

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, August 19, 2021, at 7:30 a.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
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present - GTM
Sanitary Superintendent	Bryan “Buck” Samples	Present
Plant Engineer	Sam Ludlow	Absent
Entry Level Engineer	Ethan Crosten	Present
City Attorney	Tom O’Neill	Present - GTM

Guests – Margaret Kelley

To Participate in this Utility Board Meeting remotely, participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.

***City of Buckhannon Sanitary Board – 7:30am at City Hall in Council Chambers
Meeting Agenda for Thursday, August 19, 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 Margaret Kelley - Stormwater Issue at 121 E Main Street
- C. Finance Report-Amby Jenkins**
 - C.1 July 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 #1
 - D.6 Line Crew #2
- E. Stormwater**
 - E.1 Buck’s Report
- F. Correspondence and Information**
 - F.1 Bid Opening Results Professional Surveying Services -Potesta & Associates, Inc.
 - F.2 WV Infrastructure & Jobs Development Council Grant Agreement-FEMA Generator Grant #0035 & #0036
 - F.3 WVDOT Childers Run-Kesling Mill Traffic Signal Install Project RE: Water & Sewer existing Facilities
- G. Consent Agenda**
 - G.1 Approval of Minutes 06/17/21 & 07/15/2021
- H. Strategic Issues for Discussion and/or Vote**
 - H.1 Chief Operator
 - H.2 Assistant to Superintendent
 - H.3 3 Kent Street-Septic System
 - H.4 Foster Tap-Brushy Fork Road
 - H.5 Review Draft Sewer Backup Policy
 - H.6 City Hall Office Staff Operations
- I. Board Members Comments and Announcements**
- J. Executive Session -Personnel Matters Per WV Code § 6-9A-4**
- K. Adjournment**

Posted 08/13/2021

- 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.
 - A.2 Pledge to the Flag of the United States of America** – The Pledge was led by the Mayor.
- B. Recognized Guests**

B.1 Margaret Kelley - Stormwater Issue at 121 E Main Street - Margaret Kelley was recognized who provided the following overview of her recent stormwater problems both in writing (below) and in presentation form:

August 19, 2021

Thank you for allowing me to be here this morning.

On June 14 of this year, the area of my home was subject to serious flooding. A unusual amount of rainfall in a very short time frame dumped more water on the area than the existing city storm drains could handle.

My basement had been bone dry through out the 18 months I had owned it, but the high volume of water in the city storm drains forced water to backflow through the floor drains in my basement. Water spouts of 12-18 inches of wastewater quickly rose to close to 2 feet of contaminated water.

The local fire department was on the scene and graciously pumped water out of the basement. They ran the pump for at least 2 hours. I was left with about 2 inches of water and huge amount of ruined items that were in the basement.

That event has more or less destroyed the value of a beautiful historic home. Not too many people are willing to live in any home that is subject to flooding with the accompanying health issues of the contaminated water. Imagine the problems I would encounter if I were to put the house on the market. Imagine what 10-12 inches of water on this section of East Main Street says to current or future homeowners?

My question to you is: what solutions are available to this municipality to solve the wastewater backing up into my basement, to avoid a repeat of the property damage and health risk of wastewater.

What solutions are available to homeowners in my area? My basement certainly wasn't the only place that damage occurred. One homeowner purchased sandbags to use in the future.

