120 | 50% | 50% | | 120 | 50% | 50% | 120 | Continuous | Continuous | 50% | 50% |

| Date | INFLUENT WASTEWATER | | | | | BELT PRESS | | | Plant Effluent | | | | | Ann. Nit. mg/l |
|-------------|---------------------|-----------|----------|--------|------|----------------|------------------------|----------------------------|----------------|-----------|-------------------|-----------|------|----------------|
| | Sus. Sol. mg/l | BOD5 mg/l | Flow mgd | Temp C | pH | Grit Scr. C.F. | Gals. Wet Sludge Added | Pounds Dry solids Produced | Sus. Sol. mg/l | BOD5 mg/l | Fecal Col./100 ml | D.O. mg/l | pH | |
| 3/1/20 | | | 0.961 | | | 2.0 | | | | | | | | |
| 3/2/20 | | | 1.379 | 11.0 | 7.13 | 2.0 | | | | | 1 | 8.5 | 6.74 | |
| 3/3/20 | | | 2.111 | 12.0 | 7.16 | 2.0 | | | | | | 8.7 | 6.72 | |
| 3/4/20 | 44 | 132 | 1.020 | 13.0 | 7.14 | 2.0 | 26,007 | 3,362 | 0.5 | 2.6 | | 8.6 | 6.71 | 1.064 |
| 3/5/20 | | | 1.169 | 13.0 | 7.11 | 2.0 | | | | | | 8.7 | 6.70 | |
| 3/6/20 | | | 1.650 | 13.0 | 7.09 | 2.0 | | | | | | 8.5 | 6.71 | |
| 3/7/20 | | | 0.951 | | | 2.0 | | | | | | | | |
| 3/8/20 | | | 0.881 | | | 2.0 | | | | | | | | |
| 3/9/20 | | | 0.891 | 14.0 | 7.07 | 2.0 | | | | | 26 | 8.3 | 6.69 | |
| 3/10/20 | | | 1.232 | 14.0 | 7.04 | 2.0 | | | | | | 8.1 | 6.69 | |
| 3/11/20 | 76 | 162 | 1.033 | 15.0 | 7.01 | 2.0 | | | 0.5 | 2.4 | | 8.2 | 6.68 | 0.448 |
| 3/12/20 | | | 1.294 | 15.0 | 7.05 | 2.0 | | | | | | 8.0 | 6.71 | |
| 3/13/20 | | | 1.501 | 15.0 | 7.06 | 2.0 | 24,067 | 3,392 | | | | 8.1 | 6.72 | |
| 3/14/20 | | | 1.402 | | | 2.0 | | | | | | | | |
| 3/15/20 | | | 1.377 | | | 2.0 | | | | | | | | |
| 3/16/20 | | | 1.109 | 14.0 | 7.09 | 2.0 | 23,048 | 2,806 | | | | 8.2 | 6.73 | |
| 3/17/20 | | | 1.134 | 15.0 | 7.10 | 2.0 | | | | | | 8.2 | 6.75 | |
| 3/18/20 | 84 | 167 | 1.644 | 15.0 | 7.08 | 2.0 | | | 1.0 | 2.4 | | 8.1 | 6.74 | 0.588 |
| 3/19/20 | | | 2.291 | 15.0 | 7.08 | 2.0 | | | | | | 8.6 | 6.74 | |
| 3/20/20 | | | 1.949 | 15.0 | 7.12 | 2.0 | | | | | | 8.9 | 6.77 | |
| 3/21/20 | | | 1.435 | | | 2.0 | | | | | | | | |
| 3/22/20 | | | 1.106 | | | 2.0 | | | | | | | | |
| 3/23/20 | | | 1.028 | 14.0 | 7.14 | 2.0 | | | | | 1 | 7.9 | 6.71 | |
| 3/24/20 | | | 0.935 | 15.0 | 7.12 | 2.0 | | | | | | 8.1 | 6.70 | |
| 3/25/20 | 144 | 133 | 1.420 | 15.0 | 7.08 | 2.0 | 26,730 | 3,656 | 2.0 | 2.1 | | 8.3 | 6.72 | 0.252 |
| 3/26/20 | | | 1.045 | 15.0 | 7.07 | 2.0 | | | | | | 8.1 | 6.70 | |
| 3/27/20 | | | 1.589 | 15.0 | 7.21 | 2.0 | | | | | | 8.8 | 6.76 | |
| 3/28/20 | | | 1.371 | | | 2.0 | | | | | | | | |
| 3/29/20 | | | 0.913 | | | 2.0 | | | | | | | | |
| 3/30/20 | | | 0.841 | 15.0 | 7.13 | 2.0 | | | | | 2 | 8.6 | 6.72 | |
| 3/31/20 | | | 0.877 | 15.0 | 7.16 | 2.0 | | | | | | 8.7 | 6.74 | |
| TOTAL | | | 38,539 | | | | 99,852 | 13,216 | | | | | | |
| AVERAGE | 87 | 149 | 1.275 | 14.2 | 7.10 | 2.0 | | | 1.0 | 2.4 | 4 | 8.4 | 6.72 | 0.588 |
| MAXIMUM | 144 | 167 | 2.291 | 15.0 | 7.21 | 2.0 | | | 2.0 | 2.6 | 26 | 8.9 | 6.77 | 1.064 |
| MINIMUM | 44 | 132 | 0.841 | 11.0 | 7.01 | 2.0 | | | 0.5 | 2.1 | 1 | 7.9 | 6.68 | 0.252 |
| LIMITS | | | | | | | | | | | | | | |
| AVG MONTHLY | NA | NA | NA | NA | NA | NA | NA | NA | 30.0 | 10.0 | 200 | NA | NA | 2.00 |
| MAX DAILY | NA | NA | NA | NA | NA | NA | NA | NA | 60.0 | 20.0 | 400 | NA | 9.00 | 4.00 |
| MIN DAILY | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | 7.25 | 6.00 | NA |

