

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, June 18, 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
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Sanitary Superintendent	Bryan “Buck” Samples	Present
Plant Engineer	Sam Ludlow	Absent
City Attorney	Tom O’Neill	Present

Guests – Josh Hinkle, Cleveland Brothers -CAT; Rusty Harsh, Leslie Equipment -John Deere; and Justin Phillips, State Equipment, Inc.-Case.

**Meeting Agenda Posted 06/15/2020**

*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*

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*City of Buckhannon Sanitary Board– 4:00pm at City Hall in Council Chambers  
Meeting Agenda for Thursday, June 18, 2020*

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- A. **Call to Order**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. **Recognized Guests**
  - B.1
- C. **Bid Opening- Trackhoe Excavator**
  - C.1 Notice Class II Legal Advertisement Accepting Sealed Bids
  - C.2 Bid Opening Results
- D. **Financial Report-Amby Jenkins**
  - D.1 May 2020
- E. **Department Report**
  - E.1 33 West Extension North
  - E.2 33 West Extension South-JF Allen Co
  - E.3 Plant Operations- Testing
  - E.4 Maintenance Crew
  - E.5 Kevin’s Crew
  - E.6 CSO
  - E.7 UV Unit
  - E.8 Boring Machine
- F. **Correspondence and Information**
  - F.1 Tennerton P.S.D. Meeting Minutes May 2020
  - F.2 CityPR: Zeno Street to Close for Sewer Line Repairs
  - F.3 Mayor’s Statement-Corona COVID-19 Virus- June 4, 2020
  - F.4 Public Service Commission-Order #262.4 RE: Additional Extraordinary Costs COVID-19
- G. **Consent Agenda**
  - G.1 Approval of Minutes 05/21/2020 & 05/28/2020
- H. **Strategic Issues for discussion and/or vote**
  - H.1 Approval of Bid Opening-Trackhoe
  - H.2 Approval Sanitary Budget 2020-2021
  - H.3 Approval Full Time Employment Nathaniel Bailey on 07/01/2020
- I. **Stormwater**
- J. **Board Members Comments and Announcements**

## **K. Adjournment**

**\*\*\*Next Meeting Thursday, July 16, 2020 at the City Hall Council Chambers\*\*\***

**Posted: 06/15/2020**

**A. Call to Order** - The Mayor called the meeting to order asking that we keep all those who have been affected by the COVID-19 virus 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 led by Phil Loftis.

## **B. Recognized Guests**

**B.1** All guests present were in attendance regarding the Bid Opening, Item C., including Josh Hinkle, Rusty Harsh, and Justin Phillips.

## **C. Bid Opening- Trackhoe Excavator**

### **C.1 - Notice Class II Legal Advertisement Accepting Sealed Bids**

#### **ADVERTISEMENT FOR BIDS**

#### **BUCKHANNON SANITARY BOARD**

#### **HYDRAULIC EXCAVATOR**

The Buckhannon Sanitary Board will accept sealed bids for a hydraulic excavator at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 4:00 PM LPT on Thursday, June 18 2020, at which time all bids which have been received shall be publicly opened and read aloud.

Characteristics of the equipment to be provided by this bid are as follows.

- New, tracked, hydraulic excavator of a standard manufacture by the company represented by the vendor submitting bid.
- 28,000-pound weight class.
- Maximum transport width of 8'-6".
- Long stick/ arm. (9'-10")
- Long undercarriage. (12'-0")
- Auxiliary hydraulics for special stick/ arm mounted attachments.
- 24" triple grouser tracks.
- 24" heavy duty bucket with side cutters.
- Grade control for depth and slope.
- High visibility, enclosed, environmentally protected cab. (Air conditioning)
- Meets all OSHA safety standards.
- Includes all O & M, parts, and repair manuals.
- Quick coupler for attachments.
- Delivered to the Buckhannon Sewer Plant.

Bidder must provide the following items with the bid.

- Must provide documentation of 10 years of reputable sales and service.
- Bid price of excavator. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, 3) model, 4) year, and 5) list of special features. Bid sheet is to be signed by an authorized representative of the vendor.
- Availability of excavator to include a delivery date if ordered by XXXXXXXXXX.
- Product literature including basic specifications of the model excavator being offered.
- Vendor financing available, including interest rate, monthly payment, and total cumulative payment for vendor financing over a 60-month term.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of three customers in the Buckhannon vicinity who have recently purchased a similar piece of equipment.
- Upon request, the vendor shall make a hydraulic excavator, similar to the equipment bid, available to the Buckhannon Sewer Department for operator evaluation and trial use. The location for this trial shall be within 50 miles of Buckhannon and at a location suitable to allow reasonable operation of the machine to test its operating capabilities.

Bids are to be delivered in a sealed envelope marked, Attention: Bryan Samples, Excavator Bid. If there are any questions, please call Bryan Samples at 304-472-5459.

The Buckhannon Sanitary Board shall evaluate bids received based on price, financing, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

By: Honorable David McCauley, Mayor

C.2 - Bid Opening Results

The Mayor called upon Buck Samples to explain and oversee the bid openings for the Trackhoe Excavator. Each bid was opened, in view of all attending, by Board Member Gene Frye.

- Bid # 1 – From Cleveland Brothers for a total of \$167,930
- Bid # 2 – From John Deere for a total of \$200,935.49
- Bid # 3 – From State Equipment, Inc., for a total of \$148,853

Motion to move Strategic Issue H.1 to the table and accept the bid, subject to an engineering review, from State Equipment, Inc., for \$148,853 was made by Loftis/Frye. Motion carried.

Cleveland Brothers

CAT

CONSTRUCTION EQUIPMENT QUOTATION/OFFER TO SELL AND SECURITY AGREEMENT

TO:

CITY OF BUCKHANNON  
FLORIDA & MAIN ST  
BUCKHANNON, WV 26201

DATE: June 18, 2020

ATTENTION:

ONE (1) NEW 2020 CATERPILLAR 313FL 313F L HEX AM-N BCF1 S/N 0DJJE10823, ID# 191601 with 3 approximate hours

REACH BOOM, 19'3" HD  
CYLINDER, BOOM (APO BLOC)  
CYLINDER, STICK (W/O SLOV)  
JOYSTICK, THUMB WHEEL  
MAT, FLOOR, RH PEDAL  
PEDAL, STRAIGHT TRAVEL  
PILOT LINES, BKT OPEN STD  
PILOT LINES, BOOM UP STOP/AB  
MACHINE CONTROLLER TCS  
PILOT LINES, TCS  
CIRCUIT, COMBINED  
VALVE, HYDRAULIC, TCS  
REACH BOOM HD PKG  
STICK, R#10" HD  
AIR CLEANER, STANDARD  
TRACK, 24" TG (SLT)  
GUARD, TRACK GUIDING, CENTER  
PILOT LINES, NO BLADE  
CATERPILLAR A LINKAGE HYD COUPLER  
\*\*ORDERED WITH 191601\*\*  
SIDE CUTTER, GENERAL PURPOSE  
BKT GD 24" 0.40YD3 312

GUARD, BOTTOM HD  
GUARD, SNIVEL  
FRAME, BASE, LONG LWC  
SNIVEL, STANDARD  
LINES-HP, REACH BOOM  
LINES-HP, R#10" STICK  
LINES-QC, REACH BOOM  
LINES-QC, R#10" STICK  
SUPPORT, AUX LINES, R-BOOM  
CHANGER, HAND CTRL 2-WAY (ANSI)  
BUMPER, SIDE STEEL  
CTRL, CAT PIN GRAB COUPLER ANSI  
COMBINED CIR STP PKG  
DECALS, EXTERIOR ANSI  
DECALS, CAB ANSI  
LINES, BKT CLOSE PQC  
PRODUCT LINK, CELLULAR PUS41  
ROLL-ON-ROLL OFF  
  
TIP, PENETRATION PLUS ADVANSYS  
PIN GROUP, SPARE

Selling Price:

\$148,439.00

Warranty:

STANDARD WARRANTY: 12 MONTH/UNLIMITED HOUR (6 MONTH TRAVEL TIME & MILES INCLUDED)  
3 YEAR/3,000 HOUR EXTENDED POWERTRAIN + HYD WARRANTY + TECH WARRANTY

ONE (1) NEW 2020 EATHWORKS 3D FRU- 7" TOUCH DISPLAY, TD610-LW WTPM, WI-FI & BT S/N N/A

FRU - Electronic Controller, EC520-W w/MU and WI-FI  
FRU - Sensor Module, GS523 (3)  
Core Bundle - Excavator  
Kit - Base Cab /Platform, Generic, Excavator  
Kit - Base Arm, Generic, Excavator

Mount - RAM Ratchet Clamp + Rail w/Hardware  
Bracket - GS5XX (2)  
Bracket - Display, Magnetic Mount  
Earthworks Installation & Calibration  
On Site Operator Training (per day)

Cleveland Brothers

CAT

CONSTRUCTION EQUIPMENT QUOTATION/OFFER TO SELL AND SECURITY AGREEMENT

TO:

CITY OF BUCKHANNON  
FLORIDA & MAIN ST  
BUCKHANNON, WV 26201

DATE: June 18, 2020

ATTENTION:

Selling Price:

\$19,500.00

Options:

FRU - Laser Catcher, LC450  
Kit - Add-on Laser Catcher, Generic, Excavator

\$1,025.00  
\$258.00

Equipment Summary:

ONE (1) NEW 2020 CATERPILLAR 313FL 313F L HEX AM-N BCF1 S/N 0DJJE10823, ID# 191601 with 3 approximate hours  
ONE (1) NEW 2020 EATHWORKS 3D FRU- 7" TOUCH DISPLAY, TD610-LW WTPM, WI-FI & BT S/N N/A

\$148,439.00  
\$19,500.00

Finance Summary:

Selling Price

\$167,939.00

Net Selling Price

\$167,930.00

Remarks:

LESLIE EQUIPMENT CO.

