

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, March 18, 2021 at 4:00 p.m. in Council Chambers of City Hall. The following were in attendance (GoToMeeting – GTM):

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

Guests – Dan Baker, City Water Department

To Participate in a Utility Board meeting during the COVID-19 Stay at Home Order, participants were invited to 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, March 18, 2021***

- 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. Finance Report-Amby

C.1 February 2021
- 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
- E. Stormwater

E.1 Buck’s Report
- F. Correspondence and Information

F.1 Leak Adjustment –Gary Harman-Island Avenue

F.2 Advertisement for Bids- DHS/FEMA Region III Hazard Mitigation Project –Emergency Power Generators Grant No. 1-Published Record Delta Newspaper & Charleston Gazette.

F.3 POTESTA Geotechnical Report for North Spring Street
- G. Consent Agenda

G.1 Approval of Minutes –02/18/2021 Sanitary Board Meeting
- H. Strategic Issues for Discussion and/or Vote

H.1 Approval Pay Increase Nathaniel Bailey-Laborer/Pipe Layer

H.2 Approval to Advertise for Entry Level Engineer

H.3 Continued Discussion/Possible Vote-Wimer Avenue-Cost & Road Maintenance Agreement
- I. Board Members Comments and Announcements
- J. Adjournment
- Posted 03/15/2021

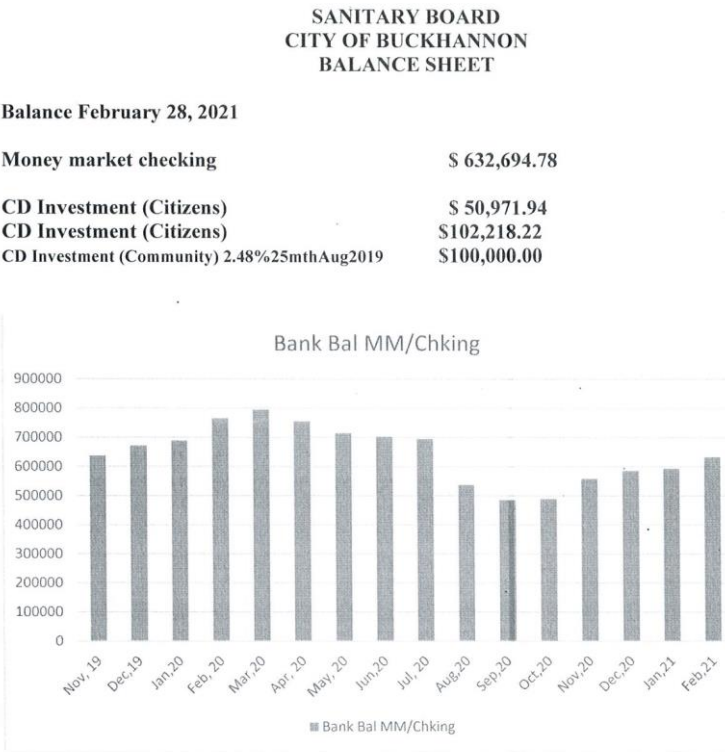
A. Call to Order - The meeting was called to order by Mayor Robbie Skinner.

A.1 Moment of Silence – The Mayor asked for all to join in a Moment of Silence keeping Council Members Reger and Albaugh in our thoughts and prayers as they continue to recover from medical issues.

A.2 Pledge to the Flag of the United States of America – The Pledge was led by Buck Samples.

B. Recognized Guests
B.1 None

C. Finance Report-Amby Jenkins
C.1 February 2021 - Amby provided the February financial report as follows:



STORMWATER FUND
Balance February 28, 2021 \$71,172.79
\$75,000 still due from General Fund/Sales Tax

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	3,120.00	5,280.00	0.00	(4,280.00)	528.00
TOTAL OTHER FEES	1,000	3,120.00	5,280.00	0.00	(4,280.00)	528.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,708,000	151,668.68	1,217,798.34	0.00	490,201.66	71.30
TOTAL UTILITY BILLINGS	1,708,000	151,668.68	1,217,798.34	0.00	490,201.66	71.30
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	9,000	0.00	3,052.12	0.00	5,947.88	33.91
401-352-000-00 INCOME FROM TENNERTON PSD	170,000	22,187.20	245,724.98	0.00	(75,724.98)	144.54
TOTAL HEALTH AND SAFETY	179,000	22,187.20	248,777.10	0.00	(69,777.10)	138.98
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	3,210.00	39,443.00	0.00	(9,443.00)	131.48
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. 20 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	3,210.00	66,943.00	0.00	13,057.00	83.68
GRANTS						
401-368-000-02 CONTRIB IN AID CONSTRU	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	2,372.85	20,945.23	0.00	2,054.77	91.07
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,372.85	20,945.23	0.00	2,054.77	91.07
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	21.07	164.72	0.00	185.28	47.06
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLUSHER TRUCK	1,500	0.00	0.00	0.00	1,500.00	0.00
401-399-000-00 MISCELLANEOUS	1,000	0.00	4,501.94	0.00	(3,501.94)	450.19
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,850	21.07	4,666.66	0.00	(1,816.66)	163.74
TOTAL REVENUE	1,993,850	182,579.80	1,564,410.33	0.00	429,439.67	78.46