D.4 Maintenance Crew - Because of pipes plugging in the PISTA grit building, crew changed some of the piping. Crew has been doing equipment services. We are rotating the 3-man crew (2 on 1 off).

D.5 Line Crew - Crew #1 works at C J Martin project when scheduled to work. C J's sanitary is hooked up. Crew #2 worked on 178A Camden Avenue (Josh Hinchman). Job is completed. Lanny Doerr has been working on two more rentals. Sam is going to shoot elevation and work up cost estimate. Crew would like to get this done before other utilities are put in. We are rotating crews.

D.6 CSO - Sam will be working on LTCP (long term control plan) when he has opportunity.

D.7 UV Unit - We only received one bid, which was from Enaqua. The bid was opened on March 31st. @ 1:00 and came in at \$117,000. Sam is working with Enaqua representatives to try and get price reduction by not doing the submittals, training and start up. At this time, we will need to agree to the \$117,000, but we are going to continue working on a price reduction.

D.8 Boring Machine - Sam and I have been working on the bid specs.

D.9 Track Hoe - Sam and I have been working on the bid specs.

We will bring everyone back to work on Monday, April 20th.

E. Correspondence and Information – The Mayor reviewed the following items with the Board:

E.1 Mayor's Statements- COVID-19 Virus

- **March 19, 2020 Pandemic, COVID-19 Virus**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS
March 19, 2020

Good evening. I again want to reassure the citizens of our B-U community that our City is working closely with county & state health department officials regarding the threat posed by the corona virus. I spoke

with Sue McKisic, director of our county health department just this morning. We continue to have conversations with our school system, & I spoke with Wesleyan president, Joel Thierstein this morning. We've reached out to Sarah Campbell, director of our Senior Center inquiring as to how we can help our most vulnerable, that is, our elderly. Everyone in our City organization is here to minimize as much as possible the threat posed to our citizenry by Covid-19. We will be having twice per week teleconferences with health department, healthcare providers, & county representatives. We will continue to be fully collaborative & interactive as public officials as we collectively address this health crisis.

While there are centuries of quality service to our City represented in this room this evening, I can assure you that none of us ever signed on to tackle a world pandemic. It simply wasn't on anyone's checklist. I wish none of us ever had to learn new virus phraseology such as "social distancing," "self-quarantine," "global pandemic," "Covid-19," "shelter-in-place," "flattening the curve," or the one I detest the most- "the new normal." We are all working under declared state & federal emergencies.

I am saddened by the difficult but very correct decisions to send our college students home for the rest of the semester, to close our public schools, & to cancel our Strawberry Festival. Our restaurants & pubs have gone silent except for take-out. Closures of our movie theatre, bowling alley, JesterLine, & virtually all things recreational- is terrible but necessary.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of those services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores. To that end- & consistent with what many of our sister cities have invoked, I am proposing our Council approve the following emergency measures until our state & federal authorities have determined that the threat has passed.

(1) All City facilities effective immediately, or at least following the conclusion of this evening's regular meeting, will be restricted to employees only. While our City facilities will continue to be staffed, & important work executed- the general public will not be permitted physical access to these facilities, with the exception of general deliveries to our facilities & further with exception to our solid waste transfer station that will continue to receive materials. City Hall, our public safety complex, our water & sewer plants, the streets' garage, Stockert Youth & Community Center, the Colonial Theatre, & the Charles W. Gibson Memorial Library will all be closed to the general public until further notice.

(2) Subject to supervisor approval, certain employees may be authorized to work from home, though given the nature of what we do as an organization, those are very few in number. For employees required to be at their work stations, we will seek to maintain six feet social distancing to minimize virus exposure.

(3) All city departments shall engage in reasonable & appropriate cleaning & disinfection exercises to minimize exposure to the virus.

(4) Municipal Court will be suspended until further notice, & I think it's fair to say we're looking at 30 days or longer before court will resume. Please call 304-472-1651 for assistance with any matters related to a citation or Buckhannon Municipal Court issue.

(5) While we are not closing parks or our river trail, park restrooms will be locked due to recurrent theft & vandalism. Park users should maintain the minimal six feet social distancing, & groups of 10 or more is strictly prohibited & will be monitored by our Police Department. We will suspend park pavilion rentals until this state of emergency has been lifted.

(6) Gatherings of 10 or more people should not occur anywhere within our corporate limits, & meetings of 10 or more City employees shall not occur.

