

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, October 15, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following were in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present – by phone
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present – by phone
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present – by phone
Sanitary Superintendent	Bryan “Buck” Samples	Present – by phone
Plant Engineer	Sam Ludlow	Absent
City Attorney	Tom O’Neill	Absent
Grants & Information Coordinator	Callie Cronin Sams	Present – by phone

Guests – None

Meeting Agenda Posted 10/09/2020

*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, October 15, 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 Callie Cronin-Sams Information Coordinator & Grant Writer
- C. Finance Report-Amby
 - C.1 September 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 North Spring St
- E. Stormwater
 - E.1 Amby- Opening Account for Funding
- F. Correspondence and Information
 - F.1 DEP Facility Inspection Report
 - F.2 CityPR: Street Closed Temporary Advisory-N Kanawha St from Reynolds Lane to Willard Way- Sewer Line Repairs- October 7, 2020
 - F.3 Letter from Governor RE: CARES Act Funding-Residential Utility Services Grant Funding
- G. Consent Agenda
 - G.1 Approval of Minutes –09/17/2020 Sanitary Board Meeting
- H. Strategic Issues for Discussion and/or Vote
 - H.1 Participation in the Sustainable Management of Rural & Small Systems Workshop
 - H.2 Continued Discussion/Possible Vote-Wimer Avenue-Cost & Road Maintenance Agreement
 - H.3 Consideration to Recommend to City Council Rate Ordinance RE: Route 33 Project
 - H.4 Approval Pay Increase Scott Crites Class I Certification
- I. Board Members Comments and Announcements
- J. Adjournment

Posted 10/09/2020

- A. Call to Order - The meeting was called to order by Mayor Skinner.
 - A.1 Moment of Silence - The Mayor ask for all to join him in a Moment of Silence
 - A.2 Pledge to the Flag of the United States of America – The Pledge was led by the Mayor.

B. Recognized Guests

B.1 Callie Cronin-Sams, Grants & Information Coordinator provided the Board with an overview of the Sustainable Management of Rural & Small Systems Workshop that she and City Engineer, Jay Hollen recently participated in. This workshop was aimed at Water & Sewer Plant operations. It helped identify strategies for improvement.

C. Finance Report-Amby Jenkins

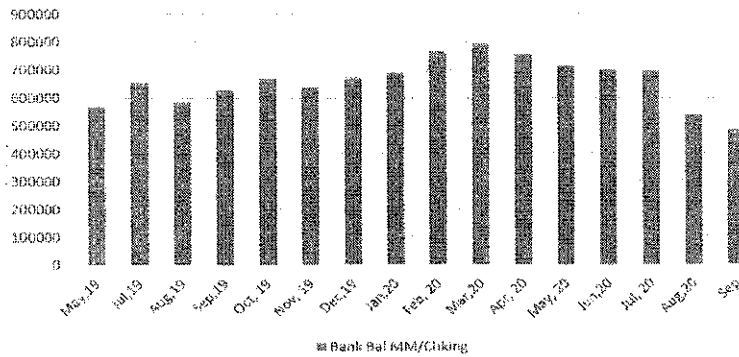
C.1 September 2020 - Amby provided the following report:

**SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance September 30, 2020

Money market checking	\$ 485,917.96
CD Investment (Citizens)	\$ 50,971.94
CD Investment (Citizens)	\$102,218.22
CD Investment (Community) 2.48%25mthAug2019	\$100,000.00

Bank Bal MM/Chking



Tennerton PSD UIC
 May 10-10-2020 - expect to receive this week amount
 June 10-10-2020
 July 10-10-2020
 Aug 10-10-2020
 Sept 10-10-2020 - just billed

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**CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020**

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
% OF YEAR COMPLETED: 25.00						
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	220.00	2,160.00	0.00	(1,160.00)	216.00
TOTAL OTHER FEES	1,000	220.00	2,160.00	0.00	(1,160.00)	216.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,700,000	157,009.22	471,076.71	0.00	1,236,923.29	27.58
TOTAL UTILITY BILLINGS	1,700,000	157,009.22	471,076.71	0.00	1,236,923.29	27.58
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	9,000	731.20	2,265.61	0.00	6,734.39	25.17
401-352-000-00 INCOME FROM TENNERTON PSD	170,000	19,293.05	107,617.01	0.00	62,382.99	63.30
TOTAL HEALTH AND SAFETY	179,000	26,026.25	109,882.62	0.00	69,117.38	61.35
CHARGES FOR SERVICES						
401-362-000-00 DUE FROM GEN FUND-STORM S	50,000	0.00	0.00	0.00	50,000.00	0.00
401-362-000-01 SEPTAGE HAULERS	30,000	4,015.00	18,500.00	0.00	11,490.00	61.93
401-362-000-02 PROJECT MANAGEMENT FEES	0	0.00	27,500.00	0.00	27,500.00	0.00
401-362-000-03 RT. 26 NORTH SEWER EXTENS	0	0.00	0.00	0.00	0.00	0.00
401-362-000-04 JAWBONE RUN PROJECT	0	0.00	0.00	0.00	0.00	0.00
401-362-000-05 IJDC GRANT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	80,000	4,015.00	46,000.00	0.00	32,920.00	57.60
GRANTS						
401-368-000-02 CONTRIB IN AID CONSTRUCT	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	0.00	0.00	0.00	0.00
INTRAFUND CONTR/CHARGES						
401-370-000-01 LATE CHARGES	23,000	2,871.59	7,972.83	0.00	15,027.17	34.66
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,871.59	7,972.83	0.00	15,027.17	34.66
OTHER REVENUE						
401-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
401-380-000-00 INTEREST	350	0.00	46.45	0.00	303.55	13.27
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLASHER TRUCK	1,500	0.00	0.00	0.00	1,500.00	0.00
401-399-000-00 MISCELLANEOUS	1,000	515.00	3,820.81	0.00	(2,820.81)	382.08
TOTAL OTHER REVENUE	2,850	515.00	3,867.26	0.00	(1,017.26)	135.69
TOTAL REVENUE	1,992,850	165,457.06	641,039.42	0.00	1,350,816.58	32.15

