

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

A regular meeting of the Buckhannon Waste Collection Board was held on Thursday, July 1, 2021, at 7:30 a.m. in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Mary Albaugh	Board Member	Present
Scott Randall	Board Member	Present
Jay Hollen	City Engineer	Present
Jerry Arnold	Director of Public Works	Present
Brad Hawkins	Street Commissioner	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Tom O’Neill	City Attorney	Absent

Guests: None

*To participate in a Utility Board meeting virtually, regular participants and members of the public are invited to contact City Hall at 304-472-1651 for the GoToMeeting link/access.*

**City of Buckhannon Waste Collection Board Meeting– 7:30 a.m. in the Council Chambers of City Hall –  
Meeting Agenda for Thursday, July 1, 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. Financial Report-Amby Jenkins**
  - C.1 June 2021
- D. Department Report**
  - D.1 Recycling Center Report
  - D.2 Transfer Station Report
  - D.3 Waste Collection Report
- E. Correspondence and Information**
  - E.1 Agreement & Release Steve Hamner-244 Grubb Hollow Rd French Creek WV
  - E.2 Notice of Advertisement & Request for SOQ –On Call Engineering Services
- F. Consent Agenda**
  - F.1 Approval of Minutes: 06/03/2021
- G. Strategic Issues for Discussion and/or Vote**
  - G.1 Discussion Transfer Trailer
  - G.2 Discussion Waste Collection Supervisor
  - G.3 Approval Employee Hire-Mark Romer as a Driver
  - G.4 Approval Employee Hire-Mechanic Helper
  - G.5 Resignation of Employee
  - G.6 To Reschedule Waste Board Meeting date of August 5, 2021 due to participation in the WVML
- H. Board Members Comments and Announcements**
- I. Adjournment**

Posted 06/25/2021

- A. Call to Order** - The meeting was called to order by Mayor Robbie Skinner.
  - A.1 Moment of Silence** – The Mayor asked us 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 Mayor Skinner.
- B. Recognized Guests:**
  - B.1 None**
- C. Financial Report - Amby Jenkins**

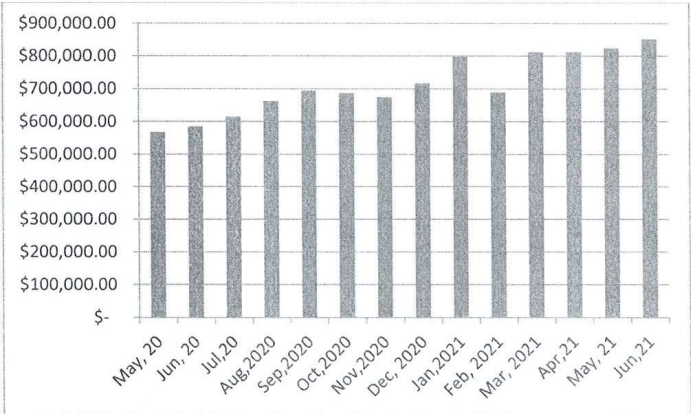
C.1 June 2021 – Amby Jenkins presented the following financial report.

WASTE BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance June 30, 2021

Money Market & Checking	\$ 852,908.62
CD opened 3-11-20 1.19%	\$ 30,855.63
CDAR (CD Balances)	\$ 27,680.44

Landfill Bond \$64,000.00 (Letter of Credit required by DEP with First Community Bank 5-26-2021)



Money Market & Checking Trend

6-30-2021 08:14 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

404-WASTE COLLECTION

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
404-303-002-00 RECYCLE-ALUMINUM	1,000	0.00	4,919.15	0.00 (	3,919.15)	491.92
404-303-003-00 RECYCLE-OCC-CARDBOARD	1,000	5,476.60	14,413.95	0.00 (	13,413.95)	1,441.40
404-303-004-00 RECYCLE-MGOP/SOW-OFFICE P	0	0.00	0.00	0.00	0.00	0.00
404-303-005-00 RECYCLE-HDPE-MILK JUGS	0	0.00	881.25	0.00 (	881.25)	0.00
404-303-006-00 RECYCLE-ONP-NEWSPAPER	0	2,183.10	4,913.10	0.00 (	4,913.10)	0.00
404-316-000-00 DUMPSTERS	0	985.00	8,570.00	0.00 (	8,570.00)	0.00
404-317-000-00 DUMPSTER RENTAL	82,000	7,590.01	92,092.98	0.00 (	10,092.98)	112.31
TOTAL TAXES	84,000	16,234.71	125,790.43	0.00 (	41,790.43)	149.75
OTHER FEES						
404-341-000-00 FUEL SURCHARGE	100,000	7,811.30	80,229.40	0.00	19,770.60	80.23
TOTAL OTHER FEES	100,000	7,811.30	80,229.40	0.00	19,770.60	80.23
UTILITY BILLINGS						
404-350-000-00 WASTE COLLECTION BILLINGS	2,335,000	236,217.39	2,668,128.95	0.00 (	333,128.95)	114.27
TOTAL UTILITY BILLINGS	2,335,000	236,217.39	2,668,128.95	0.00 (	333,128.95)	114.27
HEALTH AND SAFETY						
404-355-000-00 TRANSFER ST/LANDFILL RECE	362,300	46,907.48	435,326.79	0.00 (	73,026.79)	120.16
TOTAL HEALTH AND SAFETY	362,300	46,907.48	435,326.79	0.00 (	73,026.79)	120.16
GRANTS						
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
404-368-000-00 CONTRIBUTION FROM UCSWA	0	3,600.00	3,600.00	0.00 (	3,600.00)	0.00
TOTAL GRANTS	0	3,600.00	3,600.00	0.00 (	3,600.00)	0.00
INTRAFUND CONTR/CHARGES						
404-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00
404-370-000-02 CUSTOMER BILL FEES (BANK-S	200	0.00	175.00	0.00	25.00	87.50
TOTAL INTRAFUND CONTR/CHARGES	200	0.00	175.00	0.00	25.00	87.50
OTHER REVENUE						
404-380-000-00 INTEREST	200	0.00	879.07	0.00 (	679.07)	439.54
404-381-000-00 MAINT BILLING OTHER DEPTS	1,000	0.00	1,702.24	0.00 (	702.24)	170.22
404-399-000-00 WASTE COLL. MISCELLANEOUS	15,000	2,994.78	114,278.02	0.00 (	99,278.02)	761.85
404-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	16,200	2,994.78	116,859.33	0.00 (	100,659.33)	721.35
TOTAL REVENUE	2,897,700	313,765.66	3,430,109.90	0.00 (	532,409.90)	118.37