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

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	4,590.73	39,963.20	0.00	20,036.80	66.61
TOTAL SALARIES & BENEFITS	60,000	4,590.73	39,963.20	0.00	20,036.80	66.61
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	25,000	1,572.49	15,182.61	0.00	9,817.39	60.73
TOTAL CONTRACTUAL SERVICES	25,000	1,572.49	15,182.61	0.00	9,817.39	60.73
COMMODITIES						
401-711-313-00 VICKSBURG	16,000	0.00	7,440.96	0.00	8,559.04	46.51
TOTAL COMMODITIES	16,000	0.00	7,440.96	0.00	8,559.04	46.51
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	7,000	0.00	3,205.39	0.00	3,794.61	45.79
TOTAL CAPITAL OUTLAY	7,000	0.00	3,205.39	0.00	3,794.61	45.79
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	181.44	1,289.05	0.00	1,710.95	42.97
TOTAL CONTRIBUTIONS	3,000	181.44	1,289.05	0.00	1,710.95	42.97
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,600	147.21	859.08	0.00	740.92	53.69
401-711-713-00 DEANVILLE	1,000	22.32	410.22	0.00	589.78	41.02
401-711-813-00 ISLAND AVENUE	500	0.00	410.18	0.00	89.82	82.04
401-711-913-00 MADISON STREET	450	0.00	181.33	0.00	268.67	40.30
401-711-914-00 TUM SEWAGE STATION	560	35.20	292.71	0.00	267.29	52.27
401-711-915-00 WESTON ROAD	600	43.44	359.14	0.00	240.86	59.86
401-711-916-00 HAMPTON INN PS	350	61.92	359.28	0.00	(9.28)	102.65
401-711-917-00 BRUSHY FORK PS	570	41.42	243.69	0.00	326.31	42.75
401-711-918-00 RT 20 SEWER PUMP STATION	200	14.11	63.09	0.00	136.91	31.55
401-711-919-00 1 BUCKHANNON RD	260	15.99	87.53	0.00	172.47	33.67
401-711-920-00 PLANT VEHICLES-2,3,8	25,000	1,656.91	10,822.74	0.00	14,177.26	43.29
401-711-920-01 TENNERTON INTERCEPTOR	5,300	404.10	3,151.20	0.00	2,148.80	59.46
401-711-920-02 NATURAL GAS	2,000	0.00	1,380.84	0.00	619.16	69.04
401-711-921-00 BROOKE ST PUMP STA	3,200	304.32	2,048.83	0.00	1,151.17	64.03
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	0.00	328.88	0.00	171.12	65.78
TOTAL NON-OPERATING EXPENSES	42,090	2,746.94	20,998.74	0.00	21,091.26	49.89
TOTAL POWER/FUEL/UTILITY	153,090	9,091.60	88,079.95	0.00	65,010.05	57.53
UNIFORMS						

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	7,100	787.75	5,762.73	0.00	1,337.27	81.17
TOTAL COMMODITIES	7,100	787.75	5,762.73	0.00	1,337.27	81.17
TOTAL UNIFORMS	7,100	787.75	5,762.73	0.00	1,337.27	81.17
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	5,000	45.88	1,723.17	0.00	3,276.83	34.46
TOTAL SALARIES & BENEFITS	5,000	45.88	1,723.17	0.00	3,276.83	34.46
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	2,316.36	33,643.19	0.00	1,356.81	96.12
TOTAL CONTRACTUAL SERVICES	35,000	2,316.36	33,643.19	0.00	1,356.81	96.12
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	2,000	0.00	2,938.75	0.00	(938.75)	146.94
TOTAL COMMODITIES	2,000	0.00	2,938.75	0.00	(938.75)	146.94
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	604.50	5,182.06	0.00	24,817.94	17.27
TOTAL CAPITAL OUTLAY	30,000	604.50	5,182.06	0.00	24,817.94	17.27
TOTAL LINES	72,000	2,966.74	43,487.17	0.00	28,512.83	60.40
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	12,000	684.39	5,262.78	0.00	6,737.22	43.86
TOTAL SALARIES & BENEFITS	12,000	684.39	5,262.78	0.00	6,737.22	43.86
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	13,000	829.67	5,695.18	0.00	7,304.82	43.81
TOTAL CONTRACTUAL SERVICES	13,000	829.67	5,695.18	0.00	7,304.82	43.81
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	1,298.65	14,901.50	(7,612.00)	22,710.50	24.30
TOTAL COMMODITIES	30,000	1,298.65	14,901.50	(7,612.00)	22,710.50	24.30
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	45,000	53.32	16,511.77	0.00	28,488.23	36.69
TOTAL CAPITAL OUTLAY	45,000	53.32	16,511.77	0.00	28,488.23	36.69

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	7,200	354.62	3,466.17	0.00	3,733.83	48.14
TOTAL CONTRIBUTIONS	7,200	354.62	3,466.17	0.00	3,733.83	48.14
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	12,000	840.92	5,554.79	0.00	6,445.21	46.29
401-714-743-00 TELEMETRY	2,000	0.00	1,437.60	0.00	562.40	71.88
TOTAL NON-OPERATING EXPENSES	14,000	840.92	6,992.39	0.00	7,007.61	49.95
TOTAL PLANT	121,200	4,061.57	52,829.79 (7,612.00)	75,982.21	37.31
SALARIES PLANT/LINES						
=====						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	279,000	26,443.40	220,804.08	0.00	58,195.92	79.14
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	25,600.47	224,022.28	0.00	255,977.72	46.67
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	52,043.87	444,826.36	0.00	314,173.64	58.61
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	52,043.87	444,826.36	0.00	314,173.64	58.61
SALARIES BOARD/OFFICE						
=====						
SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	8,000.00	0.00	4,000.00	66.67
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	10,623.74	83,704.89	0.00	34,737.11	70.67
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	11,623.74	91,704.89	0.00	38,737.11	70.30
3-18-2021 10:44 AM						
CITY OF BUCKHANNON						
REVENUE & EXPENSE REPORT (UNAUDITED)						
AS OF: FEBRUARY 28TH, 2021						
401-SANITARY						
% OF YEAR COMPLETED: 66.67						
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	11,623.74	91,704.89	0.00	41,737.11	68.72
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
401-718-104-00 FICA TAX	68,500	4,893.71	41,241.12	0.00	27,258.88	60.21
401-718-105-00 HEALTH INSURANCE	181,874	10,356.50	162,697.07	0.00	19,176.93	89.46
TOTAL SALARIES & BENEFITS	250,374	15,250.21	203,938.19	0.00	46,435.81	81.45
TOTAL FICA/INSURANCE	250,374	15,250.21	203,938.19	0.00	46,435.81	81.45
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	88,300	5,999.29	51,114.50	0.00	37,185.50	57.89
TOTAL SALARIES & BENEFITS	88,300	5,999.29	51,114.50	0.00	37,185.50	57.89
TOTAL RETIREMENT	88,300	5,999.29	51,114.50	0.00	37,185.50	57.89
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	0	1,216.85	13,022.13	0.00 (13,022.13)	0.00
TOTAL CONTRACTUAL SERVICES	0	1,216.85	13,022.13	0.00 (13,022.13)	0.00
TOTAL UNEMPLOYMENT/COMPENSATION	0	1,216.85	13,022.13	0.00 (13,022.13)	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	2,259.83	29,096.97	89.10	10,813.93	72.97
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	2,400.00	0.00	1,200.00	66.67
401-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	1,110.50	3,811.38	0.00	13,688.62	21.78