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY						
SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	60,000	5,028.52	14,783.57	0.00	45,216.43	24.64
TOTAL SALARIES & BENEFITS	60,000	5,028.52	14,783.57	0.00	45,216.43	24.64
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	25,000	1,854.08	5,547.95	0.00	19,452.05	22.19
TOTAL CONTRACTUAL SERVICES	25,000	1,854.08	5,547.95	0.00	19,452.05	22.19
COMMODITIES						
401-711-213-00 VICKSBURG	16,000	714.05	2,538.67	0.00	13,461.33	15.87
TOTAL COMMODITIES	16,000	714.05	2,538.67	0.00	13,461.33	15.87
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	7,000	335.34	1,130.91	0.00	5,869.09	16.16
TOTAL CAPITAL OUTLAY	7,000	335.34	1,130.91	0.00	5,869.09	16.16
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	138.18	408.94	0.00	2,591.06	13.63
TOTAL CONTRIBUTIONS	3,000	138.18	408.94	0.00	2,591.06	13.63
NON-OPERATING EXPENSES						
401-711-613-00 MONROCALIA ST	1,600	65.44	224.60	0.00	1,375.40	14.04
401-711-713-00 DEARVILLE	1,000	34.21	102.38	0.00	897.62	10.24
401-711-813-00 ISLAND AVENUE	500	16.95	57.59	0.00	442.41	11.52
401-711-913-00 MAUDISON STREET	450	11.75	63.44	0.00	386.56	14.10
401-711-914-00 TOM SEWAGE STATION	560	29.20	97.96	0.00	462.04	17.49
401-711-915-00 WESTON ROAD	600	44.55	131.74	0.00	468.26	21.96
401-711-916-00 HAMPTON INN PS	350	17.57	80.16	0.00	269.84	22.90
401-711-917-00 BRUSHY FORK PS	570	23.82	84.82	0.00	485.18	14.80
401-711-918-00 RT 20 SEWER PUMP STATION	200	5.00	19.66	0.00	180.34	9.63
401-711-919-00 1 BUCKHANNON RD	260	5.00	37.32	0.00	222.68	14.35
401-711-920-00 PLANT VEHICLES-2,3,8	25,000	1,254.30	4,286.35	0.00	20,713.65	17.15
401-711-920-01 TENNETTTON INTERCEPTOR	5,300	361.90	1,210.60	0.00	4,089.40	22.84
401-711-920-02 NATURAL GAS	2,000	0.00	22.74	0.00	1,977.26	1.14
401-711-921-00 BROOKE ST PUMP STA	3,200	200.30	770.85	0.00	2,429.15	24.09
401-711-922-00 INDUSTRIAL PK PS	0	0.00	0.00	0.00	0.00	0.00
401-711-923-00 65-67 CLEVELAND AVE	500	56.72	236.40	0.00	263.60	47.28
TOTAL NON-OPERATING EXPENSES	42,090	2,146.61	7,426.61	0.00	34,663.39	17.64
TOTAL POWER/FUEL/UTILITY	153,090	10,216.78	31,836.65	0.00	121,253.35	20.80

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	7,100	947.57	1,662.90	0.00	5,437.10	23.42
TOTAL COMMODITIES	7,100	947.57	1,662.90	0.00	5,437.10	23.42
TOTAL UNIFORMS	7,100	947.57	1,662.90	0.00	5,437.10	23.42
PLANT						
LINES						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	5,000	193.24	920.48	75.60	4,003.72	19.93
TOTAL SALARIES & BENEFITS	5,000	193.24	920.48	75.60	4,003.72	19.93
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	5,864.78	14,785.97	2,153.08	18,060.95	48.40
TOTAL CONTRACTUAL SERVICES	35,000	5,864.78	14,785.97	2,153.08	18,060.95	48.40
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL COMMODITIES	2,000	0.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	801.26	2,888.46	0.00	27,111.54	9.63
TOTAL CAPITAL OUTLAY	30,000	801.26	2,888.46	0.00	27,111.54	9.63
TOTAL LINES	72,000	6,859.28	18,594.91	2,228.68	51,176.21	26.92
PLANT						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	12,000	1,074.29	1,517.84	0.00	10,482.16	12.65
TOTAL SALARIES & BENEFITS	12,000	1,074.29	1,517.84	0.00	10,482.16	12.65
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	13,000	967.17	2,033.33	800.00	10,166.67	21.79
TOTAL CONTRACTUAL SERVICES	13,000	967.17	2,033.33	800.00	10,166.67	21.79
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	744.74	10,609.59	7,612.00	27,002.41	9.99
TOTAL COMMODITIES	30,000	744.74	10,609.59	7,612.00	27,002.41	9.99
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	45,000	369.77	2,040.51	623.65	42,335.64	5.92
TOTAL CAPITAL OUTLAY	45,000	369.77	2,040.51	623.65	42,335.64	5.92