(7) Please call 304-472-1651 for assistance with paying your water utility bills. The City offers an online bill pay, & pay by phone options. The City also has a payment drop box in the rear of City Hall.

(8) Our City will not terminate essential utility services of any customer during the pendency of this state of emergency, however, it is important to recognize that all customers shall ultimately be held fully accountable for the cost of utility services received.

(9) Our City will partner with downtown restaurants to establish curbside pickup through special parking space designations for takeout orders, all to minimize virus exposure while helping to keep our restaurants up & running until this health threat has passed.

(10) Our City strongly recommends self-quarantine measures by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract the virus.

I would be remiss if I failed to observe the stalwart service to this community of not only our excellent City staff, but the hospital & healthcare employees who are on the front line of battling this threat. Also, we appreciate the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue

to be fed. At some point in the future, we'll celebrate Walmart Day, as the efforts of their store's employees have been monumental during this crisis.

We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **March 24, 2020 State Stay at Home Order**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– STATE STAY AT HOME ORDER COVID-19 VIRUS (Tuesday, March 24, 2020)

Good afternoon. I again want to reassure the citizens of our B-U community that our City continues to work closely with county & state health department officials regarding the threat posed by the corona virus. Everyone in our City organization seeks to minimize as much as possible the threat posed to our citizenry by Covid-19. In light of Governor Justice's "stay at home" order issued yesterday, but to be effectuated this evening at 8:00 p.m., our City will immediately implement several additional measures to further protect our staff & hence our citizenry. These measures are in addition to those previously announced on March 13 & 19.

First, I want everyone to know that ALL of our employees are essential to our municipal operations. We will not get caught up in the "essential" versus "non-essential" discussion as all activities of our City are deemed to be essential.

Second, in order to protect the health of our fulltime staff & their exposure to this virus, our City is immediately suspending all part-time, seasonal workers without pay until further notice. Our few permanent part-time staffers will be utilized as deemed reasonable & necessary by their respective supervisors. We plan to recall our seasonal employees once the virus threat has passed.

Third, our fulltime staffs will be segregated within each department into two crews, with work staggered one week-on, one week-off. Our supervisors believe this will minimize simultaneously exposing an entire department to covid-19 while maximizing our opportunity to be able to continue to staff all of our essential services. To be clear & as an example, water plant operators & other employees will be assigned to team A or B, & will work one week & then take a week off yielding to the other water plant team. This method will be applied at our sewer plant, waste garage, streets & parks department, & City Hall staffing. All fulltime employees shall be deemed to be "on call" at all times during these emergency measures, & they will continue to receive their regular pay & benefits.

Fourth, our police & fire departments will continue to take measures to minimize mass contracting of the virus by their respective ranks.

Fifth, our Stockert Youth & Community Center will remain completely shut down until after May 1. Our SYCC staff will be reassigned to other administrative duties for our City in the interim.

Sixth, all recycling at Crossroads will be suspended until after May 1, effective immediately. Similarly, curbside recycling will be suspended until after May 1. Our transfer station at Mud Lick will remain open for accepting recyclables as well as regular services. The April "Make it Shine" activities will be postponed until after the virus threat has passed.

Seventh, all meetings for our Consolidated Public Works Board, Stockert Youth & Community Center Board, Planning Commission, Zoning Board of Appeals, Historic Landmark Commission, Animal Care & Control Commission, Police & Fire Service Commission Boards, & any & all other committees, boards, or commissions' meetings EXCEPT for City Council, Waste Collection Board, Water Board, & Sanitary Board meetings, are cancelled until after May 1.

Eighth, as everyone may appreciate, this situation is very fluid, & changes daily. It is safe to assume that these measures will remain in effect until at least May 1, 2020, & will be reevaluated thereafter.

Ninth, our City strongly recommends self-quarantine measures & compliance with the State's "stay at home" order by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract the virus.

Tenth, avoid going to the grocery store or for other purposes allowed within the State's "stay at home" order, in groups. You minimize your exposure to the virus by exercising these permitted functions alone.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of those services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores consistent with the State mandate.

Together, in the coming weeks our B-U community will emerge from this crisis. Anyone having an emergency should still contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy**



CITY OF BUCKHANNON COVID-19 Exposure Policy

Potential exposures of City personnel involving a person with laboratory-confirmed COVID-19 or a Person Under Investigation (PUI) who is a person who is awaiting a diagnosis following administration of a COVID-19 test, must notify their respective department head, who will in turn notify the Director of Public Works or Director of Finance and Administration as soon as safely possible.

All City personnel should engage in social distancing practices and recommended personal hygiene practices at all times as directed in West Virginia Executive Order 9-20 and as directed by State and Federal health authorities.

Personnel potentially exposed to a PUI or to a person with laboratory-confirmed COVID-19 are not necessarily required to isolate and/or quarantine. Figure 1 below will be used as a protocol for actions following exposure risks. Self-monitoring should be conducted, twice daily (at minimum) and is not required to be formally documented. However, the employee that is potentially exposed will be required to take their temperature before arriving to work and upon arriving to work and twice throughout the work day.