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

404-WASTE COLLECTION

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
WASTE DEPARTMENT =====						
SALARIES & BENEFITS						
404-530-103-00 WASTE EMPLOYEES SALARIES	635,000	58,208.66	622,193.86	0.00	12,806.14	97.98
404-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
404-530-104-00 WASTE COLL. F.I.C.A.	49,000	4,433.68	47,352.49	0.00	1,647.51	96.64
404-530-105-00 WASTE EMPLOYEE INSURANCE	187,071	9,311.75	149,044.56	0.00	38,026.44	79.67
404-530-106-00 WASTE EMPLOYEE RETIREMENT	63,500	4,311.63	59,594.18	0.00	3,905.82	93.85
TOTAL SALARIES & BENEFITS	934,571	76,265.72	878,185.09	0.00	56,385.91	93.97
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	19,000	622.00	12,517.21	0.00	6,482.79	65.88
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	1,034.91	50,185.80	0.00	7,814.20	86.53
TOTAL CONTRACTUAL SERVICES	77,000	1,656.91	62,703.01	0.00	14,296.99	81.43
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	50,000	5,668.18	51,522.96	0.00	( 1,522.96)	103.05
404-530-341-05 SAFETY EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
404-530-343-00 TRUCK MAINTENANCE	83,000	6,859.35	83,529.32	0.00	( 529.32)	100.64
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	92,000	9,034.10	72,068.26	0.00	19,931.74	78.34
404-530-344-00 MAINTENANCE OTHER DEPTS.	2,000	0.00	1,617.09	0.00	382.91	80.85
404-530-345-00 WASTE COLL. UNIFORMS	12,000	2,365.03	13,323.78	0.00	( 1,323.78)	111.03
TOTAL COMMODITIES	239,000	23,926.66	222,061.41	0.00	16,938.59	92.91
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	92,000	3,612.33	95,129.63	0.00	( 3,129.63)	103.40
404-530-459-01 TOTER SYSTEM	98,000	5,744.06	97,845.07	0.00	154.93	99.84
TOTAL CAPITAL OUTLAY	190,000	9,356.39	192,974.70	0.00	( 2,974.70)	101.57
CONTRIBUTIONS						
404-530-561-00 DUMPSTERS (NEW)	20,000	0.00	12,386.00	0.00	7,614.00	61.93
TOTAL CONTRIBUTIONS	20,000	0.00	12,386.00	0.00	7,614.00	61.93
NON-OPERATING EXPENSES						
404-530-999-00 COLLECTION MISCELLANEOUS	16,000	1,515.55	16,103.63	0.00	( 103.63)	100.65
TOTAL NON-OPERATING EXPENSES	16,000	1,515.55	16,103.63	0.00	( 103.63)	100.65
TOTAL WASTE DEPARTMENT	1,476,571	112,721.23	1,384,413.84	0.00	92,157.16	93.76

RECYCLING DEPARTMENT  
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SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	97,000	7,278.23	94,031.36	0.00	2,968.64	96.94
404-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	7,450	554.09	7,162.46	0.00	287.54	96.14

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

404-WASTE COLLECTION

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-531-105-00 GROUP INSURANCE	20,786	1,785.95	21,406.36	0.00	( 620.36)	102.98
404-531-106-00 GROUP RETIREMENT	9,700	727.83	9,403.19	0.00	296.81	96.94
TOTAL SALARIES & BENEFITS	134,936	10,346.10	132,003.37	0.00	2,932.63	97.83
CONTRACTUAL SERVICES						
404-531-213-00 UTILITIES	6,000	403.00	5,825.95	0.00	174.05	97.10
404-531-226-00 INSURANCE & BONDS	7,200	94.15	3,003.08	0.00	4,196.92	41.71
TOTAL CONTRACTUAL SERVICES	13,200	497.15	8,829.03	0.00	4,370.97	66.89
COMMODITIES						
404-531-343-00 TRUCK MAINTENANCE	10,000	3,487.56	7,843.69	0.00	2,156.31	78.44
404-531-343-01 FUEL - RECYCLING CENTER	8,000	606.71	5,736.21	0.00	2,263.79	71.70
404-531-343-02 EQUIPMENT MAINTENANCE	9,500	804.22	4,471.45	0.00	5,028.55	47.07
404-531-399-00 MISCELLANEOUS	5,000	0.00	5,465.87	0.00	( 465.87)	109.32
TOTAL COMMODITIES	32,500	4,898.49	23,517.22	0.00	8,982.78	72.36
CAPITAL OUTLAY						
404-531-459-00 CAPITAL OUTLAY - NEW EQUI	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 RECYCLING DEPARTMENT	180,636	15,741.74	164,349.62	0.00	16,286.38	90.98

LANDFILL  
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CONTRACTUAL SERVICES						
404-532-216-00 TESTING/MONITOR WELLS	0	( 228.47)	0.00	0.00	0.00	0.00
404-532-216-01 TREATMENT OF LEACHATE	39,000	1,826.37	28,357.98	0.00	10,642.02	72.71
TOTAL CONTRACTUAL SERVICES	39,000	1,597.90	28,357.98	0.00	10,642.02	72.71
CAPITAL OUTLAY						
404-532-461-00 BONDING (LANDFILL)	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						
404-532-599-00 WASTE DEPRECIATION	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 LANDFILL	39,000	1,597.90	28,357.98	0.00	10,642.02	72.71

TRANSFER STATION  
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SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	99,000	7,188.86	88,310.37	0.00	10,689.63	89.20
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	7,600	551.68	6,778.08	0.00	821.92	89.19
404-533-105-00 GROUP INSURANCE	20,786	971.30	15,084.56	0.00	5,701.44	72.57