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	7,200	435.50	1,378.62	0.00	5,821.39	19.15
TOTAL CONTRIBUTIONS	7,200	435.50	1,378.62	0.00	5,821.39	19.15
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	12,000	402.74	1,906.16	0.00	10,093.82	15.88
401-714-743-00 TELEMETRY	2,000	178.70	539.10	0.00	1,460.90	26.96
TOTAL NON-OPERATING EXPENSES	14,000	582.04	2,445.26	0.00	11,554.72	17.47
TOTAL PLANT	121,300	4,173.51	20,025.17	6,188.35	107,363.18	11.42
SALARIES PLANT/LINES						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	279,000	25,312.18	78,015.82	0.00	200,984.18	27.96
401-715-101-01 PLANT COMPENSA ABSENCES	0	0.00	0.00	0.00	0.00	0.00
401-715-101-10 CAPTLIZ SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-103-00 LINE LABOR	480,000	27,456.27	81,738.95	0.00	398,261.05	17.03
401-715-103-01 LINE COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-715-103-10 CAPITLIZE SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-715-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-715-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	759,000	52,768.45	159,754.77	0.00	599,245.23	21.05
CONTRACTUAL SERVICES						
401-715-226-00 UNEMPLOYMENT/COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES PLANT/LINES	759,000	52,768.45	159,754.77	0.00	599,245.23	21.05
SALARIES BOARD/OFFICE						
SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	3,000.00	0.00	9,000.00	25.00
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	118,442	9,362.94	28,465.75	0.00	89,976.25	24.03
401-716-103-01 OFFICE COMP ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-716-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-716-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	130,442	10,362.94	31,465.75	0.00	98,976.25	24.12

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
401-716-226-00 UNEMPLOYMENT/COMPENSATION	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES BOARD/OFFICE	133,442	10,362.94	31,465.75	0.00	101,976.25	23.58
FICA/INSURANCE						
SALARIES & BENEFITS						
401-716-104-00 FICA TAX	68,500	4,851.35	14,693.71	0.00	63,806.29	21.45
401-716-105-00 HEALTH INSURANCE	181,874	15,021.40	109,932.42	0.00	71,941.58	60.44
TOTAL SALARIES & BENEFITS	250,374	19,872.75	124,626.13	0.00	125,747.87	49.78
TOTAL FICA/INSURANCE	250,374	19,872.75	124,626.13	0.00	125,747.87	49.78
RETIREMENT						
SALARIES & BENEFITS						
401-716-106-00 GROUP RETIREMENT	88,300	5,966.28	17,915.87	0.00	70,384.13	20.29
TOTAL SALARIES & BENEFITS	88,300	5,966.28	17,915.87	0.00	70,384.13	20.29
TOTAL RETIREMENT	88,300	5,966.28	17,915.87	0.00	70,384.13	20.29
UNEMPLOYMENT/COMPENSATION						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	0	1,216.85	6,801.37	0.00	6,801.37	0.00
TOTAL CONTRACTUAL SERVICES	0	1,216.85	6,801.37	0.00	6,801.37	0.00
TOTAL UNEMPLOYMENT/COMPENSATION	0	1,216.85	6,801.37	0.00	6,801.37	0.00
BILLING/COMPUTER/DEP INT						
CONTRACTUAL SERVICES						
401-783-232-00 MUN BOND FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
401-783-341-00 BILLING & COLLECTING	40,000	2,093.53	15,643.86	0.00	24,356.14	39.11
401-783-341-05 BILLING WAT MD METER READ	3,600	309.00	960.00	0.00	2,700.00	25.00
401-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	385.84	1,157.52	0.00	16,342.48	6.41