Any personnel who become symptomatic shall not report to work and shall isolate and quarantine. Personnel can be quarantined at home with family members occupying the same residence provided that members avoid close contact with family members and maintain a 6-foot distance, self-monitor for any of the COVID-19 symptoms, practice and maintain personal hygiene (e.g., constant handwashing), avoid public contact and cooperate with Local and State health departments. Symptoms and time of onset shall be reported to the personnel's respective department head via phone or electronic communications. Symptoms include, but are not limited to, a Fever greater than 99F/37.3C, nasal secretions/excretions, sore throat, cough, shortness of breath.

Personnel shall remain away from work until the following conditions are met:

If Personnel tests positive for COVID-19:

Fever less than 99F/37.3C without fever-reducing medications, AND

Improvement of respiratory symptoms, AND

Negative laboratory-confirmed COVID-19 results from at least two tests at least 24 hours apart

If Personnel is not tested for COVID-19:

At least 72 hours since recovery (Fever less than 99F/37.3C without fever-reducing medications, AND improvement of respiratory symptoms)

Personnel must acquire approval to return to work from his/her respective department head, who will in turn consult with either the Public Works Director or the Director of Finance and Administration.

The HIPAA Privacy Rule protects the privacy of patients' health information (protected health information) but is balanced to ensure that appropriate uses and disclosures of the information still may be made when necessary to treat a patient, to protect the nation's public health, and for other critical purposes.

Some common examples:

A member of the employee's household has been exposed to someone who has tested positive, but the household member has not exhibited symptoms:

Employee should report to work as directed

A member of the employee's household has begun to show symptoms (fever, etc...), but has not been tested for COVID-19.

Employee should report to work as directed and regularly check their own temperature. If the employee begins to show symptoms, then stay home until tested or the symptoms are gone for at least 72 hours.

A member of the employee's household has tested positive for COVID-19:

Employee should refer to the chart on Figure 1 and take appropriate action

The employee encounters a member of the public who is showing symptoms:

Employee should report to work as directed and regularly check their own temperature. If the employee begins to show symptoms, then stay home until tested for the disease or until the symptoms are gone for at least 72 hours.

Figure 1

| Epidemiologic risk factors | Exposure category | Recommended Monitoring for COVID-19 (until 14 days after last potential exposure) | Work Restrictions for Asymptomatic HCP |
|---|-------------------|---|---|
| Prolonged close contact with a COVID-19 patient who was wearing a facemask (i.e., source control) | | | |
| PPE: None | Medium | Active | Exclude from work for 14 days after last exposure |
| PPE: Not wearing a facemask or respirator | Medium | Active | Exclude from work for 14 days after last exposure |
| PPE: Not wearing eye protection | Low | Self with delegated supervision | None |
| PPE: Not wearing gown or gloves _a | Low | Self with delegated supervision | None |
| PPE: Wearing all recommended PPE (except wearing a facemask instead of a respirator) | Low | Self with delegated supervision | None |
| Prolonged close contact with a COVID-19 patient who was not wearing a facemask (i.e., no source control) | | | |
| PPE: None | High | Active | Exclude from work for 14 days after last exposure |
| PPE: Not wearing a facemask or respirator | High | Active | Exclude from work for 14 days after last exposure |
| PPE: Not wearing eye protection _b | Medium | Active | Exclude from work for 14 days after last exposure |
| PPE: Not wearing gown or gloves _{a,b} | Low | Self with delegated supervision | None |
| PPE: Wearing all recommended PPE (except wearing a facemask instead of a | Low | Self with delegated | None |

Figure 1

| Epidemiologic risk factors | Exposure category | Recommended Monitoring for COVID-19 (until 14 days after last potential exposure) | Work Restrictions for Asymptomatic HCP |
|----------------------------|-------------------|--|--|
| respirator) ^b | | supervision | |

*PPE=personal protective equipment

^aThe risk category for these rows would be elevated by one level if personnel had extensive physical body contact with the person.

^bThe risk category for these rows would be elevated by one level if medical interventions are performed or were present for a procedure likely to generate higher concentrations of respiratory secretions or aerosols (e.g., CPR, intubation/extubation, nebulizer therapy, sputum induction). For example, medical provider who were wearing a gown, gloves, eye protection and a facemask (instead of a respirator) during an aerosol-generating procedure would be considered to have a medium-risk exposure.

- April 2, 2020 Pandemic, COVID-19 Virus -Additional Measures**

CITY OF BUCKHANNON – MAYOR’S STATEMENT– PANDEMIC, COVID-19 VIRUS
April 2, 2020

Good evening. Again, our City officials want to reassure the citizens of our B-U community that our City is working closely with county & state health department officials, & our primary healthcare providers regarding the threat posed by the corona virus. I have spoken earlier this week with Skip Gjolberg, St. Joseph’s Hospital CEO, & Rick Simon, Community Care’s CEO. Testing for the virus is available at both facilities. We continue to have regular conversations with our school system & WVWC officials. Everyone in our City organization is committed to minimizing as much as possible the threat posed to our citizenry by Covid-19. The twice per week teleconferences with health department, healthcare providers, & county representatives continue, & City officials participate in those discussions. We continue to collaborate & interact as public officials as we collectively address this global health crisis.