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	1,000	3.12	1,200.65	0.00	(200.65)	120.07
TOTAL COMMODITIES	62,100	3,673.45	36,509.00	89.10	25,501.90	58.93

NON-OPERATING EXPENSES

401-783-670-00 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	62,100	3,673.45	36,509.00	89.10	25,501.90	58.93
--------------------------------	--------	----------	-----------	-------	-----------	-------

OFFICE EXPENSE

=====

COMMODITIES

401-793-341-00 OFFICE SUPPLIES & EXPENSE	25,000	2,193.80	17,975.10	0.00	7,024.90	71.90
TOTAL COMMODITIES	25,000	2,193.80	17,975.10	0.00	7,024.90	71.90

TOTAL OFFICE EXPENSE	25,000	2,193.80	17,975.10	0.00	7,024.90	71.90
----------------------	--------	----------	-----------	------	----------	-------

PSC ASSESS/DNR PERMIT

=====

SALARIES & BENEFITS

401-797-116-00 PSC ASSESSMENTS	6,500	0.00	5,196.72	0.00	1,303.28	79.95
401-797-117-00 DNR PERMIT	3,000	0.00	2,100.00	0.00	900.00	70.00
TOTAL SALARIES & BENEFITS	9,500	0.00	7,296.72	0.00	2,203.28	76.81

TOTAL PSC ASSESS/DNR PERMIT	9,500	0.00	7,296.72	0.00	2,203.28	76.81
-----------------------------	-------	------	----------	------	----------	-------

PROPERTY INSURANCE

=====

CONTRACTUAL SERVICES

401-798-226-00 PROPERTY INSURANCE	46,500	28.31	25,168.41	0.00	21,331.59	54.13
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	46,500	28.31	25,168.41	0.00	21,331.59	54.13

TOTAL PROPERTY INSURANCE	46,500	28.31	25,168.41	0.00	21,331.59	54.13
--------------------------	--------	-------	-----------	------	-----------	-------

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
-------------	--------	------	------	------	-----------	------

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
---------------------------	-------------------	-------------------	------------------------	---------------------	-------------------	-----------------

PROFESSIONAL

=====

CONTRACTUAL SERVICES

401-896-223-00 PROFESSIONAL SERVICES	44,500	0.00	11,798.15	0.00	32,701.85	26.51
TOTAL CONTRACTUAL SERVICES	44,500	0.00	11,798.15	0.00	32,701.85	26.51

TOTAL PROFESSIONAL	44,500	0.00	11,798.15	0.00	32,701.85	26.51
--------------------	--------	------	-----------	------	-----------	-------

BOND A

=====

SALARIES & BENEFITS

401-970-199-00 BOND ISSUE #A	171,000	14,144.97	127,644.21	0.00	43,355.79	74.65
TOTAL SALARIES & BENEFITS	171,000	14,144.97	127,644.21	0.00	43,355.79	74.65

TOTAL BOND A	171,000	14,144.97	127,644.21	0.00	43,355.79	74.65
--------------	---------	-----------	------------	------	-----------	-------

BOND B

=====

SALARIES & BENEFITS

401-980-199-00 BOND ISSUE #B	28,000	2,253.00	20,331.06	0.00	7,668.94	72.61
TOTAL SALARIES & BENEFITS	28,000	2,253.00	20,331.06	0.00	7,668.94	72.61

TOTAL BOND B	28,000	2,253.00	20,331.06	0.00	7,668.94	72.61
--------------	--------	----------	-----------	------	----------	-------

CAPITAL/PROJECTS

=====

CAPITAL OUTLAY

401-997-451-00 PLANT - CAPITAL	152,944	0.00	5,210.98	0.00	147,733.02	3.41
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	17,684.80	0.00	8,915.20	66.48
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	4,109.97	36,177.54	0.00	16,922.46	68.13
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	0.00	71,017.44	0.00	28,982.56	71.02
401-997-456-00 WESTON ROAD NORTH SIDE	115,000	2,506.19	24,677.23	0.00	90,322.77	21.46
401-997-456-01 WESTON RD -SOUTH SIDE	42,000	0.00	2,880.34	0.00	39,119.66	6.86
401-997-457-00 CAPITAL PURCHASE	180,000	0.00	167,930.00	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	8,826.76	365,534.69	(39,139.75)	386,349.06	45.79

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 66.67

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	8,826.76	365,534.69 (39,139.75)	386,349.06	45.79
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	134,161.91	1,607,023.05 (46,662.65)	1,133,489.60	57.92
REVENUE OVER/(UNDER) EXPENDITURES	(700,000)	48,417.89 (42,612.72)	46,662.65 (704,049.93)	0.58-

3-18-2021 10:44 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

426-STORMWATER FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
stormwater						
=====						
SALARIES & BENEFITS						
126-805-101-00 STORMWATER PAYROLL	0	520.18	1,909.19	0.00 (1,909.19)	0.00
126-805-104-00 STORMWATER FICA	0	39.95	146.59	0.00 (146.59)	0.00
126-805-106-00 STORMWATER RET	0	52.02	190.91	0.00 (190.91)	0.00
TOTAL SALARIES & BENEFITS	0	612.15	2,246.69	0.00 (2,246.69)	0.00
COMMODITIES						
126-805-341-00 STORMWATER MATERIALS	0	0.00	1,630.52	0.00 (1,630.52)	0.00
TOTAL COMMODITIES	0	0.00	1,630.52	0.00 (1,630.52)	0.00
CAPITAL OUTLAY						
126-805-458-00 STORMWATER CAPITAL	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
TOTAL stormwater	0	612.15	3,877.21	0.00 (3,877.21)	0.00
TOTAL EXPENDITURES	0	612.15	3,877.21	0.00 (3,877.21)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0 (612.15)	71,172.79	0.00 (71,172.79)	0.00