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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

404-WASTE COLLECTION

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	9,900	718.87	8,830.81	0.00	1,069.19	89.20
TOTAL SALARIES & BENEFITS	137,286	9,430.71	119,003.82	0.00	18,282.18	86.68
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	7,700	405.49	7,258.42	0.00	441.58	94.27
404-533-216-00 DRAINAGE EXPENSE TRANSFER	1,600	315.00	1,215.00	0.00	385.00	75.94
404-533-226-00 INSURANCE & BONDS	22,000	126.08	16,152.75	0.00	5,847.25	73.42
TOTAL CONTRACTUAL SERVICES	31,300	846.57	24,626.17	0.00	6,673.83	78.68
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	32,000	177.12	30,240.73	0.00	1,759.27	94.50
404-533-343-01 FUEL/OIL TRANSFER STA. 7,	47,000	6,254.88	46,901.05	0.00	98.95	99.79
404-533-343-02 MAINTENANCE TRUCK/TRAILER	40,000	6,047.79	34,005.64	0.00	5,994.36	85.01
404-533-345-00 UNIFORMS	4,000	465.93	3,171.62	0.00	828.38	79.29
TOTAL COMMODITIES	123,000	12,945.72	114,319.04	0.00	8,680.96	92.94
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	89,192	9,238.50	95,717.18	0.00 (	6,525.18)	107.32
404-533-460-00 TIPPING FEES	830,000	77,804.97	869,444.76	0.00 (	39,444.76)	104.75
404-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
404-533-464-00 STATE GRANT	0	0.00	0.00	0.00	0.00	0.00
404-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
404-533-478-00 ROAD MAINTENANCE	6,000	0.00	0.00	0.00	6,000.00	0.00
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	925,192	87,043.47	965,161.94	0.00 (	39,969.94)	104.32
NON-OPERATING EXPENSES						
404-533-999-00 MISCELLANEOUS TRANSFER ST	5,000	825.00	1,730.72	0.00	3,269.28	34.61
TOTAL NON-OPERATING EXPENSES	5,000	825.00	1,730.72	0.00	3,269.28	34.61

TOTAL TRANSFER STATION 1,221,778 111,091.47 1,224,841.69 0.00 ( 3,063.69) 100.25

WASTE OFFICE/BOARD

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SALARIES & BENEFITS						
404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	1,000.00	11,600.00	0.00	400.00	96.67
404-534-103-00 CLERK, ATTORNEY, ENGINEER	197,200	13,185.65	166,486.43	0.00	30,713.57	84.43
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	16,004	1,083.19	13,603.33	0.00	2,400.67	85.00
404-534-105-00 GROUP INSURANCE	15,590	937.45	15,874.50	0.00 (	284.50)	101.82
404-534-106-00 GROUP RETIREMENT	19,960	1,294.24	16,729.20	0.00	3,230.80	83.81
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	260,754	17,500.53	224,293.46	0.00	36,460.54	86.02
CONTRACTUAL SERVICES						
404-534-218-00 POSTAGE	9,200	1,042.07	10,672.52	0.00 (	1,472.52)	116.01
404-534-219-00 RENT	10,000	0.00	10,000.00	0.00	0.00	100.00
404-534-223-00 PROFESSIONAL SERVICES (LE	10,000	704.44	7,568.51	0.00	2,431.49	75.69

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

404-WASTE COLLECTION

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	15,000	171.75	12,430.33	0.00	2,569.67	82.87
TOTAL CONTRACTUAL SERVICES	44,200	1,918.26	40,671.36	0.00	3,528.64	92.02
COMMODITIES						
404-534-353-00 PSC ASSESSMENTS	9,800	0.00	6,981.74	0.00	2,818.26	71.24
404-534-399-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	9,800	0.00	6,981.74	0.00	2,818.26	71.24
CAPITAL OUTLAY						
404-534-459-00 NEW COMPUTER CAPITAL OUTL	7,500	0.00	4,629.96	0.00	2,870.04	61.73
TOTAL CAPITAL OUTLAY	7,500	0.00	4,629.96	0.00	2,870.04	61.73
NON-OPERATING EXPENSES						
404-534-999-00 GEM & ADM MISC BILLING EX	51,000	1,902.15	45,742.79	0.00	5,257.21	89.69
TOTAL NON-OPERATING EXPENSES	51,000	1,902.15	45,742.79	0.00	5,257.21	89.69

TOTAL WASTE OFFICE/BOARD 373,254 21,320.94 322,319.31 0.00 50,934.69 86.35

BAD DEBT

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NON-OPERATING EXPENSES						
404-550-676-00 BAD DEBT EXPENSE(return c	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 BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES 3,291,239 262,473.28 3,124,282.44 0.00 166,956.56 94.93

REVENUE OVER/(UNDER) EXPENDITURES ( 393,539) 51,292.38 305,827.46 0.00 ( 699,366.46) 77.71-

Waste Payment of Bills

- \$4,988.89 – TOTAL EQUIPMENT SOLUTIONS – BASE PLATE ASSEMBLY
- \$1,572.34- PRYNT.INK- WASTE COLLECTION LABELS
- \$1,700.00 – COMPLETE RECYCLING GROUP – TRUCK MOTOR
- \$1,699.00 – YOUR COMPRESSORPROS LLC – AIR COMPRESSOR MOTOR
- \$1,640.00 – AMAZON – CUBIC YARD DUMP CART
- \$5,533.40 – UPSHUR ULTRA POWER – SEAL WORK ON R-9 MOTOR
- \$21,802.46 – TIRE AND RUBBER – MAY TIRE & CD DISPOSAL
- \$56,002.51 – WM CORPORATE SERVICES – MAY TIPPING FEES