JOHN DEERE

CITY OF BUCKHANNON 130GL

2020

130GL

2 HOURS

\$200,935.49

CAB WITH HEAT AND AIR

24" 3 BAR PADS

9'11" ARM

AUX HYD LINES

5 YEAR JD LINK

HEATED AIR RIDE SEAT

24" BUCKET

HYD QUICK COUPLER

TOP CON GRADE CONTROLL

TOP CON BASE STATION AND ROVER SYSTEM

1 YEAR FULL MACHINE WARRANTY

4 YEAR 4000 HOUR EXT POWERTRAIN WARRANTY

TRAVEL TIME AND MILEAGE COVERED BY DEALER FOR FIRST 6 MONTHS

2.50% FOR 60 MONTHS

PAYMENT \$3,556.21

PAYMENT IS ESTIMATED

MACHINE ORDER DATE

6-19-2020

MACHINE DELIVERY DATE

7-31-2020

Office, WV  
Clarks Summit, WV  
Parkersburg, WV  
Martinsburg, WV

800-225-2299  
800-225-2299  
800-225-2299  
800-225-2299

TERRELL DUGGER  
800-225-2299



Martinsburg, MD  
Martinsburg, WV  
Martinsburg, WV  
Martinsburg, WV

744-475-5245  
800-225-2299  
800-225-2299  
800-225-2299

STATE EQUIPMENT, INC.

RT2 Bx. 849F Shinnston WV, 26431  
PHONE: 304-776-4405 FAX: 304-776-4409

CASE

CONSTRUCTION

QUOTATION

Per your request, State Equipment, Inc. is pleased to submit for your review the following proposal.

Qty.	Manufacturer	Description	Price	Ext. Price
1	Case	CX1480 Excavator, cab, heat, a/c, work lights, 9'10" arm, 23.6" steel shoes, multi function hydraulics, Sun visor, free swing, control pattern changer, side camera, 24" bucket, manual quick coupler		131,266.00
		Options GPS Depth and Slope		1,500.00
		Grouser pads		10,000.00
		Hydraulic coupler		4000.00
		Machine is in stock>>>>		

If you have any questions or require additional information please contact me at (304) 776-4405 (Office), (304) 841-3869(Cell) or email at [jphillips@Stateequipment.com](mailto:jphillips@Stateequipment.com). Thank you for the opportunity to present this proposal.

Best Regards,

Justin Phillips

D. Finance Report-Amby Jenkins  
D.1 May 2020

Amby Jenkins reported that department revenues for May 2020 were \$178,110.45 and the expenses were \$236,092.79. Amby noted that we had 3 pay periods during the month along with large expenditures including \$3,535.00 to Kanawha Scales & Systems (for A&D GR-200 Scale); \$18,434.55 towards the J.F. Allen Corridor H South Side Project (part of the \$60,000 agreement with JFA); and, \$3,195.50 to C.I. Thornburg for casings for Red Rock Road work.

Amby also reported that she has prepared an application for potential reimbursement under the CARES funding program for COVID-19 related wages from March 1 – April 30, 2020 totaling \$85,540 for the Sanitary Department.

**SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Balance May 31, 2020**

**Money market checking** **\$ 715,173.82**

**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)** **\$ 50,971.94**  
**CD Investment (Citizens)** **\$102,218.22**  
**CD Investment (Community)** 2.48%25mthAug2019 **\$100,000.00**

Month	Balance
May 19	550,000
Jun 19	650,000
Jul 19	650,000
Aug 19	580,000
Sep 19	620,000
Oct 19	650,000
Nov 19	620,000
Dec 19	650,000
Jan 20	680,000
Feb 20	750,000
Mar 20	780,000
Apr 20	750,000
May 20	700,000

401-997-454-00	2015 Ford Dump truck - Community Bank - Community Bank	\$0.00	2019
401-997-454-00	Dustless Blaster & 2002 Caterpillar Backhoe - Community Bank	\$9,446.95	2020 <i>Aug 2020</i>
401-997-454-00	2019 SUPER DUTY FORD F-550 - Community Bank	\$52,962.64	2024
401-997-454-00	2017 Ford Super Duty F-55 Crane Truck - Community Bank	\$61,110.95	2022
401-997-451-02	Belt Press - J.P. Morgan Chase Bank	\$49,024.38	2021 <i>July 2021</i>
401-980-199-00	Sewer Bond A - Municipal Bond Commission - as of 06-30-19	\$941,614.00	2025
401-970-199-00	Sewer Bond B - Municipal Bond Commission - as of 06-30-19	\$189,203.00	2022
401-997-454-00	2018 Nissan Unit #22RKVD - Enterprise lease price \$12,822.29	\$9,309.11	2022
401-997-454-00	2018 Nissan Unit #22RKTT - Enterprise lease price \$12,822.29	\$9,309.11	2022
401-997-454-00	2018 Nissan Unit #22RKVM Enterprise lease price \$12,822.29	\$9,309.11	2022
401-997-454-00	2017 Jeep Grand Cherokee Unit #22GMDW Enterprise lease price \$26,883.66	\$13,725.20	2022
401-997-454-00	Computer Server - Community Bank \$52,767.50 split 4 ways	\$11,856.04	2024

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disbursements 05-01-20 TO 05-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MOB POWER	711-713-00	DEARVILLE	110086407977 DEARVILLE	86.46
		711-713-00	VICKSBURG	110086525471 SYCAMORE	1,584.39
		711-816-00	HAMPTON INN FS	110087568348 WBOC RD	9.65
		711-817-00	ISLAND AVENUE	110088930133 ISLAND AVE	51.82
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	53.18
		711-915-00	WESTON ROAD	110087474354 WESTON RD	50.50
		711-917-00	BRUSHY FORK FS	110085299050 BRUSHY FORK R	55.66
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	9.65
		711-113-00	PLANT POWER	110 088 308 280 RT. 3	4,907.20
		711-213-00	ELIAS STREET	110 088 305 090 ELIAS ST	2,233.58
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNON	5.00

\$3,535.00 Kanawha Scales & Systems - A&D GR-200 Scale  
\$18,434.55 J.F Allen - Material Corridor H South Side  
\$3,195.50 - C.I. Thornburg - Casings