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CITY OF BUCKHAMMON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-169-00 CUSTOMER DEP INTEREST PAI	1,000	46.54	117.44	0.00	882.56	11.74
TOTAL COMMODITIES	42,100	2,826.01	17,818.82	0.00	44,281.18	28.69
NON-OPERATING EXPENSES						
401-783-678-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	60,100	2,826.01	17,818.82	0.00	44,281.18	28.69
OFFICE EXPENSE						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	25,000	2,886.93	7,045.56	0.00	17,954.44	28.18
TOTAL COMMODITIES	25,000	2,886.93	7,045.56	0.00	17,954.44	28.18
TOTAL OFFICE EXPENSE	25,000	2,886.93	7,045.56	0.00	17,954.44	28.18
PSC ASSESS/DNR PERMIT						
SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	6,500	0.00	5,196.72	0.00	1,303.28	78.95
401-797-117-00 DNR PERMIT	3,000	2,100.00	2,100.00	0.00	900.00	70.00
TOTAL SALARIES & BENEFITS	9,500	2,100.00	7,296.72	0.00	2,203.28	76.81
TOTAL PSC ASSESS/DNR PERMIT	9,500	2,100.00	7,296.72	0.00	2,203.28	76.81
PROPERTY INSURANCE						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	46,500	5,311.14	15,746.22	0.00	30,753.78	33.86
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	46,500	5,311.14	15,746.22	0.00	30,753.78	33.86
TOTAL PROPERTY INSURANCE	46,500	5,311.14	15,746.22	0.00	30,753.78	33.86
RENTS						
CONTRACTUAL SERVICES						
401-803-219-00 RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROFESSIONAL						
CONTRACTUAL SERVICES						
401-887-223-00 PROFESSIONAL SERVICES	44,500	0.00	3,563.15	0.00	40,936.85	8.01
TOTAL CONTRACTUAL SERVICES	44,500	0.00	3,563.15	0.00	40,936.85	8.01
TOTAL PROFESSIONAL	44,500	0.00	3,563.15	0.00	40,936.85	8.01
BOND A						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	56,919.36	0.00	114,080.64	33.29
TOTAL SALARIES & BENEFITS	171,000	14,144.97	56,919.36	0.00	114,080.64	33.29
TOTAL BOND A	171,000	14,144.97	56,919.36	0.00	114,080.64	33.29
BOND B						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	28,000	2,253.00	9,066.06	0.00	18,933.94	32.38
TOTAL SALARIES & BENEFITS	28,000	2,253.00	9,066.06	0.00	18,933.94	32.38
TOTAL BOND B	28,000	2,253.00	9,066.06	0.00	18,933.94	32.38
CAPITAL/PROJECTS						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	152,944	122.06	500.79	68.61	152,374.60	0.37
401-997-451-01 STORMWATER	0	0.00	0.00	0.00	0.00	0.00
401-997-451-02 BELT PRESS PROJECT	26,600	2,210.60	6,631.80	0.00	19,968.20	24.93
401-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
401-997-451-04 FEMA GENERATOR	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	0	0.00	19.62	0.00	19.62	0.00
401-997-453-00 STORM SEWER PROJECTS	0	0.00	796.99	0.00	796.99	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	53,100	5,814.81	15,594.81	0.00	37,505.19	29.38
401-997-454-01 NEW EQUIP-BORE MACHINE	35,000	0.00	39,139.75	39,139.75	35,000.00	0.00
401-997-455-00 SEWER UPGRADE-CAPITAL	100,000	64,800.00	64,817.44	0.00	35,182.56	64.82
401-997-456-00 WESTON ROAD NORTH SIDE	115,000	3,710.71	17,388.08	566.35	97,045.57	15.61
401-997-456-01 WESTON RD -SOUTH SIDE	42,000	1,968.88	2,880.34	0.00	39,119.66	2.86
401-997-457-00 CAPITAL PURCHASE	180,000	0.00	167,830.00	0.00	12,070.00	93.29
401-997-458-00 EXP BRUSHY FRK TO GEN FUN	8,100	0.00	0.00	0.00	8,100.00	0.00
401-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	712,744	78,626.26	315,704.62	39,504.79	435,544.17	38.59

10-15-2020 07:40 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-997-570-00 DEPRECIATION CURRENT YEAR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL/PROJECTS	712,744	78,626.26	315,706.62	(29,504.79)	435,544.17	38.89
DEPREC/AMORT/CONSTR						
CAPITAL OUTLAY						
401-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
401-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
401-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
401-999-462-00 CONTRIBUTION BUDGETED TO	0	0.00	0.00	0.00	0.00	0.00
401-999-465-00 REPAY LOAN - CITY OF BUCK	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS						
401-999-504-63 AMORT ISSUE COST (96 BOND)	0	0.00	0.00	0.00	0.00	0.00
401-999-504-65 BOND ISSUANCE COST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPREC/AMORT/CONSTR	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,693,850	220,532.72	845,844.03	(42,464.26)	1,890,470.23	29.82
REVENUE OVER/(UNDER) EXPENDITURES	(705,000)	(35,075.06)	(204,004.61)	42,464.26	537,659.65	23.19

10-15-2020 07:47 AM

Disbursements 09-01-20 to 09-30-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	NON POWER	711-913-00	MADISON STREET	110067327497 PANICOLPH	11.75
		711-913-00	WOOD/RIPPLE STS	110067327497 WOOD	136.16
		711-913-00	EAST MAIN ST	110064765555 E MAIN	335.24
		711-913-00	MORONGALTA ST	110062080448 MOR & WOOD ST	25.64
		711-921-00	BROOKE ST PUMP STA	110 100941546 BROOKE ST	280.30
		711-913-00	DEARVILLE	110066407977 DEARVILLE	74.21
		711-913-00	VICKSBURG	110066525471 VICKSBURG	74.05
		711-916-00	HAMPTON INN RS	110067568348 WBUC RD	37.57
		711-913-00	ISLAND AVENUE	110068580133 ISLAND AVE	16.95
		711-914-00	TSE SEWAGE STATION	110067807589 TSE SEWAGE PL	29.20
		711-915-00	WESTON RD	110067476356 WESTON RD	44.55
		711-917-00	BRUSHY FORK PS	11006239000 BRUSHY FORK R	23.62
		711-918-00	RT TO SEWER PUMP STA	110 088 984 963 RT 20	5.00
		711-913-00	PLANT POWER	110 088 308 280 RT. 6	5,058.52
		711-913-00	ELIAS STREET	110 088 305 856 ELIAS ST	1,854.66
		711-913-00	1 BUCKHANNON RD	110 088 283 999 BUCKHANNON	5.00
		711-923-00	65-87 CLEVELAND AVE	110142433661 65 87 CLEVELA	56.72
		711-920-00	PLANT VEHICLES-2,3,8	8AN DEPT AUG 2020 FUEL BIT.	1,264.30
		711-920-00	TENNERTON INTERCITY	WESTON RD BILLING AUG2020	361.90
					TOTAL:

WV DEP 2100.00 DNR Permit
 Water Bd 18000.00 Reimburse for hoses during ACP project
 Ferguson 46200.00 2nd payment for WV \$11,700 retainage still due
 Enterprise 432.00 GEotab - vehicle tracking software
 Ferguson 2262.40 } North Side Pipe
 Div of Highways 1968.03 } inspection fee