06-30-2021 08:11 PM		disbursements 06-01-2021- 06-30-2021			
FUND: WASTE COLLECTION					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WASTE DEPARTMENT	MPL CORPORATION	530-999-00	COLLECTION MISCELLAN	JUNE 21 TOWER NETWORK FEE	100.00
	MON POWER	530-213-00	WASTE COLL. UTILITIE	110088931545 WASTE GARAGE	321.69
	RECORD-DELTA NEWSPAPER	530-999-00	COLLECTION MISCELLAN	WASTE DEPT HELP WANTED AD	65.00
		530-999-00	COLLECTION MISCELLAN	WASTE DEPT HELP WANTED AD	65.00
		530-999-00	COLLECTION MISCELLAN	WASTE DEPT HELP WANTED AD	65.00
		530-999-00	COLLECTION MISCELLAN	WASTE DEPT HELP WANTED AD	65.00
	LYKINS OIL COMPANY	530-343-01	GAS & OIL EXPENSE 1,	DEF Fluid	254.10
		530-999-00	COLLECTION MISCELLAN	Bung Faucets for shop	21.00
		530-343-01	GAS & OIL EXPENSE 1,	WASTE MAY 2021 FUEL BILL	6,068.69
	UNIFIRST CORP.	530-345-00	WASTE COLL. UNIFORMS	ALL DEPT JUNE 2021 UNIFORM	1,022.63
		530-345-00	WASTE COLL. UNIFORMS	MAY 2021 UNIFORMS	1,342.40
	COLE TRUCK PARTS INC	530-343-00	TRUCK MAINTENANCE	Wheel Seal for R-7	36.34
		530-343-01	GAS & OIL EXPENSE 1,	Fuel filters	65.55
	LAWSON PRODUCTS INC	530-343-00	TRUCK MAINTENANCE	Battery cable lugs& screw	126.33
	RITE-WAY HEATING & PLUMBING	530-341-00	SHOP MAINTENANCE	Fittings for waterline	30.45
	HOTSY EQUIPMENT CO	530-341-00	SHOP MAINTENANCE	A level PM	245.00
	WV PUBLIC EMPLOYEES INSURANC	530-105-00	WASTE EMPLOYEE INSUR	WAS JUN 2021 HEALTH & LIFE	6,863.00
		530-105-00	WASTE EMPLOYEE INSUR	WASTE JUN 2021 SUBSIDY	2,400.00
	WORLDWIDE-JANE LEW	530-343-00	TRUCK MAINTENANCE	Labor	184.88
	NAPA-AMTOWER AUTO SUPPLY	530-343-00	TRUCK MAINTENANCE	U JOINT	23.99
		530-341-00	SHOP MAINTENANCE	WIPER BLADES,3/8DR SET	63.69
		530-343-00	TRUCK MAINTENANCE	Brake caliper for R-6	220.48
		530-343-00	TRUCK MAINTENANCE	Bus yellow paint	22.47
		530-999-00	COLLECTION MISCELLAN	Cabin filters	401.38
		530-343-00	TRUCK MAINTENANCE	Tankweld kit for R-21	31.96
06-30-2021 08:11 PM		disbursements 06-01-2021- 06-30-2021			
FUND: WASTE COLLECTION					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		530-343-01	GAS & OIL EXPENSE 1,	Anti Freeze for all trks.	536.70
		530-343-00	TRUCK MAINTENANCE	OIL FILTER	4.73
		530-343-00	TRUCK MAINTENANCE	Headlight for R-7	24.98
		530-343-00	TRUCK MAINTENANCE	TIRE PATCHES	40.88
		530-343-01	GAS & OIL EXPENSE 1,	Fuel Filters	46.56
	HARBOR FREIGHT TOOLS	530-341-00	SHOP MAINTENANCE	PCRD-WELDER TIPS	17.98
	LOWES BUSINESS ACCOUNTS	530-341-00	SHOP MAINTENANCE	PEX line and fittings	44.65
		530-341-00	SHOP MAINTENANCE	PEX LINE & FITTINGS	207.73
		530-341-00	SHOP MAINTENANCE	LATE FEE & INT	7.29
	DODSON BROS EXTERMINATING CO	530-341-00	SHOP MAINTENANCE	WASTE SERVICE 231431110543	70.00
	FIRST COMMUNITY BANK	530-459-01	TOTER SYSTEM	TOTER PYMT 6/21	5,744.06
	WV MUNICIPAL LEAGUE	530-226-00	COMP, UNEMPL & INSUR	WAS 2ND QTR 2021 UNEMPLOYM	1,034.91
	WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,580.05
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,700.72
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	535.18
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	495.68
	INDEED.COM	530-341-00	SHOP MAINTENANCE	PCRD-WASTE AND WATER HELP	59.44
	TOTAL EQUIPMENT SOLUTIONS	530-343-00	TRUCK MAINTENANCE	Baseplate assembly	3,420.81
		530-341-00	SHOP MAINTENANCE	BASE PLATES	386.08
		530-343-00	TRUCK MAINTENANCE	BASE PLATES	1,182.00
	ENTERPRISE FM TRUST	530-459-00	WASTE COLL. NEW EQUI	22WCJP 2019 RAM 1500 PYMT	635.79
		530-459-00	WASTE COLL. NEW EQUI	22RKXV 2019 FORD F-150 PYM	371.39
		530-459-00	WASTE COLL. NEW EQUI	22RKWX 2018 FORD EXPLORER	293.48
	JOHN BOGESS dba VJG ASSOCIA	530-341-00	SHOP MAINTENANCE	JACKET, HOODIE	276.72
	TRACTOR SUPPLY CREDIT PLAN	530-341-00	SHOP MAINTENANCE	PCRD-FAN FOR WELD SHOP	369.99
	US CELLULAR	530-213-00	WASTE COLL. UTILITIE	642-1651 613-0113 0002	51.22
		530-213-00	WASTE COLL. UTILITIE	677-4586 3862 3867	129.52
	SPRINT	530-213-00	WASTE COLL. UTILITIE	ALL DEPT JUNE GEOTABS	119.57
	RELIABLE TIRE COMPANY	530-343-00	TRUCK MAINTENANCE	11R22.5 caps	826.00
		530-343-00	TRUCK MAINTENANCE	2-1122.5 Hankook tires	694.50
	THE SIGN GUY LLC	530-999-00	COLLECTION MISCELLAN	Bench Plaques	23.00
		530-999-00	COLLECTION MISCELLAN	Scrap material sign's	224.88
	COMMUNITY BANK	530-459-00	WASTE COLL. NEW EQUI	2017 FREIGHTLINER	2,311.67
	TOOLS ETC	530-999-00	COLLECTION MISCELLAN	Socket set and jump box	356.00
		530-999-00	COLLECTION MISCELLAN	Milw. medal sawblades	118.00
	WALMART STORES INC -BUCKHANN	530-999-00	COLLECTION MISCELLAN	Plates and silverware	11.29
	INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	2,133.02
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,460.28
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	498.85
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	341.53
	AMAZON.COM	530-341-00	SHOP MAINTENANCE	PCRD-ANNULAR CUTTER ARBOR	52.80
		530-341-00	SHOP MAINTENANCE	PCRD-ANNULAR CUTTER SET	236.99
		530-341-00	SHOP MAINTENANCE	PCRD-VACATION PLANNER	29.53
	A&S RECOVERY	530-341-00	SHOP MAINTENANCE	Towed R-3 & R-12	185.00
		530-341-00	SHOP MAINTENANCE	Towed R-3 & R-12	277.50
	LIPPS WRECKER SERVICE	530-343-01	GAS & OIL EXPENSE 1,	Towed R-2	362.50
	PAYFLEX	530-105-00	WASTE EMPLOYEE INSUR	WASTE JUN 2021 HSA FEES	48.75
	FLEET HOSTER LLC	530-343-00	TRUCK MAINTENANCE	PCRD-MAY CAMERA SERV R-8	19.00
	PRYNT.INK	530-341-00	SHOP MAINTENANCE	PCRD-WASTE COLLECTION LABE	1,572.34
	COMPLETE RECYCLING GROUP	530-343-01	GAS & OIL EXPENSE 1,	PCRD- TRUCK MOTOR	1,700.00
	YOUR COMPRESSORPROS LLC	530-341-00	SHOP MAINTENANCE	PCRD-AIR COMPRESSOR MOTOR	1,699.00
	FRONTIER	530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	0.00
		530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	0.00
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	0.00