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disbursements 05-01-20 to 05-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		711-922-00	65-4T CLEVELAND AVE	110142423661 65-4T CLEVELA	14.88
		711-912-00	MADISON STREET	110087327497 PARDOLOPH	54.14
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	254.86
		711-413-00	EAST MAIN ST	110084766556 E MAIN	773.25
		711-613-00	MORONGALLA ST	110082080448 MON & WOOD ST	204.90
		711-921-00	BROOKE ST PUMP STA	110 1009615446 BROOKE ST	324.47
	LYRINS OIL COMPANY	711-920-00	PLANT VEHICLES-2,3,8	SANITARY APRIL 2020 FUEL B	956.56
	TERREHNTON PUBLIC SERVICE DIS	711-920-01	TERREHNTON INTERCEPTO	MARCH 20 18539 GALLONS	473.48
		711-920-01	TERREHNTON INTERCEPTO	WESTON RD FEB 2020 BILLING	428.05
		711-920-01	TERREHNTON INTERCEPTO	JAN 2020 WESTON RD BILLING	501.78
	GREYLOCK PIPELINE, LLC	711-920-02	NATURAL GAS	APRIL 2020 SALES	62.70
				TOTAL:	12,688.18
UNIFORMS	UNIFIRST CORP.	712-345-00	UNIFORMS	ALL DEPT OCT 2019UNIFORMS	1,430.65
				TOTAL:	1,430.65
LINES	COLN TRUCK PARTS INC	713-443-00	EQUIPMENT & MAINTENA	FILTERS	121.88
		713-443-00	EQUIPMENT & MAINTENA	FILTERS	48.14
	SOOTHERE STATES COOP INC	713-243-00	SUPPLIES LINES	LIME-FERTELIZER	619.10
	RITE-WAY HEATING & PLUMBING	713-243-00	SUPPLIES LINES	PVC ADAPTERS	9.60
		713-243-00	SUPPLIES LINES	MEASURING TAPE	39.78
		713-243-00	SUPPLIES LINES	PAINT	120.72
		713-243-00	SUPPLIES LINES	CAUTION TAPE	24.75
	C I THORNBURG CO INC	713-243-00	SUPPLIES LINES	FUEL CILINDR REPAIR CLAMPS	950.00
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	APRIL 2020 MESSAGE FEES	25.50
	LOWES BUSINESS ACCOUNTS	713-243-00	SUPPLIES LINES	MEASURING TAPES	45.54
	BRUFFY TRUCKING INC	713-243-00	SUPPLIES LINES	STONE RESTOCK	521.75
		713-243-00	SUPPLIES LINES	STONE - 13 W. NORTH SIDE	526.79
		713-243-00	SUPPLIES LINES	STONE FOR RESTOCK	530.05
	SYLVESTER W. LANTIER	713-443-00	EQUIPMENT & MAINTENA	LOW OIL	45.00
	BUCKHAMM DISCOUNT TIRE INC	713-443-00	EQUIPMENT & MAINTENA	FLAT REPAIR/INSPECTION ST	29.00
	US CELLULAR	713-143-00	FACILITIES MAINTENAN	PCRD-CAR CHARGER	34.95
	SIGN GUY LLC	713-143-00	FACILITIES MAINTENAN	T-SHIRTS	456.25
	WALMART STORES INC -BUCKHAMM	713-143-00	FACILITIES MAINTENAN	PHONE CASE	19.94
	CLEVELAND BROTHERS EQUIPMNT	713-443-00	EQUIPMENT & MAINTENA	SEAL KIT & SEALS P21	3.27
		713-443-00	EQUIPMENT & MAINTENA	SEAL KIT & SEALS P21	157.56
		713-443-00	EQUIPMENT & MAINTENA	SEAL KIT & SEALS P21	3.39
		713-443-00	EQUIPMENT & MAINTENA	CYLINDER	1,105.30
				TOTAL:	5,438.67
PLANT	WV BUREAU FOR PUBLIC HEALTH	714-343-00	EQUIPMENT MAINTENANC	SAN-HAVE EMERGENC CLASS II	150.00
	RITE-WAY HEATING & PLUMBING	714-343-00	EQUIPMENT MAINTENANC	ROSE ENDS	15.57
		714-143-00	FACILITIES MAINTENAN	LIGHT COLES	35.98
	JASON TERREY	714-143-00	FACILITIES MAINTENAN	SEIMB JOURNEYMAN LICENSE	50.00
	RELIANCE LABORATORIES INC	714-243-00	LAB EXPENSE PLANT	COPPER TINC	181.00
	NAPA-AUTOWEN AUTO SUPPLY	714-643-00	OPERATION PLANT EXPE	WASHER FLUID/BLUE TAPE	76.41
		714-343-00	EQUIPMENT MAINTENANC	CAR DEXAMER	15.98
		714-343-00	EQUIPMENT MAINTENANC	CAR WASH	13.98
	HART OFFICE SOLUTIONS INC	714-143-00	FACILITIES MAINTENAN	PRINTER RENTAL	50.00
	ACE HARDWARE & CONTRACTOR SU	714-143-00	FACILITIES MAINTENAN	SHOP SUPPLIES	105.92
		714-643-00	OPERATION PLANT EXPE	WEEK EATER TYRING	31.99
	PANAMA SCALES & SYSTEMS INC	714-243-00	LAB EXPENSE PLANT	A&D CR-200 SCALE	3,529.00
	GLOBAL TRACKING COMMUNICATIO	714-543-00	TELEPHONE	FEB 2020 TRACKING SERVICE	18.24
	JOHN ROGERS dba VNG ASSOCIA	714-143-00	FACILITIES MAINTENAN	GLOVES	465.90

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disbursements 05-01-20 to 05-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 911-0818 439	677.54
	WALMART STORES INC -BUCKHAMM	714-143-00	FACILITIES MAINTENAN	NOTE BOOKS	18.81
		714-143-00	FACILITIES MAINTENAN	CLEANING SUPPLIES	24.05
	ED ARRY & SONS INC	714-443-00	PUMP STATION REPAIR	RAILS & POST VICKSBURG PS	246.30
	FRONTIER	714-443-00	PUMP STATION REPAIR	RAILS & POST VICKSBURG PS	21.70
		714-543-00	TELEPHONE	472-5439-101515-4 SAN	81.33
		714-543-00	TELEPHONE	472-5439-101515-2 SAN	81.41
				5/01/2020 - 5/31/2020	77,586.04
				TOTAL:	83,632.69
SALARIES PLANT/LINES	**PAYROLL EXPENSES			5/01/2020 - 5/31/2020	12,825.72
				TOTAL:	12,825.72
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			5/01/2020 - 5/31/2020	12,825.72
				TOTAL:	12,825.72
FICA/INSURANCE	WV PUBLIC EMPLOYER INSURANC	718-105-00	HEALTH INSURANCE	SAN MAY 2020 RETIREE'S IRS	2,025.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,852.36
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,939.17
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,901.48
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	432.47
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	453.53
	RELIANCE STANDARD INSURANCE	718-105-00	HEALTH INSURANCE	SAN MAY 2020 LIFE IRS	444.72
	SYNATER CWI BENEFITS	718-105-00	HEALTH INSURANCE	SAN JUNE 2020 HEALTH IRS	68.40
				TOTAL:	29,102.72
				TOTAL:	27,641.85
RETIREMENT	WV PUBLIC EMPLOYER RETIREME	718-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,625.90
		718-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,445.41
		718-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,633.50
		718-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	153.65
		718-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	399.40
		718-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	152.00
				TOTAL:	8,409.86
BILLING/COMPUTER/DEP E	PITNEY BOWES INC	793-341-00	BILLING & COLLECTING	POSTAGE 61120	1,020.89
	WATER RD-CITY OF BUCKHANNON	793-341-00	BILLING & COLLECTING	APRIL 2020 METER READS	300.00
	ELECTYS INTERNATIONAL CORP	793-341-00	BILLING & COLLECTING	MOON MONTHLY CONT	76.00
	YOSHIDA FINANCIAL SERVICES	793-341-00	BILLING & COLLECTING	COPPER LEASE 4820	482.50
	HAVEN ROCK NETWORKS INC	793-341-00	BILLING & COLLECTING	APR 2020 SERVICE CONTRACT	180.62
		793-341-00	NEW COMPUTER CAPITAL	SOPHUS FILT ANTIPIRACY SVR	1,375.00
	BASEMENT SYSTEMS	793-341-00	BILLING & COLLECTING	BASEMENT DRAIN	39.00
	RODMAN & CO/PCB CORP	793-341-00	BILLING & COLLECTING	COLLECTION SERVICE 43020	184.54
	SUNDERLINE	793-341-00	BILLING & COLLECTING	CITYHALL INTERNET5-6/8-520	31.86
				TOTAL:	3,166.42
OFFICE EXPENSE	OFFICESUPPLY.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-PAPER/TONERS/FOLDERS	26.56
		793-341-00	OFFICE SUPPLIES & EX	PCRD-BINDERS/WHITEOUT	59.40
	GATES SUPPLY	793-341-00	OFFICE SUPPLIES & EX	PLOTTER SUPPLY	84.84
	WARR'S GLASS AND AMRING, LLC	793-341-00	OFFICE SUPPLIES & EX	PLOTTER SUPPLY	36.00
		793-341-00	OFFICE SUPPLIES & EX	PLASTIGLASS	304.00
	C I THORNBURG CO INC	793-341-00	OFFICE SUPPLIES & EX	SERVICE CHARGE	10.77
	PITNEY BOWES	793-341-00	OFFICE SUPPLIES & EX	MARCH-JUNE 2020 LEASE CHRG	861.04
	CITY DIRECTORIZE	793-341-00	OFFICE SUPPLIES & EX	CITY DIRECTORY	184.25
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	APRIL 2020 AA FEES	191.49
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	APRIL 2020 CC FEES	1,062.22
			OFFICE SUPPLIES & EX	642-1451 613-0113 0002	46.42

06-17-2020 03:49 PM

disbursements 05-01-20 to 05-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	BADDEK PRINTING SERVICE, INC	793-341-00	OFFICE SUPPLIES & EX	DISBURSEMENT ACCT CRF	95.95
	CARLOT STORE	793-341-00	OFFICE SUPPLIES & EX	PCRD-M95 MASKS	353.13
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	62.71
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
		793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	63.00
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
	PITNEY BOWES INC	793-341-00	OFFICE SUPPLIES & EX	RED PRINT HEAD 520	38.55
				TOTAL:	3,310.94
PROPERTY INSURANCE	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB UMBRELL	2,513.69
				TOTAL:	2,513.69
RENTS	CITY OF BUCKHANNON	803-219-00	RENTS	SAN FY 2019-20 RENT	10,000.00
				TOTAL:	10,000.00
PROFESSIONAL	DAVID L HOWELL CPA	896-223-00	PROFESSIONAL SERVIC	AUDIT JUN 30 2019 BILLING	539.00
				TOTAL:	539.00
BOND A	MUNICIPAL BOND COMM OF WV	978-199-00	BOND ISSUE #A	JUN 2020 BOND A PYMT	14,144.97
				TOTAL:	14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	JUNE 2020 BOND B PYMT	2,253.00
				TOTAL:	2,253.00
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	997-451-00	BELT PRESS PROJECT	SAN MAY 2020 BELT PRESS PY	2,710.40
	J F ALLEN CO	997-456-01	WESTON RD -SOUTH SID	SAN MATERIAL CORR9 S.SIDE	18,439.55
	C I THORNBURG CO INC	997-452-00	SEWER EXT. - CAPITAL	CASING	3,195.50
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	22GMDW 2017 JEEP GRAND CH	467.06
		997-454-00	NEW EQUIPMENT-CAPITA	22RETT 2018 NISSAN FRONTI	291.98
		997-454-00	NEW EQUIPMENT-CAPITA	22RVED 2018 NISSAN FRONTI	291.98
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVM 2018 NISSAN FRONTI	291.98
	COMMUNITY BANK	997-456-00	NEW EQUIPMENT-CAPITA	SAN MAY 20 BACKHOE/BLASTER	803.03
	BOB-IT MFG. CO., INC.	997-456-01	NEW EQUIP-BORE MACH	BOB-IT MODEL 24 "BRUTE"	21,075.25
				TOTAL:	47,066.93

STORM WATER			
REVENUES			
426-369-000-00	CONTRIBUTIONS FROM GENERAL FUND	\$	150,000.00
		\$	150,000.00
EXPENSES			
426-805-103-00	STORM WATER SALARIES	\$	37,500.00
426-805-341-00	STORM WATER SUPPLIES	\$	112,500.00
		\$	150,000.00

She received word from the WV Public Service Commission that we could not suspend any customers service for non-payment until July 1, 2020 and we are to remove late fees and offer payment plans.