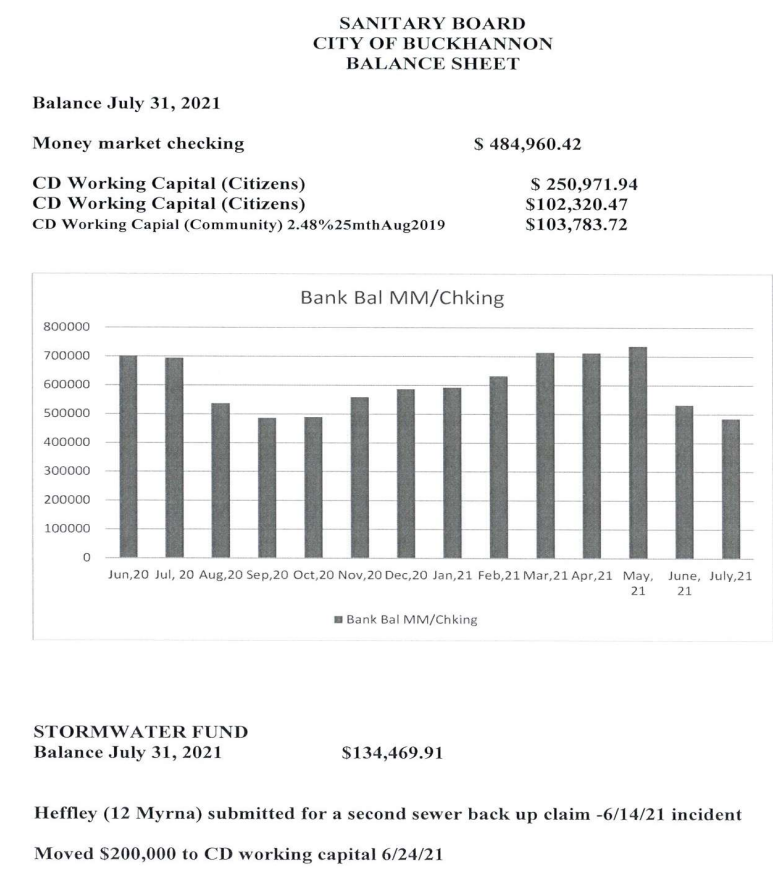
I would like to be contacted or attend future meetings to hear what plans the city develops to resolve the wastewater issue.

Margaret Kelley

Buck Samples and Jay Hollen recommended that she have check valves installed outside for both her stormwater and sewer lines and have new basement plugs installed in the basement floor drains. Discussion on the pros for these installations took place and it was recommended that she search for a qualified plumber to do the installations.

C. Finance Report - Amby Jenkins

C.1 July 2021 – Amby provided the July 2021 finance report as follows:



8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>OTHER FEES</u>						
401-343-000-00 SEWER TAPS	1,000	720.00	720.00	0.00	280.00	72.00
TOTAL OTHER FEES	1,000	720.00	720.00	0.00	280.00	72.00
<u>UTILITY BILLINGS</u>						
401-350-000-00 SEWER CUSTOMERS BILLING	1,708,000	156,405.57	156,405.57	0.00	1,551,594.43	9.16
TOTAL UTILITY BILLINGS	1,708,000	156,405.57	156,405.57	0.00	1,551,594.43	9.16
<u>HEALTH AND SAFETY</u>						
401-351-000-00 BF SURCHARGE BILLING	9,000	0.00	0.00	0.00	9,000.00	0.00
401-352-000-00 INCOME FROM TENNERTON PSD	170,000	21,108.00	21,108.00	0.00	148,892.00	12.42
TOTAL HEALTH AND SAFETY	179,000	21,108.00	21,108.00	0.00	157,892.00	11.79
<u>CHARGES FOR SERVICES</u>						
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	3,046.00	3,046.00	0.00	26,954.00	10.15
401-362-000-02 PROJECT MANAGEMENT FEES	0	0.00	0.00	0.00	0.00	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	3,046.00	3,046.00	0.00	76,954.00	3.81
<u>GRANTS</u>						
401-368-000-00 CONTRIBUTION REVENUE	0	0.00	0.00	0.00	0.00	0.00
401-368-000-02 CONTRIB IN AID CONSTRUC	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	0.00	0.00	0.00	0.00
<u>INTRAFUND CONTR/CHARGES</u>						
401-370-000-01 LATE CHARGES	23,000	2,159.69	2,159.69	0.00	20,840.31	9.39
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,159.69	2,159.69	0.00	20,840.31	9.39
<u>OTHER REVENUE</u>						
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	17.82	17.82	0.00	332.18	5.09
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	0.00	0.00	1,000.00	0.00
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,850	17.82	17.82	0.00	2,832.18	0.63
TOTAL REVENUE	1,993,850	183,457.08	183,457.08	0.00	1,810,392.92	9.20