06-30-2021 08:11 PM		disbursements 06-01-2021- 06-30-2021				
FUND: WASTE COLLECTION						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	**PAYROLL EXPENSES			6/01/2021 - 6/30/2021	58,208.66	
				TOTAL:	112,885.23	
RECYCLING DEPARTMENT	MON POWER	531-213-00	UTILITIES	110088931701 RECYCLING CEN	262.87	
	LYKINS OIL COMPANY	531-343-01	FUEL - RECYCLING CEN	WASTE MAY 2021 FUEL BILL	521.06	
	FISHER AUTO PARTS INC	531-343-00	TRUCK MAINTENANCE	Paint for R-6	81.47	
	VALLEY STEEL SERVICE	531-343-02	EQUIPMENT MAINTENANC	1/4"x5'x10' plate	669.78	
	SOUTHERN STATES COOP INC	531-343-01	FUEL - RECYCLING CEN	Propane	85.65	
	WV PUBLIC EMPLOYEES INSURANC	531-105-00	GROUP INSURANCE	WAS JUN 2021 HEALTH & LIFE	1,456.20	
		531-105-00	GROUP INSURANCE	WASTE JUN 2021 SUBSIDY	320.00	
	NAPA-AMTOWER AUTO SUPPLY	531-343-00	TRUCK MAINTENANCE	SVC ON INV 177804	0.95	
	UPSHUR ULTRA POWER	531-343-00	TRUCK MAINTENANCE	Slack Adjuster for R-21	120.64	
	WV MUNICIPAL LEAGUE	531-226-00	INSURANCE & BONDS	WAS 2ND QTR 2021 UNEMPLOYM	94.15	
	WV PUBLIC EMPLOYEES RETIREME	531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	369.93	
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	357.90	
	SPRINT	531-213-00	UTILITIES	ALL DEPT JUNE GEOTABS	119.58	
	TOOLS ETC	531-343-00	TRUCK MAINTENANCE	Air chisel kit & cutoff	249.50	
	INTERNAL REVENUE SERVICE	531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	228.33	
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	220.75	
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	53.39	
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	51.62	
	PEOPLES NATURAL GAS	531-213-00	UTILITIES	200008184083 RECYCLE CENTE	20.55	
	AMAZON.COM	531-343-00	TRUCK MAINTENANCE	PCRD-1/2 CUBIC YD DUMP CAR	1,640.00	
		531-343-02	EQUIPMENT MAINTENANC	PCRD-DRY ERASE BOARD MARKE	48.20	
		531-343-02	EQUIPMENT MAINTENANC	PCRD-SAFETY SHIRTS AND VES	86.24	
	PAYFLEX	531-105-00	GROUP INSURANCE	WASTE JUN 2021 HSA FEES	9.75	
	PIERCE SALES	531-343-00	TRUCK MAINTENANCE	PCRD-DUMP KIT FOR R6	1,395.00	
	**PAYROLL EXPENSES			6/01/2021 - 6/30/2021	7,278.23	
				TOTAL:	15,741.74	
LANDFILL	BUCKHANNON UTIL BOARDS	532-216-01	TREATMENT OF LEACHAT	MUDLICK LEACHATE JUNE 2021	1,074.32	
	RELIANCE LABORATORIES INC	532-216-01	TREATMENT OF LEACHAT	WASTE LEACHATE TEST	176.00	
	STURM ENVIRONMENTAL SERVICES	532-216-01	TREATMENT OF LEACHAT	LEACHATE & LANDFILL SAMPLE	139.00	
	HARRISON RURAL ELECTRIC	532-216-01	TREATMENT OF LEACHAT	MUDLICK POWER 612	208.58	
				TOTAL:	1,597.90	
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110088931610 MUD LICK RD	212.22	
	LYKINS OIL COMPANY	533-343-01	FUEL/OIL TRANSFER ST	WASTE MAY 2021 FUEL BILL	6,254.88	
	UNIFIRST CORP.	533-345-00	UNIFORMS	ALL DEPT JUNE 2021 UNIFORM	205.58	
		533-345-00	UNIFORMS	MAY 2021 UNIFORMS	260.35	
	COLE TRUCK PARTS INC	533-343-02	MAINTENANCE TRUCK/TR	HUB CAP	11.16	
		533-343-02	MAINTENANCE TRUCK/TR	TORQUE ROD	102.70	
		533-343-02	MAINTENANCE TRUCK/TR	Hub Cap for Trailer	22.32	
	WV PUBLIC EMPLOYEES INSURANC	533-105-00	GROUP INSURANCE	WAS JUN 2021 HEALTH & LIFE	644.80	
		533-105-00	GROUP INSURANCE	WASTE JUN 2021 SUBSIDY	320.00	
	RELIANCE LABORATORIES INC	533-216-00	DRAINAGE EXPENSE TRA	WASTE TR STA TEST	176.00	
	NAPA-AMTOWER AUTO SUPPLY	533-343-02	MAINTENANCE TRUCK/TR	BRAKE PADS	68.65	
		533-343-02	MAINTENANCE TRUCK/TR	U BOLT	9.56	
		533-343-00	EQUIPMENT MAINTENANC	Filter's for Skidsteer	70.12	
	JERRY W RICE	533-999-00	MISCELLANEOUS TRANSF	Refrigerant Evac	825.00	
	UPSHUR ULTRA POWER	533-343-02	MAINTENANCE TRUCK/TR	SEAL WORK ON R-9 MOTOR	5,533.40	