I remind our residents that we are all working under declared state & federal emergencies. Our global, regional, & local situation with this virus is very fluid & issues with the pandemic change daily. We remain alert & responsive to federal & state directives & recommendations, processing & acting upon new information daily. We have had a positive test confirmed here in Upshur County. To that end, I am recommending the Council’s adoption of additional & admittedly more stringent measures this evening that will be implemented immediately upon Council’s approval. These measures are intended to further minimize the spread of the covid-19 virus. If followed, these measures will help prevent contraction & spread of this virus.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of these services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they’re not out & about tending to non-essential chores. To that end- I am proposing our Council approve the following additional, emergency measures until our state & federal authorities have determined that this threat has passed. These measures are in addition to those approved by City Council on March 13, 19, & 24 & are intended to be consistent with our federal & state mandates & guidelines.

(1) In addition to the closure of all City facilities announced on March 19, City playgrounds & parks shall now be closed to the public immediately until further notice. Science indicates that the virus survives for as long as three days on steel & plastic surfaces, both of which materials primarily comprise our playground equipment. We simply cannot guarantee that our residents cannot be infected as a result of visiting our playgrounds. These steps are being taken for the safety of our residents. Similarly, picnic tables & benches permit the contagion’s survival for several days. We will remove all picnic tables from Jawbone Park, although Jawbone Park & our River Trail are not included in the parks’ closures. The “parks” that are now entirely closed to the public include: (a) City Park on Park Street; (b) North Buckhannon Riverfront Park; (c) Fred Brooke Park; (d) Harley Brown/Rotary Park; (e) Stockert Youth & Community Center playground; & (f) the Buckhannon Dog Park. Our City police department will enforce this mandate, & those refusing to comply will be subject to citation for trespass &/or obstruction of justice. As long as social distancing is maintained, meaning a minimum of six feet apart, residents will be permitted for now to use the River Walk Trail & Jawbone Park. If you’re walking your dog, use the bags located there for pet waste disposal. If we continue to receive complaints of people violating the social distancing directive, we will have to close our River Trail, too. The parking lots of all of these parks are

included in this closure directive. Anyone other than City or emergency vehicles parked in the parking lots at our parks will be deemed to be in violation of this directive & the law.

(2) Our City's Waste Collection Board is closely adhering to the West Virginia Public Service Commission's directive on waste, that is, garbage collection. To protect our waste crews, garbage must be placed in a toter or bin, & be bagged and tightly sealed. The virus that causes COVID-19 can linger on surfaces for up to 72 hours, thus any exposed, unbagged debris may be harboring the virus & potentially exposes our staff during collection. Garbage not meeting these criteria will not be picked up. This mandate is contained in the PSC's General Order #262.2 entered on March 27, 2020, & is available on the PSC website.

(3) All grocery & convenience stores located within the corporate limits of our City shall each post signage to be displayed by no later than Monday, April 6 at their primary entrance points for patrons urging patrons to shop alone, while seeking to discourage as much as possible entry to their establishments by those under 16 years of age. This signage should also present a good opportunity to yet again remind store patrons that the elderly & those who have challenged immunity systems are the most vulnerable if they contract this virus. This signage shall direct social distancing of at least six feet between patrons while within the store. Those stores uncertain about verbiage for signage requirements may contact the City's information coordinator, Callie Cronin-Sams at City Hall at (304) 472-1651 for assistance.

(4) All persons whomsoever within the corporate limits of Buckhannon shall practice appropriate social distancing of six feet one from another when in any public place. Those intentionally violating the social distancing requirement shall be subject to citation by the Buckhannon Police Department. This includes but is not limited to all public sidewalks, the River Walk Trail, Jawbone Park, & while retrieving pick-up orders in any restaurant. This measure is intended to minimize exposure, transmission, & contraction of the covid-19 virus thus maximizing the health & safety of our residents.

(5) Assemblage of groups of 10 or more persons is strictly prohibited in all public places. This directive will be closely monitored by our Police Department & first steps will be to order dispersal of any group exceeding 10 in number. Refusal to comply with this directive may result in citation issuance.

(6) Travel by residents of our community to places outside of our community is strongly discouraged. Similarly, visitors are strongly discouraged from coming to Buckhannon at this time. Simply stated, strong measures need to be taken by all of us to avoid transporting the virus to our community. We need to consider this as a lockdown moment to minimize the spread of the virus.

(7) Our City strongly recommends continued, self-quarantine measures by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract & spread the virus. Please try to limit trips to the grocery store to once per week.

We all continue to appreciate our excellent City staff, the hospital & healthcare employees who are on the front line of battling this threat, the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue to be fed, & the restaurants that continue to offer delivery or pick-up food services.