**PUBLIC SERVICE COMMISSION  
OF WEST VIRGINIA  
CHARLESTON**

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 17<sup>th</sup> day of June 2020.

GENERAL ORDER NO. 262.5

COMMISSION GENERAL ORDER REGARDING  
EXTRAORDINARY EVENTS RELATED TO COVID-19

**COMMISSION ORDER**

The Commission addresses the voluntary suspension of service terminations by West Virginia utilities related to the health threat presented by COVID-19.

**BACKGROUND**

On March 13, 2020, the Commission sent an e-mail to all West Virginia public utilities urging a voluntary suspension of service terminations in consideration of the rapidly unfolding events surrounding the novel coronavirus. The Commission recognized that state residents were facing a health threat and the prospect of economic disruption from COVID-19 and that “stay at home” orders from various federal and state government agencies would likely impact the ability of utility customers to timely pay for utility services. The Commission, therefore, pending further notice, urged all utilities to suspend utility service terminations except for matters of safety or where requested by the customer. The Commission stated that it would provide additional and updated guidance, as warranted.

On March 17, 2020, the Commission issued General Order No. 262. Therein, the Commission continued to urge utilities not to terminate public utility service. Additionally, the Commission extended the Administrative Law Judge decision due dates by two months in all cases not subject to statutory deadlines. For cases subject to a statutory deadline, the Commission invited voluntary motions to toll the running of the statutory suspension period for two months or longer.

**DISCUSSION**

Recently, West Virginia has begun the process of rescinding its “stay at home” guidelines. The Commission appreciates the efforts of West Virginia utilities to provide financial relief for customers who have experienced financial stress and difficulties during the more restrictive COVID-19 mitigation guidelines. The Commission has

In addition, the Commission termination rules require that utilities negotiate reasonable deferred payment plans with customers who have significant past-due balances. The Commission urges utilities to utilize deferred payment plans in consideration of their customers’ ability to pay during this period, including commercial customers impacted by COVID-19 restrictions.

**FINDINGS OF FACT**

1. West Virginia is beginning to reopen businesses.
2. Many West Virginia utilities discontinued termination for nonpayment of bills during the early months of the pandemic.

**CONCLUSIONS OF LAW**

1. Terminations for nonpayment should be subject to conditions that will give customers notice of the resumption of actual terminations.
2. Allowing additional time and notice prior to resuming terminations is reasonable considering the disruptions caused by the novel coronavirus.

**ORDER**

IT IS THEREFORE ORDERED that public utilities may resume disconnection for nonpayment pursuant to the guidelines described herein.

IT IS FURTHER ORDERED that on entry of this order this case shall be removed from the Commission docket of open cases.

received numerous informal inquiries about whether termination of utility service may resume. The Commission has also been advised that some utilities that voluntarily suspended termination of utility service experienced significant cash flow deficiencies. In a few instances, utilities have requested rate relief for COVID-19 expenses, including the loss of cash flow from suspension of utility service termination activities. As anticipated in the March 13, 2020 e-mail, the Commission determines that further guidance regarding utility service termination is warranted at this time.

Initially, we note that on May 15, 2020, the Commission issued General Order No. 262.4 containing rate relief mechanisms for use by public utilities suffering economic impacts of COVID-19.

In this Order, the Commission describes the process for resuming service terminations for utilities that suspended terminations pursuant to the March e-mail. Because some utilities may have continued to issue termination notices without the intent to terminate,<sup>1</sup> we believe the utilities should “restart” the disconnection process from the beginning for all customers. This will give proper notice to customers that termination for nonpayment subject to notice after July 1, 2020, will occur if they do not pay their outstanding balances or make deferred payment arrangements with the utility.


Therefore, West Virginia utilities that voluntarily suspended utility service terminations as requested by the Commission may begin the notice of termination process effective July 1, 2020, if they choose to do so, subject to the following guidelines:

1. Termination notices issued prior to July 1, 2020 are not considered valid notice for termination of service.
2. Utilities desiring to terminate service may, starting on and after July 1, 2020, issue a new notice of termination to customers who are subject to termination pursuant to the applicable Commission rules and regulations.
3. A utility must provide notice to its customers that it is restarting the termination of service process effective with termination notices issued after July 1, 2020. This additional notice should be provided on the actual termination notice, if possible, or in instances where programming changes to termination notices is not possible, the utility may issue a news release notifying customers of the restart of the termination of the utility service process.
4. Utilities should not assess late payment fees for balances accrued during the voluntary termination suspension period.

**Motion to approve the finance report was made by Frye/Loftis. Motion carried.**

**E. Department Report – Bryan “Buck” Samples provided the following report:**

**E.3 Plant Operations- Testing** - Testing's are all within limits. Plant crew has been moving sludge to Bill Rohr's. The lab is now certified until June 30, 2021.




Applicant: BUCKHANNON, CITY OF	Type: Electronic DMR
Reference ID: wa0032306May2020 (06/17/2020)	Print ID: NewPending
eDMR Worksheet - WY0032306 - 001	
Status: New	Printed: Jun. 17, 2020 10:01 AM

Last Performing Analysis: 03 BUCKHANNON AND CENTER STS

Permit: WY0032306    Station No: 001    Type: RECONSTRUCT  
 Report for the Month of: May    Year: 2020

Revisions Parameters: eDMR Schedule



Parameter	Quantity				Other Data				Units	Repeats Exceed	Measurement Frequency	Station Type	Last Test Pass
	Aug	May	Units	Number Exceed	Min	Max	SD						
00000-M, 4, 01-A Front Center Dr Treatment Plant Test Result	Required	10A	10A		10A	100	100		mg/L	0	Continuous	Required	100
00100-M, 4, 01-A Bed Water Flow 1 Unit (0)	Required	10A	10A	100Days	0	100	100		mg/L	0	Discrete	Site Comp	100
00200-M, 4, 01-A Suspended Solids, Total Test Result	Required	10A	10A	100Days	0	100	100		mg/L	0	Discrete	Site Comp	100
00300-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
00400-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
00500-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
00600-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
00700-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
00800-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
00900-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01000-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01100-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01200-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01300-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01400-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01500-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01600-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01700-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01800-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
01900-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
02000-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
02100-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
02200-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100
02300-M, 4, 01-A Total Suspended Solids, Dry Test Result	Required	10A	10A		10A	100	100		mg/L	0	Discrete	Calculated	100