	STURM ENVIRONMENTAL SERVICES	533-216-00	DRAINAGE EXPENSE TRA	LEACHATE & LANDFILL SAMPLE	139.00	
	WV MUNICIPAL LEAGUE	533-226-00	INSURANCE & BONDS	WAS 2ND QTR 2021 UNEMPLOYM	126.08	
	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	366.10	
	06-30-2021 08:11 PM		disbursements 06-01-2021- 06-30-2021			
	FUND: WASTE COLLECTION					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	352.77	
		533-459-00	NEW EQUIPMENT	2018 GARBAGE TRK PYMT 621	2,239.50	
	CITIZENS BANK OF WV	533-213-00	UTILITIES	ALL DEPT JUNE GEOTABS	119.58	
	SPRINT	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	227.68	
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	219.42	
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	53.26	
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	51.32	
	PEOPLES NATURAL GAS	533-213-00	UTILITIES	200008184349 WASTE COLL	73.69	
	A&S RECOVERY	533-343-02	MAINTENANCE TRUCK/TR	Towed R-9 and trailer	300.00	
	TIRE AND RUBBER INC	533-460-00	TIPPING FEES	TIRE REMOVAL MAY 21	21,802.46	
	PAYFLEX	533-105-00	GROUP INSURANCE	WASTE JUN 2021 HSA FEES	6.50	
	CORRIDOR H TIRE INC	533-343-00	EQUIPMENT MAINTENANC	Tube for JD broom tire	7.00	
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	MAY 2021 TIPPING FEES	56,002.51	
	LITTLE ROSE ENTERPRISES	533-343-00	EQUIPMENT MAINTENANC	STARTER REPAIR BACKHOE	50.00	
		533-343-00	EQUIPMENT MAINTENANC	PCRD-REPAIR STARTER FOR BA	50.00	
	FRONTIER	533-213-00	UTILITIES	472-4443-101915-4 WASTE	0.00	
	**PAYROLL EXPENSES			6/01/2021 - 6/30/2021	7,188.86	
				TOTAL:	104,092.47	
WASTE OFFICE/BOARD	RALSTON PRESS INC	534-999-00	GEM & ADM MISC BILLI	RED STAMP PAD	7.01	
		534-999-00	GEM & ADM MISC BILLI	10,000 WINDOW ENVELOPES	201.85	
	REGION VII PLANNING PDC	534-999-00	GEM & ADM MISC BILLI	GIS SERVICES	55.00	
	GATES SUPPLY	534-999-00	GEM & ADM MISC BILLI	COLOR PAPER	34.50	
	PITNEY BOWES INC	534-218-00	POSTAGE	JUN 2021 PERMIT POSTAGE	1,042.07	
	WV PUBLIC EMPLOYEES INSURANC	534-105-00	GROUP INSURANCE	WAS JUN 2021 HEALTH & LIFE	610.95	
		534-105-00	GROUP INSURANCE	WASTE JUN 2021 SUBSIDY	320.00	
	DINN BROS	534-999-00	GEM & ADM MISC BILLI	PCRD-RETIREMENT CLOCK JEFF	109.75	
	WV MUNICIPAL LEAGUE	534-226-00	INSURANCE & BONDS	WAS 2ND QTR 2021 UNEMPLOYM	171.75	
	WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	536.08	
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	509.94	
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	136.92	
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	111.30	
	PAYROLL ACCOUNT (ALL DEPTS)	534-999-00	GEM & ADM MISC BILLI	MAY 2021 AA FEES	188.45	
	COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	CC FEES JULY-OCT 2020	45.06	
		534-999-00	GEM & ADM MISC BILLI	CREDIT CARD FEES MAY 2021	1,016.02	
	TOSHIBA FINANCIAL SERVICES	534-999-00	GEM & ADM MISC BILLI	CITY HALL COPIER LEASE	139.03	
	DAVID L HOWELL CPA	534-223-00	PROFESSIONAL SERVICE	FINAL BILLING AUDIT OF 6-3	704.44	
	JERRY HEARD ASSC.	534-999-00	GEM & ADM MISC BILLI	COPIER PAPER	21.49	
	WVNET	534-999-00	GEM & ADM MISC BILLI	WEB HOSTING 3RD QTR 2021	18.75	
	WALMART STORES INC -BUCKHANN	534-999-00	GEM & ADM MISC BILLI	CITY HALL SUPPLIES	33.13	
	INTERNAL REVENUE SERVICE	534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	493.53	
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	384.34	
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	115.43	
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	89.89	
	PAYFLEX	534-105-00	GROUP INSURANCE	WASTE JUN 2021 HSA FEES	6.50	
	SUDDENLINK	534-999-00	GEM & ADM MISC BILLI	JULY 2012 INTERNET	32.11	
	**PAYROLL EXPENSES			6/01/2021 - 6/30/2021	14,185.65	
				TOTAL:	21,320.94	