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>POWER/FUEL/UTILITY</u> =====						
<u>SALARIES & BENEFITS</u>						
401-711-113-00 PLANT POWER	60,000	4,959.19	4,959.19	0.00	55,040.81	8.27
TOTAL SALARIES & BENEFITS	60,000	4,959.19	4,959.19	0.00	55,040.81	8.27
<u>CONTRACTUAL SERVICES</u>						
401-711-213-00 ELIAS STREET	25,000	1,872.35	1,872.35	0.00	23,127.65	7.49
TOTAL CONTRACTUAL SERVICES	25,000	1,872.35	1,872.35	0.00	23,127.65	7.49
<u>COMMODITIES</u>						
401-711-313-00 VICKSBURG	16,000	1,492.68	1,492.68	0.00	14,507.32	9.33
TOTAL COMMODITIES	16,000	1,492.68	1,492.68	0.00	14,507.32	9.33
<u>CAPITAL OUTLAY</u>						
401-711-413-00 EAST MAIN ST	7,000	839.44	839.44	0.00	6,160.56	11.99
TOTAL CAPITAL OUTLAY	7,000	839.44	839.44	0.00	6,160.56	11.99
<u>CONTRIBUTIONS</u>						
401-711-513-00 WOOD/RITCHIE STS	3,000	157.45	157.45	0.00	2,842.55	5.25
TOTAL CONTRIBUTIONS	3,000	157.45	157.45	0.00	2,842.55	5.25
<u>NON-OPERATING EXPENSES</u>						
401-711-613-00 MONONGALIA ST	1,600	103.88	103.88	0.00	1,496.12	6.49
401-711-713-00 DEANVILLE	1,000	86.82	86.82	0.00	913.18	8.68
401-711-813-00 ISLAND AVENUE	500	44.15	44.15	0.00	455.85	8.83
401-711-913-00 MADISON STREET	450	63.21	63.21	0.00	386.79	14.05
401-711-914-00 TJM SEWAGE STATION	560	52.32	52.32	0.00	507.68	9.34
401-711-915-00 WESTON ROAD	600	47.63	47.63	0.00	552.37	7.94
401-711-916-00 HAMPTON INN PS	350	0.00	0.00	0.00	350.00	0.00
401-711-917-00 BRUSHY FORK PS	570	46.03	46.03	0.00	523.97	8.08
401-711-918-00 RT 20 SEWER PUMP STATION	200	19.31	19.31	0.00	180.69	9.66
401-711-919-00 1 BUCKHANNON RD	260	0.00	0.00	0.00	260.00	0.00
401-711-920-00 PLANT VEHICLES-2,3,8	21,000	2,192.17	2,192.17	0.00	18,807.83	10.44
401-711-920-01 TENNERTON INTERCEPTOR	5,300	384.38	384.38	0.00	4,915.62	7.25
401-711-920-02 NATURAL GAS	2,000	9.90	9.90	0.00	1,990.10	0.50
401-711-921-00 BROOKE ST PUMP STA	3,200	269.01	269.01	0.00	2,930.99	8.41
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	36.26	36.26	0.00	463.74	7.25
TOTAL NON-OPERATING EXPENSES	38,090	3,355.07	3,355.07	0.00	34,734.93	8.81
TOTAL POWER/FUEL/UTILITY	149,090	12,676.18	12,676.18	0.00	136,413.82	8.50

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	10,300	0.00	0.00	0.00	10,300.00	0.00
TOTAL COMMODITIES	10,300	0.00	0.00	0.00	10,300.00	0.00
TOTAL UNIFORMS	10,300	0.00	0.00	0.00	10,300.00	0.00
LINES						
=====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	5,000	1,588.53	1,588.53	0.00	3,411.47	31.77
TOTAL SALARIES & BENEFITS	5,000	1,588.53	1,588.53	0.00	3,411.47	31.77
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	50,000	1,328.87	1,328.87	4,600.92	44,070.21	11.86
TOTAL CONTRACTUAL SERVICES	50,000	1,328.87	1,328.87	4,600.92	44,070.21	11.86
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL COMMODITIES	3,000	0.00	0.00	0.00	3,000.00	0.00
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	20,000	1,728.93	1,728.93	6,327.34	11,943.73	40.28
TOTAL CAPITAL OUTLAY	20,000	1,728.93	1,728.93	6,327.34	11,943.73	40.28
TOTAL LINES	78,000	4,646.33	4,646.33	10,928.26	62,425.41	19.97
PLANT						
=====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	12,000	70.37	70.37	0.00	11,929.63	0.59
TOTAL SALARIES & BENEFITS	12,000	70.37	70.37	0.00	11,929.63	0.59
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	13,000	3,234.90	3,234.90	0.00	9,765.10	24.88
TOTAL CONTRACTUAL SERVICES	13,000	3,234.90	3,234.90	0.00	9,765.10	24.88
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	20,000	732.59	732.59	576.78	18,690.63	6.55
TOTAL COMMODITIES	20,000	732.59	732.59	576.78	18,690.63	6.55
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	35,000	504.80	504.80	0.00	34,495.20	1.44
TOTAL CAPITAL OUTLAY	35,000	504.80	504.80	0.00	34,495.20	1.44