70 E MAIN STREET
BUCKHANNON, WV 26201

CITY OF BUCKHANNON
WEST VIRGINIA
26201

TELEPHONE
(304) 472-1681
TDD # (304) 472-9550
FAX # (304) 472-4620

70 E MAIN STREET
BUCKHANNON, WV 26201

CITY OF BUCKHANNON
WEST VIRGINIA
26201

TELEPHONE
(304) 472-1681
TDD # (304) 472-9550
FAX # (304) 472-4620

11-Mar-21

Statement

2/17/2021

Statement

Tennerton PSD - Terry Gould
188 Fayette Street
Buckhannon, WV 26201

To: Tennerton PSD, Terry Gould
188 Fayette Street
Buckhannon, WV 26201

Dear Mr. Gould:

Dear Mr. Gould:

Please make check payable to the Sanitary Board of the City of Buckhannon for the total charges listed below:

Please make check payable to the Sanitary Board of the City of Buckhannon for the total charges listed below:

Billing Month: Feb-21

Total Consumption	2,627,300 gallons	\$ 14,686.61
\$5.59 per thousand gallon		
Total Customers	652	\$ 978.00
\$1.50 per customer		
		\$ 15,664.61
Nov-20		\$ 18,014.32
Dec-20		\$ 14,985.27
Jan-21		\$ 16,328.67
Total Due Sanitary Board		\$ 64,992.87

(Consumption for the new East Side Interceptor Project)

Consumption	Jan-21	811,400 gallons	\$ 4,535.73
\$5.59 per thousand gallon			
	Nov-20		\$ 4,681.69
	Dec-20		\$ 4,455.79
TOTAL DUE SANITARY BOARD:			\$ 13,683.21

Sincerely,

Sincerely,

A. Jenkins part
Amberle Jenkins
Assistant Recorder
City of Buckhannon

Amberle Jenkins
Assistant Recorder
City of Buckhannon

AJ/art

AJ/art

03-18-2021 10:22 AM

DISBURSEMENTS 2-01-21 TO 2-28-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-916-00	HAMPTON INN PS	110087568348 WBUC RD	61.92
		711-915-00	WESTON ROAD	110087676356 WESTON RD	43.44
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	41.42
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,572.49
		711-713-00	DEANVILLE	110086407977 DEANVILLE	22.32
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	181.44
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	35.20
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	14.11
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	4,590.73
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	147.21
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	15.99
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	304.32
		711-920-00	PLANT VEHICLES-2,3,8	SAN JAN 2021 FUEL BILL	1,656.91
		711-920-01	TENNERTON INTERCEPTO	WESTPM RD BILLING JAN 2021	404.10
				TOTAL:	9,091.60
UNIFORMS	UNIFIRST CORP.	712-345-00	UNIFORMS	JAN 2021 UNIFORMS	787.75
					TOTAL: 787.75
LINES	BUCKHANNON UTIL BOARDS A F WENDLING INC	713-143-00	FACILITIES MAINTENAN	WASTE FORM PIPE YARD	45.88
		713-243-00	SUPPLIES LINES	SEWER AID	481.89

\$1,386.00 - Foster Supply - Man Hole Covers

03-18-2021 10:17 AM

DISBURSEMENTS 2-01-21 TO 2-28-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	FISHER AUTO PARTS INC	713-443-00	EQUIPMENT & MAINTENA	AIR FILTER	70.32
		713-443-00	EQUIPMENT & MAINTENA	FILTERS FOR P-6	36.11
		713-443-00	EQUIPMENT & MAINTENA	MOTOR OIL	7.36
	RITE-WAY HEATING & PLUMBING THE C.I. THORNBURG CO., INC.	713-243-00	SUPPLIES LINES	FITTINGS AND GLURE	80.92
		713-243-00	SUPPLIES LINES	TEE	130.00
		713-243-00	SUPPLIES LINES	ECC REDUCER	356.00
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	OIL FILTER AND OIL	77.93
		713-443-00	EQUIPMENT & MAINTENA	OIL AND FILTER	19.67
		713-443-00	EQUIPMENT & MAINTENA	FILTERS	23.30
		713-443-00	EQUIPMENT & MAINTENA	FILTERS FOR P-13	51.63
		713-443-00	EQUIPMENT & MAINTENA	AIR FILTER	33.64
		713-443-00	EQUIPMENT & MAINTENA	SERVICE	77.93
	MISS UTILITY OF WEST VIRGINI LOWES BUSINESS ACCOUNTS	713-443-00	EQUIPMENT & MAINTENA	JAN 2021 MESSAGE FEE	27.90
		713-243-00	SUPPLIES LINES	MATERIALS FOR ELECTRICAL	41.65
		713-243-00	SUPPLIES LINES	MATERIALS FOR ELECTRICAL	18.20
		713-243-00	SUPPLIES LINES	MATERIALS FOR ELECTRICAL	79.58
		713-243-00	SUPPLIES LINES	CONCRETE BITS	27.99
	BRUFFEY TRUCKING INC	713-243-00	SUPPLIES LINES	LOAD #57 STONE - RESTOCK	537.23
		713-243-00	SUPPLIES LINES	STONE	519.17
	BUCKHANNON DISCOUNT TIRE INC	713-443-00	EQUIPMENT & MAINTENA	WVTI	14.00
	WALMART STORES INC -BUCKHANN	713-243-00	SUPPLIES LINES	PCRD-WIPES;PAINT	20.92
		713-243-00	SUPPLIES LINES	PCRD-SOAP;PRINTS;POSTITS	22.81
	EBAY	713-443-00	EQUIPMENT & MAINTENA	PCRD-UPPER SHOCKMOUNT	82.05
		713-443-00	EQUIPMENT & MAINTENA	PCRD-SHOCKMOUNT LEFT	82.66
				TOTAL:	2,966.74
PLANT	RALSTON PRESS INC	714-243-00	LAB EXPENSE PLANT	ENVELOPES	7.99
		714-343-00	EQUIPMENT MAINTENANC	GREASE	287.70
		714-643-00	OPERATION PLANT EXPE	CHARTS AND INK	442.28
	CAVCON SYSTEMS INC	714-343-00	EQUIPMENT MAINTENANC	SALT SPREADER	241.94
		714-143-00	FACILITIES MAINTENAN	BOOTS FOR STEVE REED	107.99
		714-143-00	FACILITIES MAINTENAN	SHOES	107.99
		714-143-00	FACILITIES MAINTENAN	WATER	37.90
		714-143-00	FACILITIES MAINTENAN	CALCIUM CHLORIDE	67.96
	RITE-WAY HEATING & PLUMBING	714-343-00	EQUIPMENT MAINTENANC	MATERIALS FOR WATER PIPE	21.87
		714-343-00	EQUIPMENT MAINTENANC	MATERIALS FOR WATER PIPE	0.72
		714-343-00	EQUIPMENT MAINTENANC	FOIL TAPE AND ZIP TIES	19.68
		714-443-00	PUMP STATION REPAIR	EXTENSION CORDS	27.78
		714-243-00	LAB EXPENSE PLANT	LAB TESTING	800.00
	THE C.I. THORNBURG CO., INC.	714-343-00	EQUIPMENT MAINTENANC	SCH 80 FITTINGS	66.10
		714-343-00	EQUIPMENT MAINTENANC	OIL	15.33
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	OIL FILTER AIR FILTER	37.98
		714-343-00	EQUIPMENT MAINTENANC	FILTER	8.83
		714-343-00	EQUIPMENT MAINTENANC	BATTERY	90.05
		714-643-00	OPERATION PLANT EXPE	TOOLS FOR P-8	94.15
		714-343-00	EQUIPMENT MAINTENANC	ANTIFREEZE AND DEICE	84.92
		714-343-00	EQUIPMENT MAINTENANC	IMPACT GUN	286.75
		714-343-00	EQUIPMENT MAINTENANC	EXHAUST	133.01
		714-143-00	FACILITIES MAINTENAN	WHITE PAINT	128.25
		714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	55.26
	ACE HARDWARE & CONTRACTOR SU	714-343-00	EQUIPMENT MAINTENANC	U BOLTS AND THIMBLE	3.77
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 931-0814 439	354.62
	ST JOSEPH HOSPITAL OF BUCKHA	714-643-00	OPERATION PLANT EXPE	LAB TEST DONNIE TENNEY	50.00
	WALMART STORES INC -BUCKHANN	714-243-00	LAB EXPENSE PLANT	CORK BOARD	10.84