**A motion to approve the June 2021 Financial Report was made by Albaugh/Randall. Motion carried.**

## D. Department Reports

### D.1 Recycling Center Report –

[illegible]

**D.2 Transfer Station Report** – Jerry Arnold reviewed the following Transfer Station Report:

City of Buckhannon				
Transfer Station Totals				
	June	2021		
Total Transactions			3796	
Total Weight			1728.14	
Total Cash Received			\$45,851.48	
Total City Trucks			\$78,766.18	943.29 tons
Total Charge			\$29,848.32	
Grand total			\$154,465.98	
Total C/D Material			196.14	
Total Commercial/Residential			1054.04	
Bulky Goods	Steel	Waste	Total	
		3.6	7.12	10.72

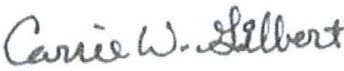
**D.3 Waste Collection Report** – Jerry Arnold reviewed the equipment problems that the Waste Department continues to encounter. He provided an overview of the various problems to the Board including specific recommendations to the Board. Jerry is going to prepare a Comprehensive Plan of Waste Department equipment and how to improve the dependability it though scheduled



replacement of for the Board’s review. Mayor Skinner agreed and recommended that he proceed with Comprehensive Plan. Various ways of financing additional equipment purchases were discussed. It was the consensus of the Board that having a program in place to trade out the equipment every 3 to 5 years moving forward. Also discussed was the effectiveness of the polycart program and the success of the implementation of the system.

Discussion of the new truck that is on order took place including the type of warranty that it will have. Jerry provided an overview of the coverages.

Amby mentioned that the Health Department Proof of Insurance Certificate had been received for the rented space at the Public Works Facility located at 395 Mudlick Road.

CERTIFICATE OF COVERAGE					Issue Date:	6/18/2021
THIS CERTIFICATE OF COVERAGE IS ISSUED AS A MATTER OF INFORMATION ONLY. IT CONFERS NO RIGHTS UPON THE THIRD PARTY REQUESTING THE CERTIFICATE BEYOND WHAT THE REFERENCED COVERAGE CONTRACT EXPRESSLY PROVIDES. THIS CERTIFICATE OF COVERAGE DOES NOT EXTEND, AMEND, OR ALTER THE COVERAGE, TERMS, EXCLUSIONS, OR CONDITIONS AFFORDED BY THE COVERAGE CONTRACT REFERENCED IN THIS CERTIFICATE OF COVERAGE						
PRODUCER:	Risk Management Programs, Inc. 1819 Electric Road, Suite C Roanoke, VA 24018			CONTACT NAME:	Carrie Gilbert	
				PHONE:	(844) 986-2705	
				EMAIL:	cgilbert@riskprograms.com	
MEMBER:	Upshur-Buckhannon Health Department 15 North Locust Street Buckhannon, WV 26201			COMPANIES AFFORDING COVERAGE		
				COMPANY A:	West Virginia Communities Risk Pool	
COVERAGES						
This is to certify that the coverages listed below have been issued to the member named above for the contract period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the coverages described herein is subject to all the terms, exclusions and conditions of such coverage contracts. Limits shown may have been reduced by paid claims.						
CO LTR	TYPE OF COVERAGE	CONTRACT NUMBER	CONTRACT EFFECTIVE DATE	CONTRACT EXPIRATION DATE	LIMITS / DEDUCTIBLES	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> Occurrence	WV-UP-049H-22	07/01/2021	07/01/2022	Each Occurrence	Lim. \$1,000,000
					Fire Damage (Any one fire)	Lim. \$100,000
					General Aggregate	Lim. NONE
					Personal & ADV Injury	Lim. \$1,000,000
					Products - Comp/OP	Lim. \$1,000,000
					General Liability	Ded. \$0
A	AUTOMOBILE LIABILITY <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Non-Owned Autos	WV-UP-049H-22	07/01/2021	07/01/2022	Combined Single Limit	Lim. \$1,000,000
					Auto Liability	Ded. \$0
A	AUTOMOBILE PHYSICAL DAMAGE	WV-UP-049H-22	07/01/2021	07/01/2022		
A	CRIME	WV-UP-049H-22	07/01/2021	07/01/2022	Blanket	Lim. \$250,000
					Per Occurrence	Ded. \$250
A	EXCESS LIABILITY <input checked="" type="checkbox"/> Excess General Liability <input checked="" type="checkbox"/> Excess Automobile Liability <input type="checkbox"/> Excess Law Enforcement Liability <input checked="" type="checkbox"/> Excess Public Officials Liability <input type="checkbox"/> Excess Educators Legal Liability <input checked="" type="checkbox"/> Other than Umbrella Form	WV-UP-049H-22	07/01/2021	07/01/2022	Excess Automobile Liability - Aggregate	Lim. NONE
					Excess Automobile Liability - Each Occurrence	Lim. \$1,000,000
					Excess General Liability - Aggregate	Lim. NONE
					Excess General Liability - Each Occurrence	Lim. \$1,000,000
					Excess Public Officials Liability - Aggregate	Lim. \$1,000,000
					Excess Public Officials Liability - Each Occurrence	Lim. \$1,000,000
A	INLAND MARINE	WV-UP-049H-22	07/01/2021	07/01/2022	Blanket per Schedule on File.	
A	PROPERTY	WV-UP-049H-22	07/01/2021	07/01/2022	Blanket per Schedule on File.	
					Building & Contents	Ded. \$500
A	PUBLIC OFFICIALS LIABILITY <input checked="" type="checkbox"/> Occurrence	WV-UP-049H-22	07/01/2021	07/01/2022	Aggregate	Lim. \$1,000,000
					Each Wrongful Act	Lim. \$1,000,000
					Per Occurrence	Ded. \$2,500
Description of Operations / Locations / Vehicles / Special Items / Notes						
Certificate Holder is added as an additional insured to the extent permitted by the laws of the State of WV and only in respect to claims or actions arising from or in connection with negligent acts of the County, its employees agents or officials.						
CERTIFICATE HOLDER				Authorized Representative		
City of Buckhannon City of Buckhannon Building Commission 70 E. Main Street Buckhannon, WV 26201						

E. Correspondence and Information

E.1 Agreement & Release Steve Hamner-244 Grubb Hollow Rd French Creek WV –The Row/Easement to enter property to collect waste/garbage is on file, available at City Hall, indexed as Waste AR26.