ES-59		STATE OF WEST VIRGINIA								Month: May-20					
Revised 1975		SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS								City: Buckhannon, WV. Operator: Dan Baker					
INFLUENT WASTEWATER						BELT PRESS			Plant Effluent						
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd.	Temp. C	PH	Grit Ser. K.P.	Gain, Wet Sludge Added	Pounds Dry solid Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./100 ml	D.O. mg/l	PH	Amh. Nit. mg/l	
Date															
5/1/20			2.135	14.2	7.14	2.0									
5/2/20			1.426			2.0									
5/3/20			2.377			2.0									
5/4/20			2.523	15.0	7.10	2.0	23,009	3,646			32	8.0	6.73		
5/5/20			1.598	14.0	7.09	2.0						8.2	6.74		
5/6/20	112	178	1.026	14.0	7.09	2.0			1.0	2.4		8.4	6.75	0.112	
5/7/20			1.045	14.0	7.11	2.0	24,071	3,674				8.5	6.77		
5/8/20			2.899	13.0	7.13	2.0						8.6	6.78		
5/9/20			2.134			2.0									
5/10/20			1.471			2.0									
5/11/20			1.330	14.0	7.11	2.0					3	8.7	6.76		
5/12/20			0.986	14.0	7.09	2.0						8.9	6.74		
5/13/20	104	173	0.841	14.0	7.11	2.0	24,030	3,044	1.5	2.6		8.6	6.94	0.084	
5/14/20			0.849	15.0	7.10	2.0						8.5	6.89		
5/15/20			0.748	15.0	7.12	2.0						8.1	6.84		
5/16/20			0.625			2.0									
5/17/20			0.567			2.0									
5/18/20			1.170	15.0	7.21	2.0	24,131	3,059			9	8.9	7.01		
5/19/20			2.887	15.0	7.07	2.0						8.2	6.93		
5/20/20	78	105	2.550	15.0	7.04	2.0			1.0	2.6		8.3	6.91	0.784	
5/21/20			3.624	15.0	7.06	2.0						8.2	6.92		
5/22/20			2.573	15.0	7.07	2.0						8.2	6.93		
5/23/20			1.428			2.0									
5/24/20			1.160			2.0									
5/25/20			0.950	16.0	7.08	2.0						7.8	6.92		
5/26/20			0.812	16.0	7.10	2.0						7.7	6.95		
5/27/20	68	189	0.756	17.0	7.06	2.0	23,010	3,128	0.5	1.9	31	7.6	6.91	0.111	
5/28/20			0.829	17.0	7.04	2.0						7.7	6.89		
5/29/20			0.683	18.0	7.01	2.0						7.6	6.86		
5/30/20			0.545			2.0									
5/31/20			0.546			2.0									
TOTAL			85.543				119,231	16,551							
AVERAGE	90	161	1.488	15.0	7.09	2.0			1.0	2.4	13	8.2	6.85	0.273	
MAXIMUM	112	189	3.624	18.0	7.21	2.0			1.5	2.6	32	8.9	7.01	0.784	
MINIMUM	68	105	0.545	13.0	7.01	2.0			0.5	1.9	3	7.6	6.73	0.084	
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	

June 11, 2020

Daniel L. Baker  
Chief Operator  
Buckhannon Wastewater Treatment Plant Laboratory  
70 East Main Street  
Buckhannon, WV 26201

Dear Mr. Baker,

The corrective action plan addressing the deficiencies noted during the audit of your facility conducted on March 12, 2020 was received on June 11, 2020, and found to be satisfactory. Please find enclosed a new ATTACHMENT I recertifying your facility through June 30, 2021.

If you have any questions or I can be of further assistance, please call (304) 926-0499 ext. 1600 or e-mail at [kelly.r.kinder@wv.gov](mailto:kelly.r.kinder@wv.gov).

Sincerely,



Kelly Kinder  
Auditor  
1.1.

ATTACHMENT I

WEST VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF WATER AND WASTE MANAGEMENT

List of Certified Parameters  
for

**BUCKHANNON WASTEWATER TREATMENT  
PLANT LABORATORY**  
BUCKHANNON, WEST VIRGINIA

PARAMETERS CERTIFIED

NONPOTABLE WATER INORGANIC NONMETALS

<u>ANALYTE</u>	<u>METHOD</u>	<u>TECHNOLOGY</u>
Ammonia	SM4500-NH3 B-11	Distillation
Ammonia	SM4500-NH3 C-11	Titrimetric
Oxygen Demand, Biochemical (BOD)	SM5210 B-11	Probe
Oxygen, Dissolved	SM4500-O G-11	Probe
pH (Hydrogen Ion)	SM4500-H B-11	Electrode
Solids, Suspended	USGS 1-3765-85	Gravimetric
Temperature	SM2350 B-10	Thermometric

NONPOTABLE WATER MICROBIOLOGY

<u>GROUP</u>	<u>METHOD</u>	<u>TECHNOLOGY</u>
Coliform, Fecal (MF)	SM9222 D-06	Membrane Filter

SOLID AND CHEMICAL INORGANIC NONMETALS

<u>ANALYTE</u>	<u>METHOD</u>	<u>TECHNOLOGY</u>
Solids, Total, Fixed, & Volatile	SM2540 G-11	Gravimetric

SOLID AND CHEMICAL MICROBIOLOGY

<u>GROUP</u>	<u>METHOD</u>	<u>TECHNOLOGY</u>
Coliform, Fecal (MF)	SM9222 D-06	Membrane Filter

This laboratory may test ONLY for those environmental parameters listed above for compliance reporting purposes. All testing must be by the test method cited in the current application for certification.

This Certification Expires June 30, 2021.

Certificate No 153

 Issued on June 11, 2020

Kelly Kinder  
Auditor

**E.4 Maintenance Crew** - We had a pump for the pista grit system to fail so we have ordered a pump at a cost of \$7,612.00. The crew cleaned and painted the interior of the pista grit building. They have also painted the garage office; installed a cooling fan for the pista grit control panel; they are preparing to do road cuts; and, have painted the interior of the blower building.

**E.5 Kevin's Crew** - They installed a C/O on McCartney Drive and Island Avenue. They cleaned the ROW on Weston Road from the Division of Highways to Red Rock Road. They completed a cleanup,

seeded, and mulched the CJ Martin project. The crew made a tap for Frank Turansky at Wimer Avenue. Buck has spoken with CJ Martin about a contribution to the project. They agreed to \$27,500 and Buck hand delivered an invoice. Kevin's crew has moved to Zeno Street. Jared Hollen has completed about 1,000 of 1,500 GPS manhole shots.

**E.6 CSO** - Nothing to report. Sam is working on LTCP.

**E.7 UV Unit** - We have ordered the UV unit and it has a delivery date of October 1, 2020.

**E.8 Boring Machine** - We have ordered the boring machine from Bor-it. They called Buck and said they were having problems getting the gear box so the delivery date will be mid-August. They have agreed to work with us on special pricing if we need to rent similar equipment in the meantime.

**F. Correspondence and Information** – The Mayor reviewed the following with the Board.

**F.1 Tennerton P.S.D. Meeting Minutes May 2020**

Tennerton Public Service District  
Monthly Meeting  
May 13, 2020

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on May 13, 2020.

In attendance were Joe Tenney, Elmer Tenney, John Barnes, Terry Gould and Vickie Dean.

The meeting was called to order promptly at 7:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on March 11, 2020 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes. No meeting was held in April due to Covid-19.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Elmer Tenney.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- Paul Ringer from Ringers Inc. offered \$3000.00 for the old generator. Mr. Ringer and the board both agreed that the \$3000.00 will be applied toward invoices owed to Ringers Inc. They will remove the generator.
- The blanket permit has been received from the Department of Highways. Our fee is \$3.37 ft.
- John Marteney repaired the fence where a tree fell on it at Sunny Buck.
- Insurance with WV Corp is \$3918.00 for new premium per year. Terry will contact Bill Bailey to see if he can compete for our business.
- Discussed the complaint from Charles Smith to the Attorney General's office which they turned over to the PSC. Terry read his rebuttal and was approved by the board.
- Increase was approved and should be on this month's billing. This was a pass through from the city's increase of what we pay. \$5.38 per 100 gal. treatment. We currently owe the city \$111,000.00.

**F.2 CityPR: Zeno Street to Close for Sewer Line Repairs**

June 10, 2020

BUCKHANNON, WV: Zeno Street, adjacent to the 88 Restaurant and BiCentennial Inn parking lot, will close starting Monday, June 15, 2020, for two weeks to allow for sewer line repairs and maintenance.

Please call (304) 472-1651 or (304) 472-5459 if you have any questions.

**F.3 Mayor's Statement-Corona COVID-19 Virus- June 4, 2020**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS  
June 4, 2020

Good evening. We continue to take our cues from Charleston regarding all things covid-19. We continue to recognize & appreciate the excellent performance of our City employees during this difficult time. We believe we are prepared to further cautiously relax some restrictions that had been put in place during the past three months to minimize the spread of the virus & to protect our residents.

With Council’s endorsement this evening, here’s what I propose during the next 10 days:

(1) restoration of the opportunity to conduct yard, garage, or patio sales at residences within our corporate limits effective Friday, June 5. Please contact the Parish House, Salvation Army, or Good Will prior to just dropping things off at these establishments. Sponsors should limit attendees to 25 maximum, control pedestrian traffic flow similar to Walmart, permit only the seller to touch merchandise, wear face masks, have hand sanitizer available for patrons, & not sell food or beverages;

(2) assuming the Water Board acts accordingly during its meeting of June 11, I propose that effective Monday, June 15, that our Council endorse “shutoff” of utility services for those delinquent in their payments. On March 19, Council took action to suspend termination of City services at the urging of the WV Public Service Commission. We’ve spoken with PSC representatives, & the decision to resume utility shutoffs is entirely the City’s. To be clear, the vast majority of our utility subscribers have continued to make their utility payments regularly, however, there are some subscribers who’ve not paid anything on their utility bill for months now. The financial sustainability of our utility operations requires us to hold customers accountable for paying for their services;

(3) full resumption of Municipal Court effective tomorrow, Friday, June 5. Please call 304-472-1651 for assistance with any matters related to a citation or any Buckhannon Municipal Court issue.

Our reopening of some City facilities including City Hall has occurred this week with virtually no issues. We continue to urge all people coming to City Hall or any City facility that’s been reopened to the public to continue to take extra daily, sanitation measures; encouraging wearing of masks, etc., all to reduce the threat of virus exposure to everyone who enters City Hall or any other City facility. Again, please continue to wash your hands, social distance, stay home if sick, wear masks when out, etc.