We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **April 2, 2020 Mayor's Opening Statement at City Council**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS
April 2, 2020

Good evening. Just a few minutes ago, our City Council adjourned from an emergency meeting conducted immediately prior to this regularly scheduled Council meeting. A number of new measures have now been approved & will be effectuated immediately. This is the fourth time since March 13 that our Council has invoked measures designed to slow the spread of the covid-19 virus. Each time I have drafted more stringent restrictions, I pray they will be the last set. These newest measures will see signs installed, grocery stores changing their practices regarding their patrons, patrons having to change their shopping practices, & our parks will be closed to the public until further notice. Desperate times call for desperate measures. That old saying is attributed to Hippocrates, the ancient Greek physician who first wrote those words in his renowned Aphorisms. It's ironic that so many of our current physicians & other healthcare angels are our first line of defense against this killer virus. Hippocrates would be proud.

With the freedom & liberties we are so accustomed to enjoying in the United States, it is extra difficult for us to accept limitations being imposed that restrict them. However, that's precisely what we need to do, & we need to do it right now, not next week, & certainly not next month. We need to self-impose more restrictions now, to save lives later. It's not a question as to whether people will die from this virus, it's a question as to how many of us will die from this virus. If we flatten the curve, it's now projected that 240,000 Americans will succumb to covid-19.

Last week, everyone in our community received a post card from the White House & the Centers for Disease Control. It's captioned "President Trump's Coronavirus Guidelines for America." There are 11 directives on this post card. I want to read them to you. [read post card]

The inconveniences that we must all experience now- the forgone vacations, family reunions, church services, proms, play dates, birthday parties, anniversary remembrances, Easter egg hunts, the Strawberry Festival; the delayed celebrations & tributes of life- weddings, commencements, funerals; the fun stuff- little league baseball, spring high school & college sports, concerts & movies- they affect us all- but we all must cooperate to save each other. Please- I implore you all- do the right thing. Don't travel outside of our community. You risk bringing the disease to us all. Social distance yourselves from others. Do not leave your homes unnecessarily. Minimize your grocery & food runs. Shop alone & shop quickly. Get in & get out. You lessen the odds of exposure to this virus by shopping alone, & shopping quickly. And we do have the greatest empathy for those whose livelihoods are challenged, those who've been laid off, the small business owners who struggle mightily every day they are denied the reopening of their establishments.

Parents- pay heed, don't let your kids venture out. They could end up being the carriers who will expose this silent killer to others you love. This invisible demon knows no prejudice. It is an equal opportunity plague. None of us are impervious to this disease. We are all destructible. Please- be smarter beginning right now- stay alive.

Finally, there are more heroes & sheroes to tell you about. Earlier this week, Chad Corley & Lowes of Buckhannon delivered tons of snacks to our City's first responders at our public safety complex. The ladies of Ashland Sales & Service have made 1500 masks for our healthcare workers & first responders. Caressa Chapman & Fox's Pizza fed the mask makers free gratis. Sheetz is offering free kids' meals. Our school system's bus drivers continue to deliver meals to our B-U kids. Someday, we'll dedicate a bench to those who helped get us through this crisis. If you have someone to nominate as a hero or shero, contact Callie Cronin-Sams at City Hall, or email me. Remember we are all in THIS together, & I know as we get through the coming weeks, that we'll emerge strong as a community, while minimizing the impact upon the health of our residents who this Council is charged to protect.

E.2 Order No. 9430 from WVDEP-Construction Stormwater General Permit WV/NPDES

west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304
Phone: (304) 926-0470
Fax: (304) 926-0452

Austin Caperton, Cabinet Secretary
dep.wv.gov

March 16, 2020

BUCKHANNON, CITY OF
DAVID W. McCAULEY
CITY HALL, 70 E MAIN STREET, 40 E MAIN STREET
BUCKHANNON, WV 26201

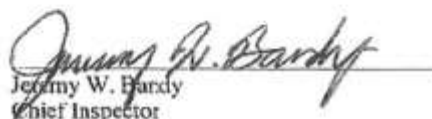
CERTIFIED RETURN RECEIPT REQUESTED
9489009000276201444090

West Virginia Department of Environmental Protection (WVDEP) recognizes that certain permittees previously covered under the 2012 WV/NPDES Construction Stormwater General Permit are currently without permit coverage due to concerns regarding the issuance of the 2019 version of the permit. Accordingly, WVDEP is issuing administrative orders to bridge the gap in permit coverage and to allow entities with expired permits some time to submit an application for permit coverage. The issuance of these orders and the forthcoming 2020 version of the permit will help WVDEP and the regulated community move forward with clarity and certainty.

Enclosed is Order No. 9430. This Order is issued by the director of the Division of Water and Waste Management under the authority of WV State Code 22-11-15 and contains notification of the right of appeal under the provisions of WV State Code 22-11-21.

This Order requires submittal of a permit application within thirty (30) days and allows construction activity to continue for a short period of time under the terms and conditions of the Order. If an administratively complete permit application has already been submitted, the requirement of Order for Compliance Item No. Two (2) has been fulfilled. However, all other terms and conditions of the Order remain in full force and effect.

Should you have any questions, please contact David Simmons, Assistant Chief Inspector, at (304) 926-0470.