## **E.2 Notice of Advertisement & Request for SOQ –On Call Engineering Service-**

### **ADVERTISEMENT AND REQUEST FOR STATEMENT OF QUALIFICATIONS**

Pursuant to West Virginia Code 5G-1-3, the City of Buckhannon, West Virginia (City) is seeking Expressions of Interest and Statements of Qualifications (SOQ) from consulting engineering firms to provide professional engineering services on an “as necessary on-call” basis for the various departments of the City. The consulting engineering firm’s information to be provided shall include: 1.) The firm’s location (including the main office and any satellite offices), 2.) Staffing, 3.) Technical expertise, 4.) Related prior experience, 5.) Management & staffing capabilities, 6.) References, 7.) An hourly fee schedule for all members of the firm (it should be noted that the hourly rates shall include fringe benefits, indirect costs and profits) and 8.) The rates for all applicable reimbursable expenses.

The following list includes, but is not limited to, the professional engineering services that the City is interested in the selected consulting engineering firm being able to provide:

- Engineering studies.
- Preliminary design.
- Final design.
- Preparation of detailed Engineer’s Opinion of Probable Project Costs.
- Preparation of all necessary Project documents, including specifications and drawings.
- Preparing and acquiring of all necessary permits.
- Procurement of necessary Project funds from various funding sources.
- Bidding and Awarding services for all Projects.
- Construction support.
- Resident Project Representative and Project Monitoring services.
- Geotechnical capabilities.
- Surveying services.
- Material testing services.

All interested firms shall submit an original, eight (8) copies and a PDF file (via email) of the SOQ to the following address no later than the close of business on July 20, 2021:

Jerry L. Arnold, Director of Public Works  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

Reference: Statement of Qualifications from “*Name of Consulting Engineering Firm*”

Any questions about the SOQ shall be directed to Jerry Arnold at (304) 472-1651, extension 1000 or [jerry.arnold@buckhannonwv.org](mailto:jerry.arnold@buckhannonwv.org).

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal, State and Local funds, and that all work will be performed in accordance with the regulations issued by such agencies, the State of West Virginia and the City of Buckhannon pertaining thereto.

The City shall evaluate the received SOQs’ performance data and other material submitted by interested firms (including, but not limited to, technical expertise, project management, staffing capabilities, references and related prior experience) and select a minimum of three (3) firms which, in the City’s opinion, are best qualified to perform the desired services at a realistic price. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The City shall rank, in order of preference, these (3) professional firms deemed to be the most highly qualified to provide the services required, and shall commence Scope of Services and price negotiations with the highest-qualified consulting engineering firm.

Should the City be unable to negotiate a satisfactory contract with the consulting engineering firm considered to be the most qualified, at a fee determined to be fair & reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified consulting engineering firm, the committee shall undertake price negotiations with the third most qualified consulting engineering firm. Should the City be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with these procedures until an agreement is reached.

The City will afford full opportunity to women-owned, minority business enterprises and small businesses to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the awarding of the professional engineering services work.

The City reserves the right to accept or reject any and/or all Statement of Qualifications and to waive any minor informalities in the submission and selection processes.

*Publish date-06/29/21 & 07/06/21 Record Delta & Charleston Gazette*

## **F. Consent Agenda**

### **F.1 Approval of Minutes of 06/03/2021**

**Motion to approve the Minutes of 06/03/2021 was made by Randall/Albaugh. Motion carried.**

## **G. Strategic Issues for discussion and/or vote**

### **G.1 Discussion Transfer Trailer** - Jerry provided details of this need to the Board.

**Motion to approve soliciting bids for a new Transfer Trailer was made by Randall/Albaugh. Motion carried.**

**G.2 Discussion Waste Collection Supervisor** – Jerry Arnold has requested that he assume the responsibility for the time being and he will bring back a formal recommendation on the Waste Collection Supervisor position in 6 months.

**G.3 Approval Employee Hire-Mark Romer as a Driver** – Jerry Arnold recommended that the Board hire Mark Romer as a Driver at an hourly rate of \$14.00.

**Motion to hire Mark Romer as a Waste Collection driver at an hourly rate of \$14.00 was made by Albaugh/Randall. Motion carried.**

**G.4 Approval Employee Hire-Mechanic Helper** – Jerry Arnold recommended that the Board increase Jacob Leichter's hourly rate to \$10.00 for his job as a Mechanic Helper.

**G.5 Resignation of Employee** – Amby Jenkins reported that Patrick Gowers has resigned from his position as a driver in the Waste Department.

**Motion to accept the resignation of Patrick Gowers from his position as a driver in the Waste Department and authorize the Waste Department to advertise for a new Waste Department driver was made by Albaugh/Randall. Motion carried.**

**G.6 To Reschedule Waste Board Meeting date of August 5, 2021, due to participation in the WVML.** – Mayor Skinner provided an overview of this request.

**Motion to reschedule Waste Board Meeting date of August 5, 2021, to August 3, 2021, due to participation in the WVML was made by Albaugh/Randall. Motion carried**

## **H. Board Members Comments and Announcements**

**Albaugh** - Nothing additional.

**Randall** - Nothing additional.

**Mayor Skinner** - Mayor Skinner discussed the ongoing problem at the corner of Spring Street and Main Street (Lewis Building) and how to alleviate the problem of garbage being set out at various time during the week rather than on pickup day. Extensive discussion took place, and the situation will continue to be monitored with appropriate discussions being scheduled with the owner of the building, Greg Smith of the Smith Agency.

## **I. Adjournment**

**There being no further business to be transacted, motion to adjourn at 8:51 a.m., was made by Albaugh/Randall. Motion carried.**

**Mayor Robert Skinner III**

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**City Recorder Randall H. Sanders**

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