10-15-2020 07:47 AM

Disbursements 09-01-20 to 09-30-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
UNIFORMS	UNIPIST CORP.	712-345-00	UNIFORMS	ALL DEPT AUG 2020 UNIFORMS	947.57
				TOTAL:	947.57
LINES	LYKINS OIL COMPANY	713-443-00	EQUIPMENT & MAINTENANCE	OFF	117.62
		713-243-00	SUPPLIES LINES	SEWER AID	460.77
		713-443-00	EQUIPMENT & MAINTENANCE	OIL DRAIN PLUG	4.51
		713-443-00	EQUIPMENT & MAINTENANCE	FILTERS	197.02
		713-443-00	EQUIPMENT & MAINTENANCE	OIL FILTERS	3.08
		713-443-00	SUPPLIES LINES	GRASS SEED	78.38
		713-443-00	FACILITIES MAINTENANCE	SCOFF	175.98
		713-443-00	SUPPLIES LINES	PIPE ADAPTER	7.61
		713-443-00	SUPPLIES LINES	FITTINGS FOR RESTOCK	22.00
		713-443-00	SUPPLIES LINES	PAINT AND CAPTION TAPE	58.32
		713-443-00	SUPPLIES LINES	PIPE FITTINGS	1,054.98
		713-443-00	SUPPLIES LINES	PIPE FITTINGS	105.00
		713-443-00	EQUIPMENT & MAINTENANCE	FILTERS	45.63
		713-443-00	EQUIPMENT & MAINTENANCE	OIL 15W40	50.97
		713-443-00	EQUIPMENT & MAINTENANCE	CARPET	2.64
		713-443-00	EQUIPMENT & MAINTENANCE	LOCATES AUG 2011	44.10
		713-443-00	SUPPLIES LINES	TOOLS FOR P-9	289.24
		713-443-00	SUPPLIES LINES	P-9 SUPPLIES	40.00
		713-443-00	SUPPLIES LINES	STORE	954.81
		713-443-00	EQUIPMENT & MAINTENANCE	HYD. FILTER	95.88
713-443-00	EQUIPMENT & MAINTENANCE	HYDRAULIC FILTER	72.56		
713-443-00	EQUIPMENT & MAINTENANCE	WASHER KET-JET	4.35		
713-443-00	EQUIPMENT & MAINTENANCE	WASH TAP	11.23		
713-443-00	EQUIPMENT & MAINTENANCE	WASHER JET HOSE	8.31		
713-443-00	EQUIPMENT & MAINTENANCE	JET	4.93		
713-443-00	SUPPLIES LINES	SEWER PIPE	1,725.60		
713-443-00	EQUIPMENT & MAINTENANCE	FLAP REPAIR	15.00		
713-443-00	EQUIPMENT & MAINTENANCE	FLAP REPAIR #17	97.00		
713-443-00	EQUIPMENT & MAINTENANCE	FLAP REPAIR	15.00		
713-443-00	SUPPLIES LINES	HAY	650.00		
713-443-00	SUPPLIES LINES	LAB TEST BENCH MARSH 7-14-	50.00		
713-443-00	SUPPLIES LINES	COVE 15 TESTING	210.00		
713-443-00	SUPPLIES LINES	LAB TEST BENCH MARSH 8-13-	22.00		
713-443-00	SUPPLIES LINES	LAB TEST BENCH SAMPLES	55.00		
713-443-00	SUPPLIES LINES	LAB TEST SCOTT CRITES	50.00		
713-443-00	FACILITIES MAINTENANCE	REINH CDL RENEWAL	15.25		
			TOTAL:	6,859.28	
PLANT	LYKINS OIL COMPANY	714-243-00	EQUIPMENT MAINTENANCE	GREASE TRAP TOOLS	119.00
		714-243-00	EQUIPMENT MAINTENANCE	SPARK PLUG	4.62
		714-243-00	PUMP STATION REPAIR	EXHAUST CHAMP	11.38
		714-243-00	PUMP STATION REPAIR	CLAMPS	7.93
		714-143-00	FACILITIES MAINTENANCE	WATER	76.99
		714-243-00	EQUIPMENT MAINTENANCE	D. COURSE CLASS 3	175.00
		714-243-00	EQUIPMENT MAINTENANCE	CLASS 1 APP	105.00
		714-243-00	EQUIPMENT MAINTENANCE	WIRE TIES	18.98
		714-243-00	LAB EXPENSE PLANT	PLANT TESTS	50.00
		714-243-00	LAB EXPENSE PLANT	PHOSPHORUS TEST	10.00
714-243-00	LAB EXPENSE PLANT	LAB TESTING	112.00		
714-243-00	EQUIPMENT MAINTENANCE	SOE 06 FITTINGS AND PIPE	182.14		
714-243-00	OPERATION PLANT REPAIR	SHOP SUPPLIES	65.48		