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	7,200	543.95	543.95	0.00	6,656.05	7.55
TOTAL CONTRIBUTIONS	7,200	543.95	543.95	0.00	6,656.05	7.55
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	13,000	2,341.90	2,341.90	15.49	10,642.61	18.13
401-714-743-00 TELEMETRY	2,500	0.00	0.00	0.00	2,500.00	0.00
TOTAL NON-OPERATING EXPENSES	15,500	2,341.90	2,341.90	15.49	13,142.61	15.21
TOTAL PLANT	102,700	7,428.51	7,428.51	592.27	94,679.22	7.81
SALARIES PLANT/LINES						
=====						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	350,000	29,904.17	29,904.17	0.00	320,095.83	8.54
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	398,000	28,162.88	28,162.88	0.00	369,837.12	7.08
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	748,000	58,067.05	58,067.05	0.00	689,932.95	7.76
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	748,000	58,067.05	58,067.05	0.00	689,932.95	7.76
SALARIES BOARD/OFFICE						
=====						
SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	1,000.00	0.00	11,000.00	8.33
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	129,442	11,453.27	11,453.27	0.00	117,988.73	8.85
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	141,442	12,453.27	12,453.27	0.00	128,988.73	8.80

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
401-716-226-00 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 BOARD/OFFICE	141,442	12,453.27	12,453.27	0.00	128,988.73	8.80
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
401-718-104-00 FICA TAX	68,500	5,415.32	5,415.32	0.00	63,084.68	7.91
401-718-105-00 HEALTH INSURANCE	193,874	43,841.00	43,841.00	0.00	150,033.00	22.61
TOTAL SALARIES & BENEFITS	262,374	49,256.32	49,256.32	0.00	213,117.68	18.77
TOTAL FICA/INSURANCE	262,374	49,256.32	49,256.32	0.00	213,117.68	18.77
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	88,300	6,526.61	6,526.61	0.00	81,773.39	7.39
TOTAL SALARIES & BENEFITS	88,300	6,526.61	6,526.61	0.00	81,773.39	7.39
TOTAL RETIREMENT	88,300	6,526.61	6,526.61	0.00	81,773.39	7.39
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	21,500	2,397.09	2,397.09	0.00	19,102.91	11.15
TOTAL CONTRACTUAL SERVICES	21,500	2,397.09	2,397.09	0.00	19,102.91	11.15
TOTAL UNEMPLOYMENT/COMPENSATION	21,500	2,397.09	2,397.09	0.00	19,102.91	11.15
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	11,083.62	11,083.62	3,111.77	25,804.61	35.49
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	300.00	0.00	3,300.00	8.33
401-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	771.68	771.68	0.00	16,728.32	4.41

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	1,300	15.61	15.61	0.00	1,284.39	1.20
TOTAL COMMODITIES	62,400	12,170.91	12,170.91	3,111.77	47,117.32	24.49
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	62,400	12,170.91	12,170.91	3,111.77	47,117.32	24.49
OFFICE EXPENSE						
=====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	26,000	2,587.16	2,587.16	0.00	23,412.84	9.95
TOTAL COMMODITIES	26,000	2,587.16	2,587.16	0.00	23,412.84	9.95
TOTAL OFFICE EXPENSE	26,000	2,587.16	2,587.16	0.00	23,412.84	9.95
PSC ASSESS/DNR PERMIT						
=====						
SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	6,500	7,573.02	7,573.02	0.00	1,073.02	116.51
401-797-117-00 DNR PERMIT	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES & BENEFITS	9,500	7,573.02	7,573.02	0.00	1,926.98	79.72
TOTAL PSC ASSESS/DNR PERMIT	9,500	7,573.02	7,573.02	0.00	1,926.98	79.72
PROPERTY INSURANCE						
=====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	41,500	10,282.44	10,282.44	0.00	31,217.56	24.78
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,500	10,282.44	10,282.44	0.00	31,217.56	24.78
TOTAL PROPERTY INSURANCE	41,500	10,282.44	10,282.44	0.00	31,217.56	24.78
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