03-18-2021 10:17 AM		DISBURSEMENTS 2-01-21 TO 2-28-21				
FUND: SANITARY						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
SALARIES PLANT/LINES	EBAY	714-243-00	LAB EXPENSE PLANT	CORK BOARD	10.84	
		714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	179.04	
		714-643-00	OPERATION PLANT EXPE	LAB SUPPLIES	19.51	
		714-443-00	PUMP STATION REPAIR	PCRD:CONTACT SWITCH	25.54	
		714-643-00	OPERATION PLANT EXPE	PCRD-CARRIAE BOLT	99.99	
	POWTOON LIMITED	714-643-00	OPERATION PLANT EXPE	PCRD-TRAILING CABLE	134.99	
	**PAYROLL EXPENSES		2/01/2021 - 2/28/2021		52,043.87	
			TOTAL:		56,105.44	
	SALARIES BOARD/OFFICE	**PAYROLL EXPENSES		2/01/2021 - 2/28/2021		11,623.74
				TOTAL:		11,623.74
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN FEB 2021 HEALTH & LIFE	7,098.00	
		718-105-00	HEALTH INSURANCE	SAN FEB 2021 RET SUBS	3,200.00	
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,020.22	
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,945.89	
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	472.49	
	PAYFLEX	718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	455.11	
		718-105-00	HEALTH INSURANCE	SAN FEB 2021 HSA FEES	58.50	
				TOTAL:		15,250.21
	RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,734.27
			719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,725.42
719-106-00			GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	272.00	
719-106-00			GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	267.60	
				TOTAL:		5,999.29
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 1-4- TO 2-1-202	1,216.85	
				TOTAL:	1,216.85	
BILLING/COMPUTER/DEP I	PITNEY BOWES INC	783-341-00	BILLING & COLLECTING	POSTAGE FEB 2021	727.17	
		783-341-05	BILLING WAT BD METER	FEB 2021 METER READS	300.00	
		783-341-00	BILLING & COLLECTING	COPIER LEASE C HALL 2/21	139.03	
		783-341-00	BILLING & COLLECTING	CITY HALL SUPPLIES	20.75	
		783-341-00	BILLING & COLLECTING	CITY HALL SUPPLIES	22.94	
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	FEB 2021 SERVICE CONTRACT	212.50	
		783-342-00	NEW COMPUTER CAPITAL	Computer for Jerry A.	724.66	
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	ACCT#771901071 FEB COMP SR	385.84	
	JERRY HEARD ASSC.	783-341-00	BILLING & COLLECTING	PAPER 500 REAMS	691.65	
	ST JOSEPH HOSPITAL OF BUCKHA	783-341-00	BILLING & COLLECTING	COVID 19 TESTING	210.00	
	SURVEY MONKEY	783-341-00	BILLING & COLLECTING	PCRD-ANN MEMBRSHIP	96.00	
	AMAZON.COM	783-341-00	BILLING & COLLECTING	PCRD-1099NEC SUPPLIES;OFFI	75.48	
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	DEBT COLLECTION	30.05	
	SUDDENLINK	783-341-00	BILLING & COLLECTING	FEB 2021 INTERNET	31.86	
				TOTAL:		3,667.93
OFFICE EXPENSE	GATES SUPPLY	793-341-00	OFFICE SUPPLIES & EX	BLACK INK	21.39	
	TATE COMMUNICATIONS	793-341-00	OFFICE SUPPLIES & EX	KEY FOBS 10/28/19	159.00	
	PITNEY BOWES	793-341-00	OFFICE SUPPLIES & EX	FEB COPIER LEASE 2021	661.03	
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	JAN 2021 AA FEES	189.47	
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	JAN 2021 CREDIT CARD FEES	834.90	
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	51.17	
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT FEB 2021 GEOTAB P	276.84	
				TOTAL:		2,193.80