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		714-343-00	EQUIPMENT MAINTENANC	FILTERS	44.80
		714-345-00	EQUIPMENT MAINTENANC	FILTERS	44.80
		714-643-00	OPERATION PLANT EXPE	WINDSHIELD WASH DEIC	64.06
		714-643-00	OPERATION PLANT EXPE	TAPE CRIMSON 2 GRS	69.80
	MARYLAND BIOCHEMICAL COMPANY	714-143-00	FACILITIES MAINTENAN	ADGREGIDE	369.03
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	PRINTER RENTAL	59.00
	NORTH CENTRAL LABORATORIES C	714-243-00	LAB EXPENSE PLANT	PH METER	785.17
	LOWES BUSINESS ACCOUNTS	714-143-00	FACILITIES MAINTENAN	WINDOW AC	236.55
		714-443-00	PUMP STATION REPAIR	SUPPLIES FOR E-MAIN	39.70
		714-443-00	PUMP STATION REPAIR	MATERIALS FOR E-MAIN	132.91
	CRESS SALES & SERVICE	714-643-00	OPERATION PLANT EXPE	2 CYCLE OIL	14.00
		714-343-00	EQUIPMENT MAINTENANC	PULL CORD	5.50
	BENNY'S BOOT HILL	714-143-00	PROTECTIVE MAINTENAN	BOOTS	179.91
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 931-0814 439	351.45
	CRITES ELECTRICAL SUPPLY INC	714-443-00	PUMP STATION REPAIR	MISC. SUPPLIES	177.88
	WALDMART STORES INC -BUCKHANN	714-343-00	FACILITIES MAINTENAN	MISC SUPPLIES	232.00
	C & C AUTO REPAIR	714-343-00	EQUIPMENT MAINTENANC	INSPECTING	14.00
	MICROLOGIC INC	714-743-00	TELEMETRY	SAN MONTHLY SEC MONT	179.70
	WHALEY DISTRIBUTING	714-643-00	OPERATION PLANT EXPE	HAND CLEANER	98.06
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	84.95
			TOTAL:		4,173.51
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN SEPT HEALTH INS	7,277.00
		718-105-00	HEALTH INSURANCE	SAN JULY RETIREE'S SUBSIDY	320.00
		718-105-00	HEALTH INSURANCE	SAN AUG RETIREE SUBSIDY	3,200.00
		718-105-00	HEALTH INSURANCE	SAN SEPT RETIREE'S SUBSIDY	3,200.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,623.65
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,908.09
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	473.30
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	446.27
	USI INSURANCE SERVICES LLC	718-105-00	HEALTH INSURANCE	GROUP BENEFIT FEE 2ND INST	959.40
	PAYLESS	718-105-00	HEALTH INSURANCE	SAN SEPT HSA FEE	65.00
			TOTAL:		19,872.75
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,787.26
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,677.55
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	253.00
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	248.47
			TOTAL:		5,966.28
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-3 TO 9-1-2020	1,216.85
			TOTAL:		1,216.85
BILLING/COMPUTER/DEP	1. RALSTON PRESS INC	783-341-00	BILLING & COLLECTING	RECEIPT BOOK, LETTERHEAD	403.11
	OFFICESUPPLY.COM	783-341-00	BILLING & COLLECTING	PCRD-FLORS;LABELS;PAPER	52.11
	FITNEY BOWEN INC	783-341-00	BILLING & COLLECTING	SEPT 2020 PERMIT POSTAGE	373.76
	WATER BD-CITY OF BUCKHANNON	783-341-00	BILLING WAT BD REYSR	SEPT 2020 METER READS	300.00
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	MONTHLY MAIN CONTRACT 820	76.00
	THOMAS J O'NEILL	783-341-00	BILLING & COLLECTING	REIMS ANN STATE BAR LIC RE	62.50
	TOHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE	139.03
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	SEPT 2020 SERVICE CONTRACT	212.50
	HOLLY GREGORY	783-341-00	BILLING & COLLECTING	REIMS WIFES & DISINFECTANT	37.63
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	ACCT#771901071 SEPT COMP S	385.84
	AMAZON.COM	783-341-00	BILLING & COLLECTING	PCRD-FLORS;INK;TRIPOD;SUPP	36.59

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		783-341-00	BILLING & COLLECTING	PCRD-MARKERS	8.77
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	EPSON RCT MAINT TYLER U MR	551.84
		783-341-00	BILLING & COLLECTING	EPSON THERMAL RCT PRNT MAI	81.73
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	DEBT COLLECTION AUG 2020	26.10
	SUDENLINK	783-341-00	BILLING & COLLECTING	CITY HALL INTERNET 9/27/20	31.66
			TOTAL:		2,779.37
OFFICE EXPENSE	OFFICESUPPLY.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-BINDERS;WIPES;CORNTAP	62.88
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	AUG 2020 AA FEES	193.44
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	AUG 2020 CREDIT CARD FEES	935.90
	DOLLAR GENERAL CORPORATION	793-341-00	OFFICE SUPPLIES & EX	CLEANING SUPPLIES	31.41
	DEBT SOLUTIONS LLC	793-341-00	OFFICE SUPPLIES & EX	CIVIL 3D,MAP3D, CAD,ACC	1,129.70
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-8113 0002	59.78
	GEFFINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT SEPT 2020 GEOTAB	356.31
	WALDMART STORES INC -BUCKHANN	793-341-00	OFFICE SUPPLIES & EX	CITY HALL SUPPLIES	37.36
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	64.60
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.17
			TOTAL:		2,886.93
DSC ASSESS/DNR PERMIT	DIVISION OF ENVIRONMENTAL PR	797-117-00	DNR PERMIT	PERMIT FEES	2,108.00
			TOTAL:		2,108.00
PROPERTY INSURANCE	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	4-1-20 TO 4-1-2021 QTRLY P	3,338.24
	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	OCT 2020 INS PREM AUTO LIA	1,972.90
			TOTAL:		5,311.14
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN SEPT 2020 BOND A PYMT	14,144.97
			TOTAL:		14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN SEPT 2020 BOND B PYMT	2,253.00
			TOTAL:		2,253.00
CAPITAL/PROJECTS	J.F. MORGAN EQUIPMENT FINAN	997-451-02	BELT PRESS PROJECT	SAN SEPT 2020 BELT PRESS P	2,210.60
	SOUTHERN STATES COOP INC	997-456-00	WESTON ROAD NORTH SI	GRASS SEED	409.96
	WATER BD-CITY OF BUCKHANNON	997-455-00	SEWER UPGRADE-CAPITA	2 BORES FOR SAN ACP	18,000.00
	ENACUA	997-455-00	SEWER UPGRADE-CAPITA	2ND PYMT OF AGREEMENT BV G	45,900.00
	LOWES BUSINESS ACCOUNTS	997-451-00	PLANT - CAPITAL	SUPPLIES FOR UV	93.71
	BRUFFEY TRUCKING INC	997-456-00	WESTON ROAD NORTH SI	STONE-33W NORTH SIDE	516.13
		997-456-00	WESTON ROAD NORTH SI	STONE	522.22
	FERGUSON WATERWORKS	997-456-00	WESTON ROAD NORTH SI	PIPE-33W NORTH SIDE	2,262.40
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	220NDW 2017 JEEP GRAND CH	792.20
		997-454-00	NEW EQUIPMENT-CAPITA	22RKYT 2018 NISSAN FRONTI	697.08
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVD 2018 NISSAN FRONTI	697.08
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVM 2018 NISSAN FRONTI	697.88
		997-454-00	NEW EQUIPMENT-CAPITA	TELEMETRICS GEOTAB HARDWARE	432.00
	CRITES ELECTRICAL SUPPLY INC	997-451-00	PLANT - CAPITAL	SUPPLIES FOR UV UNIT	28.33
	COMMUNITY BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN SEPT 2020 CRANE TRK PY	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN 2019 FORD F550 SEPT PY	1,111.32
	DIVISION OF HIGHWAYS TREAS/R	997-456-01	WESTON RD -SOUTH SID	INSPECTION FEE	1,968.00
			TOTAL:		76,626.26