Jeremy W. Hardy
Chief Inspector

west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304
Phone: (304) 926-0470
Fax: (304) 926-0452

Austin Caperton, Cabinet Secretary
dep.wv.gov

**ORDER
ISSUED UNDER THE
WATER POLLUTION CONTROL ACT
WEST VIRGINIA CODE CHAPTER 22, ARTICLE 11**

BUCKHANNON, CITY OF
DAVID W. McCAULEY
CITY HALL, 70 E MAIN STREET, 40 E MAIN STREET
BUCKHANNON, WV 26201

DATE: March 16, 2020
ORDER NO. 9430

INTRODUCTION

The following findings are made, and Order issued to BUCKHANNON, CITY OF pursuant to the authority vested in the Director of the Division of Water and Waste Management under West Virginia State Code 22-11-1 et seq.

FINDINGS OF FACT

In support of this Order, the Director hereby finds the following:

1. On December 5, 2012, the 2012 Construction Stormwater General Permit, WV/NPDES Water Pollution Control Permit No. WV0115924, was issued. On January 4, 2013, the WV/NPDES Permit became effective.
2. As a result of engaging in land disturbance operations associated with construction activities, BUCKHANNON, CITY OF was registered under the 2012 Construction Stormwater General Permit. WV/NPDES Water Pollution Control Permit No. WV0115924, Registration No. WVR109134, was issued to BUCKHANNON, CITY OF for the discharge of stormwater from this site.

E.3 Bid Opening Results on 03/31/2020- Ultraviolet Disinfection Unit

Bid opening was conducted at 1:00 pm on March 31, 2020 on a UV Unit for the Sanitary Plant. Bryan Samples and Amby Jenkins were present. Only one bid was received, from Enagua in the amount of \$117,000.

| <p>FORM OF PROPOSAL</p> <p>CITY OF BUCKHANNON SANITARY BOARD</p> <p>ULTRAVIOLET DISINFECTION EQUIPMENT</p> <p>BID DATE: March 31, 2020 @ 1:00 LPT.</p> <p>Being fully informed in regard to the nature of the requested equipment and the conditions under which it is to be installed, and having carefully read and examined the Advertisement for Bids, the Form of Proposal, information for Bidders, and the Equipment Specifications, all of which the bidder considers a part of this proposal, and having visited the Buckhannon sewage treatment plant, the undersigned proposes to provide all the equipment and services required to satisfy this bid for the prices shown below. This is a lump sum bid, and the successful bid shall be based on the total price of this proposal. The Bid Amount shall cover all expenses and profits related to this work and no additional payment shall be made.</p> <p>Price is to be shown in numerals. Poor legibility of numerals may be the basis to disqualify a bid.</p> <table border="0"> <thead> <tr> <th>DESCRIPTION</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>One (1) - 2.5 MGD Ultraviolet Disinfection Unit</td> <td>\$ 117,000.⁰⁰</td> </tr> </tbody> </table> <p>Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.</p> <p>The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 calendar days after the closing time for receiving bids.</p> <p>IDENTIFICATION OF CURRENT INSTALLATIONS (not required by Enagua)</p> <p>Installation #1</p> <p>Identification _____</p> <p>Capacity _____</p> <p>Installation Date _____</p> <p>Location _____</p> <p>Contact _____</p> <p>Telephone # _____</p> <p>Installation #2</p> <p>Identification _____</p> <p>Capacity _____</p> <p>Installation Date _____</p> | DESCRIPTION | PRICE | One (1) - 2.5 MGD Ultraviolet Disinfection Unit | \$ 117,000. ⁰⁰ | <p>Location _____</p> <p>Contact _____</p> <p>Telephone # _____</p> <p>Installation #3</p> <p>Identification _____</p> <p>Capacity _____</p> <p>Installation Date _____</p> <p>Location _____</p> <p>Contact _____</p> <p>Telephone # _____</p> <p>CERTIFICATION THAT PRODUCT LITERATURE AND MANUFACTURERS PERFORMANCE HISTORY ARE ENCLOSED (not required by Enagua) _____</p> <p>CERTIFICATION THAT PRODUCT GUARANTEE SHALL BE PROVIDED WHEN UNIT IS DELIVERED _____</p> <p>CERTIFICATION THAT DELIVERY SHALL BE MADE BY OCTOBER 1, 2020 _____</p> <p>SIGNATURE OF BIDDER</p> <p>Signature <u><i>Frank P. Smith</i></u></p> <p>Printed name <u>Frank P. Smith</u></p> <p>Title <u>Director of Sales/Co. Sec.</u></p> <p>Company <u>ENAGUA</u></p> <p>Address <u>352 SPECIALTY DRIVE</u> <u>VISTA CA 92081</u></p> <p>Telephone <u>(760) 599-2644</u></p> |
|---|---------------------------|-------|---|---------------------------|---|
| DESCRIPTION | PRICE | | | | |
| One (1) - 2.5 MGD Ultraviolet Disinfection Unit | \$ 117,000. ⁰⁰ | | | | |

E.4 Informational Signage for RT 33 West Extension North Side Sewer Project



F. Consent Agenda

F. 1 Approval of Minutes - Approval of the 03/19/2020 Sanitary Board Meeting

Motion to approve the Minutes of the 03/19/2020 Sanitary Board Meeting was made by Frye/Loftis. Motion carried.

G. Strategic Issues for Discussion and/or Vote

G.1 Request Leak Adjustment-Gary Harman-Island Avenue – Action was taken earlier in the meeting.