03-18-2021 10:17 AM		DISBURSEMENTS 2-01-21 TO 2-28-21				
FUND: SANITARY						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
PROPERTY INSURANCE	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	FEB 2021 INS PREMIUM	28.31	
				TOTAL:	28.31	
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN FEB 2021 BOND A PYMT	14,144.97	
				TOTAL:	14,144.97	
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN FEB 2021 BOND B PAYMEN	2,253.00	
				TOTAL:	2,253.00	
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	997-451-02	BELT PRESS PROJECT	SAN FEB 2021 BELT PRESS PY	2,210.60	
	DIVISION OF WATER & WASTE MN	997-456-00	WESTON ROAD NORTH SI	PERMIT FEES RT33 N	150.00	
	THE C.I. THORNBURG CO., INC.	997-456-00	WESTON ROAD NORTH SI	CASING SPACERS LUBE	445.80	
	FOSTER SUPPLY INC	997-456-00	WESTON ROAD NORTH SI	MAN HOLES	1,386.00	
	BRUFFEY TRUCKING INC	997-456-00	WESTON ROAD NORTH SI	STONE	524.39	
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	22GMDW 2017 JEEP GRAND CH	467.06	
		997-454-00	NEW EQUIPMENT-CAPITA	22RKTT 2018 NISSAN FRONTI	291.98	
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVD 2018 NISSAN FRONTI	291.98	
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVM 2018 NISSAN FRONTI	291.98	
	COMMUNITY BANK		997-454-00	NEW EQUIPMENT-CAPITA	SAN FEB 2021 CRANE TRK PYM	1,655.65
			997-454-00	NEW EQUIPMENT-CAPITA	SAN FEB 2021 F550 PYMT	1,111.32
				TOTAL:		8,826.76

D.1 33 West Extension North – We have the pipe laid to where we need to make the bore across old 33 West on the Chuck Marks’ property; we received the DOH permit this Wednesday; while waiting on the permit the crews made repairs at 25 Lincoln Way and at 50 Island Ave.

D.2 33 West Extension South- JF Allen project – Nothing new to report on this project. Buck has been in touch with JF Allen with concerns that are being dealt with.

D.3 Plant Operations - Jason Tenney is doing well in the lab. There is a concern with Reliance Laboratories (see the letter of explanation from Dan Baker). Buck recognized Dan Baker who explained the concern over inconsistencies with Reliance Laboratories and that we are reporting those to the proper authorities. As a result of Reliance not correcting these inconsistencies to our satisfaction, we are now working with Sturm Laboratories. There is a possibility that we will never be able to receive proper certification for February testing from Reliance Laboratories.

The Board thanked Dan and Buck for their report and recommended that they continue to document everything that is happening with the labs and the testing procedures.

The Mayor also mentioned that he had a great visit with Buck, Dan and the crew at the Sanitary Department and is appreciative of the work that they do and just how well they run the plant and operations.

ES-59 Revised 1975	STATE OF WEST VIRGINIA SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS									Month: Feb-21 City: Buckhannon, WV. Operator: Dan Baker				
	INFLUENT WASTEWATER					BELT PRESS				Plant Effluent				
Date	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gals.Wet Sludge Added	Pounds Dry solids Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amm. Nit. mg/l
2/1/21			3.282	8.0	7.11	2.0						9.1	7.04	
2/2/21			1.939	8.0	7.10	2.0						9.4	7.03	
2/3/21	28	185	1.420	8.0	7.13	2.0			1.0	2.3	6	9.4	7.05	0.084
2/4/21			1.453	8.0	7.16	2.0	22,760	3,550				9.3	7.07	
2/5/21			1.689	8.0	7.20	2.0						8.4	7.16	
2/6/21			1.197			2.0								
2/7/21			1.077			2.0								
2/8/21			0.900	10.0	7.31	2.0	24,138	3,926			1	8.3	7.39	
2/9/21			0.827	10.0	7.27	2.0						8.4	7.37	
2/10/21	136	184	1.926	8.0	7.14	2.0			1.5	2.4		8.4	6.89	0.140
2/11/21			2.234	9.0	7.16	2.0						7.8	6.91	
2/12/21			1.720	9.0	7.14	2.0						7.9	6.90	
2/13/21			1.650			2.0								
2/14/21			1.449			2.0								
2/15/21			2.180	8.0	7.10	2.0						8.6	6.94	
2/16/21			2.073	8.0	7.13	2.0						8.6	6.95	
2/17/21	40	166	1.089	7.0	7.12	2.0			3.0	1.8	2	8.4	6.97	<0.060
2/18/21			0.982	8.0	7.14	2.0						8.5	7.00	
2/19/21			1.002	9.0	7.11	2.0						8.0	7.09	
2/20/21			3.563			2.0								
2/21/21			2.221			2.0								
2/22/21			1.474	9.0	7.13	2.0					11	8.4	7.00	
2/23/21			1.202	11.0	7.15	2.0	25,011	4,318				8.5	7.39	
2/24/21	96	105	3.431	12.0	7.20	2.0			2.0	1.3		8.2	7.15	0.168
2/25/21			1.181	12.0	7.22	2.0	21,660	3,053				8.0	7.13	
2/26/21			1.160	12.0	7.17	2.0						9.1	7.11	
2/27/21			1.216			2.0								
2/28/21			2.487			2.0								
TOTAL			48.024				93,569	14,847						
AVERAGE	75	160	1.715	9.1	7.16	2.0			1.9	2.0	3	8.5	7.08	0.098
MAXIMUM	136	185	3.563	12.0	7.31	2.0			3.0	2.4	11	9.4	7.39	0.168
MINIMUM	28	105	0.827	7.0	7.10	2.0			1.0	1.3	1	7.8	6.89	0.000
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

March 18, 2021

To: City of Buckhannon Sanitary Board.

I am writing because the WWTP Lab Reports for February have not yet been completed, due to difficulties receiving needed Sample Results from Reliance Laboratories. I have recently learned that Reliance Labs (who we depend on for our metals testing) had been denied their lab certification throughout the month of Jan. 2021. I was not informed of this. When January’s report was due, but not yet received, Reliance said they had subcontracted our samples to PACE Lab. I was not informed of this arrangement either. In both instances, Reliance is required to inform our Lab. Reliance Labs did provide Jan. sample results, but not with proper documentation. They said they would provide this when they received it. I reported the results I had been given, but still have not received the proper documentation.