We are pleased that our Buckhannon Walmart is scheduled to commence its curbside grocery pickup, or “online grocery” service as Walmart prefers to call it- on Wednesday, July 29.

We continue to work on the Fourth of July fireworks exhibition starting at about 9:45-10:00 p.m. on Sunday, July 5, with attendees remaining within or immediately beside their cars. As reported previously, City representatives are working with businesses around the launch site to create a master parking plan to accommodate those desiring to attend.

We are fortunate that we still have had only six positive tests confirmed here in Upshur County. Seventy-eight of our fellow mountaineers have succumbed to the virus, & nearly 2,100 have tested positively in West Virginia. Nearly 108,000 Americans have now died from covid-19, & the total number of Americans who’ve contracted the disease has eclipsed 1.85 million, with more than 6.5 million cases worldwide & about 390,000 deaths. Our City will continue to take its cues from Governor Justice & State & county health officials. This remains a very fluid situation.

We continue to be all in THIS together. 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. We still have a long way to go to get past this crisis. Please- follow the science & pray for the vaccine soon.

#### **F.4 Public Service Commission-Order #262.4 RE: Additional Extraordinary Costs COVID19**

##### **PUBLIC SERVICE COMMISSION OF WEST VIRGINIA CHARLESTON**

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 15<sup>th</sup> day of May 2020.

GENERAL ORDER NO. 262.4

COMMISSION GENERAL ORDER REGARDING ADDITIONAL,  
EXTRAORDINARY COSTS DURING COVID-19 WEST  
VIRGINIA STATE OF EMERGENCY.

##### **COMMISSION ORDER**

The Commission, on its own motion, authorizes the deferral of costs for certain utilities and the use of cash working capital reserves for other utilities to address additional, extraordinary costs the utilities may experience and that are directly related to changes in operations required by the COVID-19 virus and to changes in billing and collecting to accommodate customers impacted by the COVID-19 virus emergency.

##### **BACKGROUND and DISCUSSION**

The Commission has closely followed directions provided by various federal and state agencies regarding efforts to prevent and contain the spread of the COVID-19 virus, particularly, the impact those measures have placed on providing safe and reliable utility service. Utility service in West Virginia was designated as essential services for the public (Executive Order No. 9-20, March 23, 2020), a designation that required utilities to maintain workforces necessary for continued operations of those essential public services.

As part of its regulatory oversight responsibilities, the Commission has monitored the progression of COVID-19 and its impact on the provision of essential utility services. The Commission has taken pro-active steps to adjust its internal operations in order to provide a safe environment for its employees as well as the utilities subject to its regulation. On March 17, 2020, the Commission issued General Order 262 (G.O. 262) informing the utilities and the general public of measures being taken to safely adjust Commission operations. G.O. 262 also stated that the Commission, by e-mail of March 13, 2020, had urged utilities, in light of the COVID-19 crisis, not to terminate public utility service except for safety concerns or based on a request by the customer. The Order reiterated that request.

On March 25, 2020, the Commission issued a press release informing the public of a conference call with the major electric, gas, water and communication utilities in order to

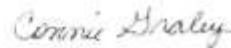
**ORDER**

IT IS THEREFORE ORDERED that Publicly Owned Utilities and Privately Owned Utilities should adhere to and abide by the directives contained herein until further Order of the Commission.

IT IS FURTHER ORDERED that this matter is dismissed and removed from the Commission docket of open cases.

IT IS FURTHER ORDERED that the Executive Secretary of the Commission serve a copy of this Order by electronic service on all utilities in the state who have filed an e-service agreement, and by United States First Class Mail on all utilities who have not filed an e-service agreement, and on Commission Staff by hand delivery.

A True Copy, Teste,

  
Connie Graley, Executive Secretary

**G. Consent Agenda**

**G. 1 Approval of Minutes – 05/21/2020 & 05/28/2020**

Motion to approve the Minutes of the 05/21/2020 & 05/28/2020 Sanitary Board Meeting was made by Frye/Loftis. Motion carried.

**H. Strategic Issues for Discussion and/or Vote**

**H.1 Approval of Bid Opening-Trackhoe – Action taken on this earlier in the meeting.**

**H.2 Approval Sanitary Budget 2020-2021** – Amby explained the proposed Sanitary Budget for 2020-2021. A Q & A took place with both Amby and Buck answering all questions satisfactorily.

718-100-00	HEALTH INSURANCE	288,000	125,271	161,874		
719-100-00	GROUP RETIREMENT	70,000	34,097	35,900		
720-226-00	UNEMPLOYMENT/COMPENSATION	28,000	9,593			
	insurance claim	5,000	0			
793-341-00	BILLING & COLLECTING	35,000	29,863	40,000		
793-341-05	Billing Water Dept meter reading	3,500	1,500	3,000		
					server	
793-342-00	COMPUTER CAPITAL OUTLAY	17,500	7,387	17,500	7500&pc2000&800	
793-369-00	customer dep int	500	165	1,000	0mapping	
793-341-00	OFFICE SUPPLIES & EXPENSES	25,000	13,135	25,000		
797-116-00	PSC ASSESSMENTS	6,500	5,621	6,500		
797-117-00	DEP PERMIT	3,000	2,100	3,000		
798-226-00	PROPERTY INSURANCE	42,500	22,817	48,500		
903-219-00	RENTS	10,000	0	10,000		
					audit,rents,tools&1	
996-223-00	PROFESSIONAL SERVICES	44,500	3,024	44,500	4,500+outside	
970-199-00	BOND ISSUE #A	171,000	99,354	171,000	engineering	
980-199-00	BOND ISSUE #B	28,000	15,825	28,000	\$30,000	
997-451-00	PLANT - CAPITAL		0		bond	
997-451-01	STORMWATER					
997-451-02	BELT PRESS LOAN	25,800	13,254	26,500	belt press2211mth	
997-452-00	SEWER EXT - CAPITAL				sewer ext	
997-453-00	STORM SEWER PROJECTS	15,800	2,009	0		
					backhoe/blower	
					800mth&FOR	
					2MTH/om trk	
					1656/entjeep535/F	
					urd1112/3nssam90	
997-454-00	Equipment payments short term	60,100	33,240	62,100	0	
997-454-01	BORE MACHINE			35,000	21	
997-455-00	SEWER UPGRADE CAPITAL		41,864	100,000	2ND PAYMENT 20	
						Note that
						San Bd
						Jul2019Agre
						es to
						contribution
						\$100,000 to
						Weston Rd
						proj
997-452-00	SEWER UPGRADE-CAPITAL	60,000	28,976			
					plant and pump	
997-451-00	Capital projects	175,000	14,434	94,444	stations(Deanville)	
997-456-00	WESTON RD NORTH SIDE			115,000		
997-456-01	WESTON RD SOUTH SIDE(1 mile)			42,000		
997-457-00	NEW EQUIPMENT-CAPITAL 2019-20	163,000		105,000	track hoe	
997-451-03	Repay Loan to City Brook st	0			pd off 6-2019	
997-456-00	Contribution from BR Fk to GF	9,100	2,504	8,100		
997-451-00	UV UNITS	45,100		58,500	2nd half grant UV	
	PAYMENT TOWARD RESERVE	30,000				
TOTAL EXPENDITURES		\$ 2,565,365	\$ 1,034,754	\$ 2,589,850		
REVENUE OVER/UNDER EXPENDITURES		122,144	125,404	0	W bal on hand	