Amby also reported on the status of the Tennerton accounts receivable; she is still working on the departments financials; there will be three (3) payrolls this month; and, that we have been invoiced for \$18,000 from the Water Board for a road bore.

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

D.4 Maintenance Crew – Dave’s crew installed the new UV unit. Paul Stewart with Enaqua did the startup Friday October 9th. He said he wished that all his startups were as easy as Buckhannon’s.

ENAQUA
A Grumitro Company
1350 Specialty Drive, Suite F
Yuba, CA 92081

Phone: (415) 262-5897/6444
Fax: (415) 765-5997/6412
www.enaqua.com

Name: Rick McIntyre
Direct: (415) 765-4777/6880
Mobile: 765-938-1979
Email: rmcintyre@enaqua.com

Date: October 13, 2024

Attn: Bryan Samples
Superintendent
City of Buckhannon
Sewer Department

Subject: Installation and Startup of Enaqua UV Disinfection Reactor at the Sam Ludlow (Buckhannon WV) WWTP.

Dear Mr. Samples,

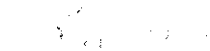
Upon his return to Enaqua, our Service Manager Paul Stewart, commented on the terrific job done by the plant personnel. This included not only physically installing the reactor in the UV Chamber (basement), but also with the neat and very professional job of assembling the various components and connecting the Reactor to the existing process line. This reduced the amount of time required to commission the UV Reactor from days, to hours. Essentially all that was required was the final electrical hook up and performing the final electrical testing.

It is unusual in this industry for the plant personnel to aid in, let alone actually execute the installation of a UV Reactor (or any piece of process equipment) and I felt his deserved attention and recognition. We (Enaqua and the City of Buckhannon) have had a very long and pleasant relationship. I have always been impressed with the caliber and professionalism of the staff I have met through this relationship. I have seen personally how the operators and staff at the plant take pride in their work, and the performance of the plant.

I feel it is also important to point out and identify those who went "above and beyond" to make this project such success. Dave Currence, (Maintenance Supervisor) and his crew did such an outstanding job during this unique project that he and they deserve special mention. You can be proud to have this staff on your team.

Thank you for the opportunity to be part of this project and we look forward to continuing to work together with the City of Buckhannon.

With best regards,



Frederick McIntyre
Director of Sales, Co-CEO

D.5 Line Crew --Kevin’s Crew accomplished the following:

1. EMS Sewer line repair
2. Pine St. Sewer Tap (John Quick)
3. Franklin St. sewer tap
4. Community Care sewer tap
5. Fixed Yards- seed and mulch
6. Helped pour concrete for UV Unit.

D.6 CSO – LTCP - Sam will report on this when completed.

D.7 North Spring Street – We are in planning stages. We plan to start in the spring. We will do sanitary first and then the stormwater drains.

E. Stormwater

E.1 Amby- Opening Account for Funding – Amby reported that she will be asking for approval, at tonight’s City Council meeting, to open the Stormwater account requesting that we transfer \$75,000 from the Sales Tax account to this new account.

Buck also reported that we made a stormwater tap on Madison Street for the UCDA parking lot.

F. Correspondence and Information

F.1 DEP Facility Inspection Report



west virginia department of environmental protection

Environmental Enforcement
2031 Pleasant Valley Road
Fairmont, WV 26554
Phone: 304-368-3960
Fax: 304-368-3933

Austin Caperton, Cabinet Secretary
dep.wv.gov

September 21, 2020

Honorable Robbie Skinner III
City of Buckhannon
70 E. Main Street
Buckhannon, WV 26201

Certified Return Receipt Requested
Cert # 9489 0090 0027 6201 5611 55

Dear Honorable Robbie Skinner III:

Enclosed is the inspection report submitted to the U.S. Environmental Protection Agency and the West Virginia Department of Environmental Protection's Division of Water and Waste Management.

No deficiencies were noted during the inspection of your facility.

If you have any questions, please contact Tanya Mather at (304) 368-3960.