Since then, I have called Reliance requesting our 1st quarter & Feb. monthly results, and that we have deadlines and cannot wait any longer. They keep assuring us that all will be ok, that they’re just experiencing some in-house difficulties.

Reliance has not yet provided the sample results that are due. Therefore, since Reliance Labs is proving to be unreliable at this time, we (the Buckhannon Lab), after consulting with Bryan Samples, made the decision to resample 1st quarter & Mar. Monthly while there was still time in an effort to be compliant with DEP regulations. These samples were delivered to Sturm Labs in Bridgeport to be analyzed.

I contacted Tricia Sizemore, who handles our EDMR's and explained our situation, and that we have not received results for February. She advised me to mark the results that we did not receive as, Not Analyzed, along with an explanation. If the results show up in the future, we can reopen the EDMR.

...Dan

--
Dan Baker
Chief Operator
City of Buckhannon (WWTP)
304-472-5459

D.4 Maintenance Crew - Normal Routine is taking place; we received the new control panel for Elias Street P/S; dug out dirt for Kevin's crew and stock piled it at the plant.

D.5 Line Crew - Continue with line maintenance; repaired lateral on Fifth Street; plugged lines where WVWC took down houses; continued work on Spring Street.

D.6 CSO – Nothing new to report

E. Stormwater

E.1 Buck's Report - Nothing to report

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

F.1 Leak Adjustment –Gary Harman-Island Avenue

Buckhannon Utility Board Sewer

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

1. If a customer has an unusually high consumption due to an unknown, hidden, water leak and can provide satisfactory evidence confirming the leak. (receipts for repair to water line) an adjustment may be made to the customer's bill based on one of the two following circumstances:
 - a. Water from the leak enters the sewer system – The adjusted bill will be calculated as the sum of a base charge and an excess consumption charge. The base charge will be calculated by applying normal tariff rates to the customer's actual usage. This estimate is calculated by using historical usage data. The excess consumption charge will be calculated by applying the incremental cost of treatment (which is \$1.00 per thousand gallons) to all consumption amounts in excess of the customer's estimated actual usage.
2. In order to qualify for an adjustment, the customer must provide satisfactory evidence of the existence of its entry or non-entry into the sewer system. If the leak occurred inside the structure and there is evidence of a drain in the basement, it is assumed the water entered the sanitary sewer system.
3. This policy will not apply to leaking faucets, spigots, commodes, dishwashers, or other malfunctioning appliances and similar situations. (Per PSC rules title 150 series 5 4.4.c.1) This policy will also not apply to outside spigots and hot water tanks. This adjustment is intended to be applied for major leaks such as when pipes rupture. It is the customer's responsibility to provide sufficient proof that the provisions of this policy apply to the subject sewer invoice.
4. We recognized that customer's may not realize the leak until after they have received the first high consumption bill. Therefore, two consecutive sewer bills can be adjusted, but it is the responsibility of the customer to request again and provide proof of leak repair again to obtain that second month adjustment.
5. In addition to the opportunities for routine leak adjustment as described above, a limited opportunity is offered for a special leak adjustment. The special leak adjustment is available on a "no fault or unexplained" basis, meaning that the routine requirements related to evidence and circumstances may be waived. The following criteria must be met in order to qualify for a special leak adjustment.
 - The customer and/or service address shall not have received a special leak adjustment in the past 12 months.
 - The customer must submit their request for a special leak adjustment in writing, giving as much detail as possible, and can be no more than thirty (30) days following, the due date of the bill to be adjusted.
 - The special leak adjustment shall apply to only a single billing period, and shall be calculated the same as described above for a routine leak adjustment.
6. This policy does not apply to resale customers.
7. Intentional flushing of lines or plumbing- Running water to keep pipes from freezing - power washing - watering lawns, garden and other such uses shall not qualify for either a routine leak adjustment or a special leak adjustment
8. Swimming Pool adjustments – A customer may fill a swimming pool with metered water and not return that water to the sanitary sewer system. A credit for the sewer fees associated with the amount of metered water in the pool will be given, however, the customer must verify in writing exactly where the water will be discharged when the pool is emptied. Only one pool adjustment every 12 months will be made.
9. This policy shall be maintained in the office and be available for inspection by the public during normal working hours. This policy shall be applied in a uniform, non-discriminatory manner to our customers.
10. This policy will be effective on _____

Above ground hydrants were removed all put underground
Leak was underground - Gave adjustment

F.2 Advertisement for Bids- DHS/FEMA Region III Hazard Mitigation Project –Emergency Power Generators Grant No. 1-Published Record Delta Newspaper & Charleston Gazette.

March 8, 2021

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

office@therecorddelta.com

To Whom It May Concern:

Please publish the following notice as a Class II legal advertisement on the following dates:

Thursday, March 11, 2021
Thursday, March 18, 2021

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

Should you have any questions regarding this notice, please contact my office immediately at City Hall at (304) 472-1651.

This letter and the attached Legal Advertisement have been faxed and emailed to your office and sent by the US Postal Service.

Thank you for your assistance in this matter.

Sincerely,

Amberle Jenkins
Director of Finance and Administration

Attachments: Class II Legal Advertisement – Advertisement for Bid

March 8, 2021

The Charleston Gazette
1001 Virginia Street East
Charleston WV 25301

legals@hdmediallc.com

To Whom It May Concern:

Please publish the following notice as a Class II legal advertisement on the following dates:

Wednesday, March 10, 2021
Wednesday, March 17, 2021

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

Should you have any questions regarding this notice, please contact my office immediately at City Hall at (304) 472-1651.

This letter and the attached Legal Advertisement have been faxed and emailed to your office and sent by the US Postal Service.

Thank you for your assistance in this matter.