BUDGET 2019-20		2019-20	2019-20	2020-21		
SANITARY		proposed	actual 12-31-19	proposed		
ESTIMATED BALANCE ON HAND		863,679		730,000		
343-000-00	SEWER TAPS	1,000	730	1,000		
350-000-00	SEWER CUSTOMERS BILLING	1,708,000	960,929	1,708,000		
351-000-00	BF SURCHARGE BILLING	9,000	5,039	9,000		
352-000-00	INCOME FROM TENNERTON PSD	170,000	125,553	170,000		
362-000-00	DUE FROM GEN FUND-STORM SEWER	50,000	0	50,000		
362-000-01	SEPTAGE HALLERS	30,000	37,439	30,000		
370-000-01	LATE CHARGES	23,000	17,886	23,000		
362-000-02	PROJECT MANAGEMENT FEES	30,000	0			
366-000-01	FEMA - GENERATOR					
380-000-00	INTEREST	350	509	350		
381-000-00	SERVICES OF FLUSHER TRUCK	1,500	0	1,500		
389-000-00	MISCELLANEOUS	1,000	2,350	1,000		
TOTAL REVENUES		\$ 2,023,890	\$ 1,160,159	\$ 1,993,850		
TOTAL WITH EST. BAL ON HAND		2,687,529		2,693,850		
711-113-00	PLANT POWER	90,000	31,199	90,000		
711-213-00	ELIAS STREET	25,000	10,736	25,000		
711-313-00	VICKSBURG	16,000	3,803	16,000		
711-413-00	EAST MAIN ST	7,000	2,643	7,000		
711-513-00	WOODBRITCHE STS	3,000	934	3,000		
711-613-00	MONONGALIA ST	1,900	511	1,600		
711-713-00	DEANVILLE	1,400	177	1,000		
711-813-00	ISLAND AVENUE	700	86	500		
711-913-00	MADISON STREET	450	117	450		
711-914-00	TJM SEWAGE STATION	560	188	560		
711-915-00	WESTON ROAD	955	179	800		
711-916-00	HAMPTON INN PS	350	4	350		
711-917-00	BRUSHY FORK PS	570	154	570		
711-921-00	BROOKE STREET PS	3,700	48	3,200		
711-918-00	RT 20 SEWER PUMP STATION	200	74	200		
711-919-00	1 buckhamon rd	260	74	260		
711-920-00	plant vehicles 2,3,8	25,000	11,813	25,000		
711-920-01	TENNERTON INTERCEPTOR	5,000	3,453	5,300		
711-920-02	NATURAL GAS	2,000	90	2,000		
711-923-00	65-67 CLEVELAND AVE			500		
712-345-00	UNIFORMS	5,000	1,737	7,100		
713-143-00	FACILITIES MAINTENANCE LINES	5,000	5,627	5,000		
713-243-00	SUPPLIES LINES	26,000	12,186	35,000		
713-343-00	STREET DEPT SERVICE LINE	2,000	0	2,000		
713-443-00	EQUIPMENT & MAINTENANCE LINES	30,000	5,895	30,000		
714-143-00	FACILITIES MAINTENANCE PLANT	10,000	5,633	12,000		
714-243-00	LAB EXPENSE PLANT	12,000	4,899	13,000		
714-343-00	EQUIPMENT MAINTENANCE PLANT	30,000	14,932	30,000		
714-443-00	PUMP STATION REPAIR & MAINT	45,000	1,790	45,000		
714-543-00	TELEPHONE	5,000	3,790	7,200	added gas	
714-643-00	OPERATION PLANT EXPENSE	12,000	5,254	12,000		
714-743-00	TELEMETRY	2,000	888			
715-101-00	PLANT LABOR	279,000	156,311	279,000		
715-103-00	LINE LABOR	385,000	158,672	485,000	fixed extra & inc due to stormsew	
716-101-00	BOARD SALARIES	11,400	5,700	12,000	recorder increase	
716-103-00	OFFICE/CLERK ADM SALARIES	98,200	51,065	118,442	atly added;pay increase&seniors	
718-104-00	FICA TAX	54,000	26,421	68,500		
718-105-00	HEALTH INSURANCE	299,000	159,271	191,974		
719-106-00	GROUP RETIREMENT	70,000	34,597	68,396		
720-226-00	UNEMPLOYMENT/COMPENSATION	20,300	9,592			
	insurance claims	5,000	0			
783-341-00	BILLING & COLLECTING	35,200	29,882	40,000		
783-341-05	Billing Water Dept meter reading	3,400	1,500	3,600		
783-342-00	COMPUTER CAPITAL OUTLAY	17,500	7,387	17,500	server 7500&pc2000&800 mapping	
783-369-00	customer dep int	500	105	1,000		
793-341-00	OFFICE SUPPLIES & EXPENSES	25,500	13,136	25,000		
797-116-00	PS&C ASSESSMENTS	6,500	5,821	6,500		
797-117-00	DEP PERMIT	3,500	3,100	3,000		
798-226-00	PROPERTY INSURANCE	42,500	22,817	46,500		
803-219-00	RENTS	10,000	0	10,000		
896-223-00	PROFESSIONAL SERVICES	44,600	3,024	44,500	audit terms dues\$14,500-outside engineering	
970-199-00	BOND ISSUE #A	171,000	99,354	171,000	bond	
980-199-00	BOND ISSUE #B	28,000	19,326	28,000	bond	
997-451-00	PLANT - CAPITAL		0			
997-451-01	STORMWATER					
997-451-02	BELT PRESS LOAN	26,000	13,264	26,000	belt press2211mth	
997-452-00	SEWER EXT. - CAPITAL				sewer ext	
997-453-00	STORM SEWER PROJECTS	16,000	2,039	0		
997-454-00	Equipment payments short term	80,100	33,246	83,100	0	
997-454-01	BORE MACHINE			35,000	21	
997-455-00	SEWER UPGRADE CAPITAL		41,564	100,000		
997-452-00	SEWER UPGRADE-CAPITAL	80,000	28,970			Note that San Rd Jul2019Agree to contribution \$100,000 to Weston Rd proj
997-451-00	Capital projects	175,000	14,434	34,444	plant and pump stations(Deanville)	
997-456-00	WESTON RD NORTH SIDE			115,000		
997-456-01	WESTON RD SOUTH SIDE(1 taken)			42,000		
997-457-00	NEW EQUIPMENT-CAPITAL2019-20	165,000		180,000	back hoe	
997-451-03	Repay Loan to City Brook st	0			pd off 6-2019	
997-458-00	Contribution from BR Fik to GF	8,100	2,506	8,100		
997-451-00	UV UNITS	45,100		58,500	2nd half pmnt UV	
	PAYMENT TOWARD RESERVE	30,000				
TOTAL EXPENDITURES		\$ 2,566,385	\$ 1,034,754	\$ 2,693,950		
REVENUE OVER/UNDER) EXPENDITURES		122,144	125,404	0	w bal on hand	

BUDGET 2019-20	2019-20	2019-20	2020-21		
	SANITARY	proposed	actual 12-31-19	proposed	
	ESTIMATED BALANCE ON HAND	863,679		700,000	
343-000-00	SEWER TAPS	1,000	720	1,000	
360-000-00	SEWER CUSTOMERS BILLING	1,708,000	869,929	1,708,000	
351-000-00	BF SURCHARGE BILLING	9,000	5,039	9,000	
362-000-00	INCOME FROM TENNERTON PSD	170,000	135,553	170,000	
362-000-00	DUE FROM GEN FUND-STORM SEWER	50,000	0	50,000	
362-000-01	SEPTAGE HAULERS	30,000	37,439	30,000	
370-000-01	LATE CHARGES	23,000	17,686	23,000	
362-000-02	PROJECT MANAGEMENT FEES	30,000	0		
368-000-01	FEMA - GENERATOR				
380-000-00	INTEREST	350	559	350	
381-000-00	SERVICES OF FLUSHER TRUCK	1,500	0	1,500	
399-000-00	MISCELLANEOUS	1,000	2,395	1,000	
TOTAL REVENUES		\$ 2,023,850	\$ 1,160,159	\$ 1,993,850	
TOTAL WITH EST. BAL ON HAND		2,987,529		2,993,850	
711-113-00	PLANT POWER	60,000	31,199	60,000	
711-213-00	ELIAS STREET	25,000	10,758	25,000	
711-313-00	VICKSBURG	18,000	3,803	18,000	
711-413-00	EAST MAIN ST	7,000	2,843	7,000	
711-513-00	WOODRITCHIE STS	3,000	934	3,000	
711-613-00	MONONGALIA ST	1,900	511	1,900	
711-713-00	DEANVILLE	1,400	177	1,000	
711-813-00	ISLAND AVENUE	700	88	500	
711-913-00	MADISON STREET	450	117	450	
711-914-00	TJM SEWAGE STATION	560	168	560	
711-915-00	WESTON ROAD	685	179	600	
711-916-00	HAMPTON INN PS	350	4	350	
711-917-00	BRUSHY FORK PS	570	154	570	
711-921-00	BROOKE STREET PS	3,700	45	3,200	
711-918-00	RT 20 SEWER PUMP STATION	200	74	200	
711-919-00	T buckhamton rd	260	74	260	
711-920-00	plant vehicles 2,3,8	25,000	11,813	25,000	
711-920-01	TENNERTON INTERCEPTOR	5,000	3,453	5,300	
711-920-02	NATURAL GAS	2,000	92	2,000	
711-923-00	65-67 CLEVELAND AVE			506	
712-345-00	UNIFORMS	5,000	1,737	7,100	
713-143-00	FACILITIES MAINTENANCE LINES	5,000	5,827	5,000	
713-243-00	SUPPLIES LINES	35,000	12,186	35,000	
713-343-00	STREET DEPT SERVICE LINE	2,000	0	2,000	
713-443-00	EQUIPMENT & MAINTENANCE LINES	30,000	6,885	30,000	
714-143-00	FACILITIES MAINTENANCE PLANT	10,000	5,633	12,000	
714-243-00	LAB EXPENSE PLANT	12,000	4,899	13,000	
714-343-00	EQUIPMENT MAINTENANCE PLANT	30,000	14,932	30,000	
714-443-00	PUMP STATION REPAIR & MAINT	45,000	1,768	45,000	
714-543-00	TELEPHONE	5,000	3,790	7,200	added gas
714-643-00	OPERATION PLANT EXPENSE	12,000	5,254	12,000	
714-743-00	TELEMETRY	2,000	998		
715-101-00	PLANT LABOR	275,000	156,311	279,000	
715-103-00	LINE LABOR	385,000	156,473	485,050	hired xtra & inc due to increases
718-101-00	BOARD SALARIES	11,400	5,790	12,000	recorder increase atty added pay
718-103-00	OFFICE/CLERK/ADM SALARIES	88,200	51,064	113,442	increase&jenkins
718-104-00	FICA TAX	54,000	28,421	68,500	

A motion to approve the Sanitary Budget 2020-2021 was made by Frye/Loftis. Motion carried.