Sincerely,

Brad Wright
Assistant Chief Inspector

enclosure

cc: Tanya Mather, Environmental Inspector Supervisor, EE/WW (via e-mail)
Jason M. Ely, Environmental Inspector Specialist, EE/WW (via e-mail)
Shyrel Mcellendick, MSSS I, EE/WW (via e-mail)

Report of Compliance Evaluation Inspection

At

City of Buckhannon

70 E. Main Street
Buckhannon, WV 26201

WV/NPDES Permit Number: WV0032336

August 18, 2020

By

Inspector Specialist Jason M. Ely
West Virginia Department of Environmental Protection
Environmental Enforcement
Northwest Region

Introduction

West Virginia Department of Environmental Protection (WVDEP) personnel conducted a Compliance Evaluation Inspection at the City of Buckhannon's Facility in Buckhannon, Upshur County, WV on August 18, 2020. The inspection began at 1000 hours with the presentation of inspector's credentials and lasted until 1615 hours. WVDEP personnel present for the inspection included Inspector Specialist Jason M. Ely. Buckhannon personnel present for the inspection included Chief Wastewater Operator Dan Baker, Asst. Chief Operator Donald Tenney, Maintenance Supervisor Dave Currence, and Superintendent Bryan "Buck" Samples. This narrative report and attachments present the findings and observations made during the inspection.

Permit

Rating: Satisfactory

The City of Buckhannon (hereinafter "Buckhannon") was issued West Virginia NPDES Water Pollution Control Permit No. WV0032336 on March 27, 2018. The permit allows for the operation and maintenance of an existing combined wastewater collection system and an existing 2.5 million gallons per day oxidation ditch wastewater treatment plant designed to serve a population equivalent of approximately 18,700 persons residing in the City of Buckhannon and environs and to discharge treated wastewater via Outlet 001 to the Buckhannon River. The permit has an effective date of May 1, 2018 and an expiration date of June 30, 2022.

F.2 CityPR: Street Closed Temporary Advisory-N Kanawha St from Reynolds Lane to Willard Way- Sewer Line Repairs- October 7, 2020

F.3 Letter from Governor RE: CARES Act Funding-Residential Utility Services Grant Funding

Jim Justice
Governor of West Virginia

October 1, 2020

Dear West Virginia Residential Utility Customer:

As your Governor, I said from the very beginning of this pandemic that I was going to do everything in my power to help every West Virginian affected during this difficult time. That is why I have allocated \$25 million of CARES Act funding to provide much needed relief to West Virginians who are struggling to pay their utility bills due to economic hardships caused by COVID-19.

You are receiving this letter because your utility service provider's records show that you have a past due balance for a utility bill for services provided on or after March 1, 2020. The grant funds I am providing for you will pay some, or all, of your utility bills and help you continue receiving these essential services if your unpaid bills are due to COVID-19.

Anyone with eligible unpaid utility bills resulting from financial hardships caused by the COVID-19 pandemic is eligible for this grant. By completing the application form attached, and by signing and returning it to the utility company from which you received this letter, you may be eligible for some or all of your outstanding utility debt related to the impact of the COVID-19 pandemic to be paid on your behalf.

I pray that these funds give you some peace of mind. I know West Virginians are some of the most resilient people on earth, and I know that we will all get through this pandemic if we stay together and stay West Virginia Strong.

Sincerely,



Jim Justice
Governor

G. Consent Agenda

G. 1 Approval of Minutes – 09/17/2020 Sanitary Board Meeting

Motion to approve the Minutes of the 09/17/2020 Sanitary Board Meeting was made by Frye/Loftis. Motion carried.

H. Strategic Issues for Discussion and/or Vote

H.1 Participation in the Sustainable Management of Rural & Small Systems Workshop – Discussed earlier in the meeting.

Motion to continue our participation in the Sustainable Management of Rural & Small Systems Workshop was made by Frye/Loftis. Motion carried.

H.2 Continued Discussion/Possible Vote-Wimer Avenue-Cost & Road Maintenance Agreement – Tabled until November meeting.

H.3 Consideration to Recommend to City Council Rate Ordinance RE: Route 33 Project - Tabled until November meeting.

H.4 Approval Pay Increase Scott Crites Class I Certification – Buck explained the request to provide a raise of .05 per hour to Mr. Crites bringing him to \$17.00 an hour, which is in line for his Class I Certification.

Motion to approve a pay increase of .05 per hour to Scott Crites for his Class I Certification, bringing him to \$17.00 an hour was made by Frye/Loftis.

STATE OF WEST VIRGINIA

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

This is to Certify

Scott T. Crites

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

Wastewater - Class I
WVOP32823

EXPIRATION DATE: 9/30/2022


Director, Office of Environmental Health Services

I. Board Members Comments and Announcements:

- **Board Member Frye** – Nothing further.
- **Board Member Loftis** – Reported on installation of the water/oil separators at the airport thanks to Buck’s recommendations. He also requested that the City use the Street Sweeper at the airport from time to time. Jay Hollen will forward that request to Jerry Arnold.
- **City Recorder Sanders** – Ask for some clarification on H.1 and attendance. Both Callie and Jay updated him on H.1 and Amby gave him the attendance verification.
- **Assistant Recorder/Director of Finance** – Nothing additional.
- **City Engineer Hollen** – Nothing additional.
- **Grants & Information Coordinator Cronin-Sams** – Nothing further.
- **Buck Samples** – Nothing additional.
- **Mayor Skinner** – Thanked the employees for all that they do.

J. Adjournment

There being no further business to be transacted motion to adjourn was made by Loftis/Frye at 4:29 PM. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