Sincerely,

Amberle Jenkins
Director of Finance and Administration

Attachments: Class II Legal Advertisement – Advertisement for Bid

ADVERTISEMENT FOR BIDS

CITY OF BUCKHANNON

DHS / FEMA REGION III HAZARD MITIGATION PROJECT

INSTALLATION AND SECURING OF

EMERGENCY POWER GENERATION

HAZARD MITIGATION PROGRAM FEMA-DR-4273-WV-0036

The City of Buckhannon (City) will accept sealed bids for various contracts related to the City Of Buckhannon - DHS / FEMA Region III Hazard Mitigation Project - Installation and Securing Of Emergency Power Generation - Hazard Mitigation Program FEMA-DR-4273-WV-0036, which consists of the purchase, delivery and installation of various sized emergency backup generators, various sized automatic transfer switches and concrete mounting pads and/or elevated steel platforms for the various emergency backup generators required at the City's Raw Water Intake Building, the Sewage Treatment Plant and the Public Safety Complex until 1:30 PM EST on April 15, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

The emergency backup generators, automatic transfer switches, concrete mounting pads and/or elevated steel platforms, all contract specific-related work activities and all necessary appurtenances shall conform to the contract specifications & drawings and other requirements identified in the Bid Package.

A mandatory Pre-Bid Meeting will be held at the City of Buckhannon Public Safety Complex, located at 24 South Florida Street, Buckhannon, Upshur County, West Virginia 26201, on Friday, March 19, 2021 at 9:00AM EST. Site visits to each of the three (3) project sites will take place after a brief Project overview.

Separate sign-in sheets will be available at all site locations and must be signed by all attendees at the beginning of each site visit. Failure to attend and sign the sign-in sheet at each of the (3) site visits will prohibit the Bidder(s) from submitting a Bid on the respective contract where the Bidder(s) did not attend. Due to the COVID-19 pandemic, all participants shall comply with any COVID-19 or other public health related measures required by the City of Buckhannon at all times.

The Bid Package may be obtained by each Bidder from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201 upon receipt of payment of a \$100.00 non-refundable deposit. If the Bidder requests that the Bid Package be mailed, Bidders shall also pay an additional \$25.00 for the cost of shipping the Bid Package. Bidders may also elect to have the Bid Package delivered electronically upon receipt of the \$100.00 non-refundable deposit. The Bid Package shall be available on March 12, 2021.

All clarifications, questions or comments regarding the contents of the Bid Package shall be submitted in writing and either mailed or faxed to the address below or emailed to jay.hollen@buckhannonwv.org. No clarifications and questions will be accepted after 4:00 PM EST on April 1, 2021.

If a Bidder is submitting alternate products to the types of equipment specified in the Bid Package, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review and approval by the City Engineer no later than 4:00 PM EST on April 1, 2021 (two weeks prior to bid opening) for review.

Bids for each contract shall be submitted in a separate sealed (inner) envelope containing the Official Bid Form, and included in a larger sealed (outside) envelope containing the Required Bid Security in the form of either a Bid Bond, which shall be equal to 5% of the total base bid or a Cashier's Check, which shall be equal to 5% of the total base bid, a Power of Attorney form, Evidence of a current & valid West Virginia Contractor's License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, a West Virginia Jobs Act Compliance Certification, a 2020 Experience Modification Rate (EMR) document, and Certification of Receipt of Addenda. All sealed envelopes shall have the following information in the lower left-hand corner for the respective Contract being bid:

Contract No. 1

"Name and Address of Bidder"

City of Buckhannon

Raw Water Intake Building Generator

Contract No. 2

"Name and Address of Bidder"

City of Buckhannon

Sewage Treatment Plant Generator

Contract No. 3

"Name and Address of Bidder"

City of Buckhannon

Public Safety Complex Generator

Each bid may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE, City Engineer

City of Buckhannon

70 East Main Street

Buckhannon, WV 26201

No Bid may be withdrawn for a period of sixty (60) days after the time of the opening of the Bids.

The City Engineer shall evaluate all bids received based upon specification compliance, customer satisfaction, service availability, price and general suitability for the generator sets' intended use.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Contracts at any time due to noncompliance with the City of Buckhannon, the Sewer Department's and/or the Water Department's expectations and requirements.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon

F.3 POTESta Geotechnical Report for North Spring Street- Electronically on file at City Hall with the City Engineer Jay Hollen (jay.hollen@buckhannonwv.org).

G. Consent Agenda

G. 1 Approval of Minutes – 02/18/2020 Sanitary Board Meeting

Motion to approve the Minutes of the 12/18/2020 Sanitary Board Meeting was made by Frye/Skinner. Motion carried.

H. Strategic Issues for Discussion and/or Vote

H.1 Approval Pay Increase Nathaniel Bailey-Laborer/Pipe Layer - Buck Samples explained the importance of Nathaniel Bailey's position particularly since we have been making changes in the operations. Mr. Bailey will be assuming more responsibility moving forward and he is currently making \$10.00 per hour. He has proven to be a valued employee. A discussion took place which involved Buck Samples, Amby Jenkins, and Jerry Arnold. It was recommended that he should receive an increase of \$2.00 per hour, which would take him to \$12.00 per hour.

Motion to increase Nathaniel Bailey's, Laborer/Pipe Layer, pay by \$2.00 per hour for a total of \$12.00 per hour was made by Frye/Skinner. Motion carried.

H.2 Approval to Advertise for Entry Level Engineer - A discussion took place regarding the hiring of an entry level engineer who could work with Sam Ludlow before he completely retires. The Board feels it would be important to have someone shadow Sam and learn the nuances of the City Sanitary operations.

Motion to advertise for an Entry Level Engineer for the City of Buckhannon Sanitary Department was made by Skinner/Frye. Motion carried.

H.3 Continued Discussion/Possible Vote-Wimer Avenue-Cost & Road Maintenance Agreement – The Mayor noted that there was nothing new to report.

I. Board Members Comments and Announcements:

- **Board Member Frye** – Nothing further.
- **Board Member Loftis** – Absent.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Jay reminded Buck that he will be meeting the contactors to visit the site where the new generators will be installed tomorrow.
- **City Recorder Sanders** – Nothing further.
- **Mayor Skinner** – The Mayor again thanked the employees for all the great work that they do.

J. Adjournment

There being no further business to be transacted, a motion to adjourn was made by Frye/Skinner at 4:36 PM. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