H.3 Approval Full Time Employment Nathaniel Bailey on 07/01/2020 - Buck explained the great work that Nathaniel Bailey has done and feels that he is a great asset for the department. Buck is currently paying him \$8.75 per hour for part-time work and would like to raise that to \$10.00 per hour as a fulltime employee.

A motion to move Sanitary Department employee Nathaniel Bailey from part-time employment to full-time employment, as of 07/01/2020, was made by Frye/Loftis. Motion carried.

I. Stormwater

I.1- Kevin’s crew put in a storm drop at 11 Henry Street (Reta Ostrowske)

J. Board Members Comments and Announcements:

- Board Member Frye – Nothing additional.
- Board Member Loftis – Mr. Loftis reported on a situation that needs addressed at the Airport and that he has met with Buck Samples to make sure the Airport Authority does the work properly.
- City Recorder Sanders – Nothing additional.
- City Engineer Hollen – Nothing additional.
- Buck Samples – Nothing additional.
- Mayor McCauley – The Mayor presented these remarks:

## SANITARY BOARD REMARKS – DAVID McCAULEY

### MAYOR & CHAIR OF THE BOARD

June 18, 2020

As I close my 50 months of service to our Sanitary Board, I want to reflect upon some of our more substantial sewer related activities during the past four plus years. First, & thinking of the repetitive theme that I had observed during my 33 years of service with our City before elected as mayor, our Sanitary Board always had been treated a bit as the redheaded stepchild within our City organization. Amby Jenkins & Sam Ludlow can attest best about how many times the general fund was bracing to make short term loans to the Sanitary Board so that payroll could be met over the years. The necessary funding to fully address this department's needs never seemed to be there. This was long egregiously unfair to this vital component of our organization.

Looking back at it all, I don't think that anything I undertook as mayor was more important than to address the revenue needs of this Board. We fast-tracked a two-phase sewer rate increase to provide the much-needed resources for our sewer operations to be able to discharge all of our Board's important functions & thrive. Still, even after the rate increases, our sewer rates currently rank #150 out of 318 providers, or at the 46.6% level in our entire State of West Virginia. After years of struggling to establish any reserve fund, our sewer reserve now exceeds the State required 12.5% of our annual operating revenues. Simply stated, we now are prepared for sewer emergencies, & we have met the State's mandate. I highly recommend that this Board aspire to attaining a half a million-dollar reserve which is still half of what our Water Board currently maintains.

Second, our Samuel S. Ludlow Sewer Plant is strong. We have invested many resources in repairs & upgrades during the past four years. Through ongoing investment in our sewer plant, such as ultraviolet (UV) disinfectant system improvements, clarifier repairs & painting, a new heating system installed within our control building, major upgrades to our decant tank, & numerous other improvements- we should easily experience another generation of growth & high quality operation of our plant. Understand that when our sewer plant opened in 1987, it was estimated that the plant would serve our community for perhaps 40 years. In 2020, we project that our plant will serve our community for another 40 years. It remains state of the art. Nobody takes better care or are better stewards of their facilities than our sewer crew.

Third, similar to their water plant colleagues, the opportunity to retain all of our sewer plant operators, some of which could have been looking to leave us for greener pastures, is a major moment in the history of our City's sewer operations. It's not enough to pay a living wage in the world of municipal operations, in order to remain successful & thrive- we have to pay a competitive, living wage to our employees. The substantial pay raises for sewer plant operators was long overdue.

Fourth, on June 21, 2018- we dedicated our Sewer Plant in honor of & tribute to our longtime, sanitary engineer, Sam Ludlow who has now contributed 47 years of the most competent service & oversight imaginable for our City & entire B-U community. Sam designed our plant, then became its seemingly eternal, paternal protector. In my nearly four decades with our City, nobody has ever been more valuable to our organization than Sam Ludlow. To know Sam- is to love him. We couldn't have named our plant any better or more appropriately. We have all learned so much from Sam.

Fifth, our line crews have constructed, repaired, upgraded, & improved miles of sanitary sewer & storm water sewage lines comprising our collection systems- all over our community. Projects just since May of 2016 include Lightburn to Latham Streets, Boggess Street, Randolph Street, Willowbrook Drive, Upper Drive, First Street & Upshur Avenue, Wood Street, Brook Street, Gum & Chestnut Streets, Ritchie & Braxton Streets, Myrna & Swisher Streets, Moore Avenue, North Spring Street, South Spring Street, Camden Avenue, Leeson Drive, Swisher Street, Henry Street, Barbour Street, Reger Street, Huffman Alley behind Community Care, Eagle Street & Smith Avenue, Cleveland Avenue, Poplar Street, Maple Street, Zeno Street, River Avenue, Gilbert Street, Tucker Street, Trader's Alley & Milkman Lane, Lincoln Way, Taylor Street, Fifth Street, Pocahontas Street, & various projects along the Brushy Fork Road. Yes, I went back & read through 50 months' worth of meeting agendas & meeting minutes to be sure I got these all right.

Sixth, after decades of kicking the can down the road, a couple of years ago our Sanitary Board acting in collaboration with our City Council, formally designated all storm water functions of our City to our Sanitary Board's management & oversight. As our City adopted its sales tax ordinance in 2019, the first \$200,000 collected each year of which is designated to our Sanitary Board for comprehensive

storm water plan development. We could easily spend two million dollars tomorrow to achieve the level of improvements we need to realize the needed, substantial improvements to storm water management. Not only is there a flood management element to this important plan, but there is a separation of sanitary sewage from storm water element that will allow our sewer plant to function far more efficiently. We don't need to treat storm water. Our I & I (infiltration & inflow) policies will help extend the lives of our plant & pump stations.

Seventh, we undertook repairs & upgrades to our various pump stations. We expanded our safety program benefiting both our employees & our operations. We installed GPS tracking within all Board operated vehicles. We expanded & improved our mapping system with G.I.S. mapping. We installed flow meters to monitor for I & I from the Tennerton system. We will be installing emergency generators through FEMA grants at our sewer plant & various pump stations.

Eighth, we started to lease vehicles assuring that our Sanitary Board fleet will always be on the cusp of brand new. We purchased a new track hoe, & very recently a boring machine that will pay for itself in a matter of months. Our vehicle fleet, machinery, & equipment have never been stronger as a unit than what it is right now.

Ninth, thanks largely to Sam Ludlow & Buck Samples, our NPDES permit application was granted that fully validates our sewer operations.

Tenth, after some rancor with the County Commission & our constant antagonist, the Tennerton Public Service District, we have protected & solidified our utility base by expanding our delivery of sewer to Route 33 West on both the north & south side, & I would add water on the south side of Route 33 West. It's not easy taking a tough stance- but it's in the best interest of our organization to do exactly that on occasion. When it would have been easy to cave, we rose & met the challenges from those who we would've preferred to have identified as allies & partners.

Eleventh, & back to public service districts. It's important that we continue to very closely monitor the activities & planned projects of our "partnering" Tennerton Public Service District. Their activities may have enormous impact upon our own sewer operations. We've insisted on their agenda development, sharing of minutes, & a transparency in their operations that had seen decades of non-compliance with WV Public Service Commission rules & mandates as well as state statutes. Be ever vigilant & keep the heat on. By the way, Upshur County Health Department Sanitarian Chris Garrett has been an excellent partner with our City. Kudos to Chris who is a true gentleman & an excellent partner.

Twelfth, our staffing has never been stronger than it is right now, & that comes from a guy who started his 38th year with this organization on June 1. With Amby Jenkins overseeing our finances as Director of Finance & Administration, Jerry Arnold as our Director of Public Works, Buck Samples who took over from Erasmo Rizo, who took over from Tim Rock- as our water superintendent, Sam Ludlow as our sewer engineer, & all of the excellent guys who man our sewer plant & handle the collection system- our future is very bright for all things Buckhannon sewer. This has been an excellent functioning board. One of the first things I undertook in 2016 was to improve upon the competency of ALL of our boards, councils, & commissions. The previous "acting" administration had engaged in cronyism in its ugliest form. To be clear- cronyism is defined as "the appointment of friends & associates to positions of authority, without proper regard to their qualifications." To incoming chair Robbie Skinner- & this won't be the last time he hears me offer this unsolicited advice- avoid cronyism at all cost. First & foremost, let's keep our organization competent! The dividends that competency pays will be realized by our community for decades to come.

I want to thank Phil Loftis & Gene Frye. While all of our other utility boards saw substantial changes in their composition during the past four years, this Board's composition NEVER required any changes. You both are honorable gentlemen who I have always appreciated as you've both protected our sewer assets.

It's been an honor & a privilege to work with this fine group. I hand over the reins of our Sanitary Board & sanitary sewer & storm water operations with absolutely no regrets. Our City, including this Board- is in excellent shape. Let's keep it that way. If I can ever be of service to this Board or to any of you- all you have to do is ask. As I stated during my last Water Board meeting last week- I hearken back to my late dad's sage advice- "always leave things in better shape than what you found them." While self-objectivity is a difficult notion, I offer the assertion that this entity, our

Sanitary Board- is in far better shape than it was in May of 2016. Keep up your good work. Long live Sam Ludlow!

**K. Adjournment: 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** \_\_\_\_\_