G.2 Rt 33 Corridor H South Sewer Alternate Extension Agreement – J. F. Allen Co. – Action was taken earlier in the meeting. *Indexed as Sanitary Agreement A385- on File-Recorded at City Hall.*

G.3 Approval Pay Increase Josh Streets- Class A/CDL Certification - We would like to give \$1.00/Hr. pay increase. He has moved up 2 classifications.

Motion to approve a pay increase of \$1.00 per hour for Josh Streets who has obtained his Class A/CDL Certification made by Frye/Loftis. Motion carried.

G.4 Approval to Purchase Ultraviolet Disinfection Unit from Enaqua – This was discussed earlier with explanation that while the bid is for \$117,000, it is possible that we will be able to reduce the actual cost some.

Motion to approve the received bid of \$117,000 for the Ultraviolet Disinfection Unit from Enaqua was made by Frye/Loftis. Motion carried.

G.5 Approval to Advertise to Bid for Boring Machine – Discussed with the estimate of price to be between \$50,000 and \$60,000.

Motion to approve the adverting to Bid for Boring Machine made by Frye/Loftis. Motion carried.

G.6 Approval to Advertise to Bid for Track Hoe – Discussed with the estimate of price to be between \$150,000 and \$165,000.

Motion to approve the adverting to Bid for a Track Hoe made by Frye/Loftis. Motion carried.

G.7 Approval Budget Revision FY 2019/2020 – Amby explained the necessary Budget Revision and recommend that we had the \$60,00 that was approved for the Rt 33 Corridor H South Sewer Alternate Extension Agreement with the J. F. Allen Company.

Motion to approve the proposed Budget Revision FY 2019/2020 was made by Frye/Loftis. Motion carried.

| Sanitary Budget revision 04/16/2020 | | | | | |
|--|------------------------------|-----------------|----------------|-----------------|--|
| Expenses | | original | revision | revised budget | |
| 401-713-143-00 | Facilities Maintenance Lines | \$ 5,000.00 | \$ 3,000.00 | \$ 8,000.00 | |
| 401-714-543-00 | Telephone | \$ 5,000.00 | \$ 3,000.00 | \$ 8,000.00 | geo tab veh tracking |
| 401-715-101-00 | Plant Labor | \$ 275,000.00 | \$ 47,000.00 | \$ 322,000.00 | plant operator pay increases |
| 401-716-103-00 | office salaries | \$ 88,200.00 | \$ 20,000.00 | \$ 108,200.00 | o'neil added to payroll, amby took increase november |
| 401-718-104-00 | fica | \$ 54,000.00 | \$ 4,600.00 | \$ 58,600.00 | |
| 401-783-341-00 | billing & collecting | \$ 35,000.00 | \$ 5,000.00 | \$ 40,000.00 | postage supplies up |
| 401-896-223-00 | Professional Services | \$ 44,500.00 | \$ 15,000.00 | \$ 59,500.00 | anticipate Potesta invoice |
| 401-997-451-00 | Plant capital | \$ 220,100.00 | \$ (45,100.00) | \$ 175,000.00 | move to 401-997-455-00 for Last UV unit payment \$45100 from 997451 plus |
| 401-997-455-00 | Sewer Upgrade capital | \$ - | \$ 103,600.00 | \$ 103,600.00 | \$58500 for new UV unit Board Committed to project |
| 401-997-456-00 | Weston Rd North Side | \$ - | \$ 100,000.00 | \$ 100,000.00 | project |
| 401-997-454-01 | New Equip - Bore Machine | \$ - | \$ 55,000.00 | \$ 55,000.00 | bore machine Board Committed to project |
| 401-997-456-01 | Weston Rd South Side | | \$ 60,000.00 | \$ 60,000.00 | project |
| | | | \$ 371,100.00 | | |
| Revenues | | | | | |
| 401-350-000-00 | sewer customer billings | \$ 1,708,000.00 | \$ 371,100.00 | \$ 2,079,100.00 | increase estimated billings to cover expenses. |

H. Stormwater - 178-A Camden Avenue Job has been completed. Mr. Frye asked about the correspondence from the DEP. Sam is following up to see what the request is exactly; it most likely is concerning permit updating.

I. Board Members Comments and Announcements:

- **Board Member Loftis** – Nothing major to add; does appreciate the GoToMeeting option; would like better audio levels from those in the Chambers.
- **Board Member Frye** – Nothing further.
- **City Recorder Sanders** – Thanks to Jay for putting together the GoToMeeting for us and I am grateful that both JF Allen projects were just about complete.
- **City Engineer Hollen** – Appreciates both boards sticking with us through the Corridor H project planning.
- **Sanitary Superintendent Samples** – As a follow up to the announcement that we will bring everyone back to work Monday, 20th; Sam Ludlow and Cody Tenney will continue to work from home during the COVID-19 restrictions.
- **Director Jerry Arnold** – Thanked Jay Hollen for all the extra work that he has done to get his elements of the JF Allen together so quickly.
- **Mayor McCauley** – Ask about the Jiang project. Buck Samples reported that they would be addressing it soon.

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

Mayor David McCauley _____

City Recorder Randall H. Sanders _____