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

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	169.75	169.75	0.00	44,330.25	0.38
TOTAL CONTRACTUAL SERVICES	44,500	169.75	169.75	0.00	44,330.25	0.38
TOTAL PROFESSIONAL	44,500	169.75	169.75	0.00	44,330.25	0.38
BOND A =====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	28,629.42	28,629.42	0.00	142,370.58	16.74
TOTAL SALARIES & BENEFITS	171,000	28,629.42	28,629.42	0.00	142,370.58	16.74
TOTAL BOND A	171,000	28,629.42	28,629.42	0.00	142,370.58	16.74
BOND B =====						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	28,000	4,560.06	4,560.06	0.00	23,439.94	16.29
TOTAL SALARIES & BENEFITS	28,000	4,560.06	4,560.06	0.00	23,439.94	16.29
TOTAL BOND B	28,000	4,560.06	4,560.06	0.00	23,439.94	16.29
CAPITAL/PROJECTS =====						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	152,944	0.00	0.00	0.00	152,944.00	0.00
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	2,203.37	2,203.37	0.00	24,396.63	8.28
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	1,600	0.00	0.00	0.00	1,600.00	0.00
401-997-453-00 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	53,100	7,231.34	7,231.34	0.00	45,868.66	13.62
401-997-454-01 NEW EQUIP-BORE MACHINE	35,000	0.00	0.00	0.00	35,000.00	0.00
401-997-455-00 SEWER UPGRADE-CAPITAL	117,000	11,289.53	11,289.53	2,228.76	103,481.71	11.55
401-997-456-00 WESTON ROAD NORTH SIDE	82,900	995.59	995.59	0.00	81,904.41	1.20
401-997-456-01 WESTON RD -SOUTH SIDE	42,000	0.00	0.00	0.00	42,000.00	0.00
401-997-457-00 CAPITAL PURCHASE	180,000	0.00	0.00	0.00	180,000.00	0.00
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	699,244	21,719.83	21,719.83	2,228.76	675,295.41	3.42

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 08.33

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	699,244	21,719.83	21,719.83	2,228.76	675,295.41	3.42
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	241,143.95	241,143.95	16,861.06	2,435,844.99	9.58
REVENUE OVER/(UNDER) EXPENDITURES	(700,000) (57,686.87) (57,686.87) (16,861.06) (625,452.07) (10.65

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

426-STORMWATER FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
INTRAFUND CONTR/CHARGES						
426-369-000-00 CONTRIB FROM GEN FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

8-18-2021 02:28 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2021

426-STORMWATER FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
stormwater =====						
SALARIES & BENEFITS						
426-805-101-00 STORMWATER PAYROLL	0	2,674.21	2,674.21	0.00 (2,674.21)	0.00
426-805-104-00 STORMWATER FICA	0	205.19	205.19	0.00 (205.19)	0.00
426-805-106-00 STORMWATER RET	0	230.67	230.67	0.00 (230.67)	0.00
TOTAL SALARIES & BENEFITS	0	3,110.07	3,110.07	0.00 (3,110.07)	0.00
COMMODITIES						
426-805-341-00 STORMWATER MATERIALS	0	453.40	453.40	5,570.16 (6,023.56)	0.00
TOTAL COMMODITIES	0	453.40	453.40	5,570.16 (6,023.56)	0.00
CAPITAL OUTLAY						
426-805-458-00 STORMWATER CAPITAL	0	1,058.52	1,058.52	0.00 (1,058.52)	0.00
TOTAL CAPITAL OUTLAY	0	1,058.52	1,058.52	0.00 (1,058.52)	0.00
TOTAL stormwater	0	4,621.99	4,621.99	5,570.16 (10,192.15)	0.00
TOTAL EXPENDITURES	0	4,621.99	4,621.99	5,570.16 (10,192.15)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0 (4,621.99) (4,621.99) (5,570.16)	10,192.15	0.00

08-06-2021 02:57 PM

disbursements 07/01/2021- 7/31/21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-713-00	DEANVILLE	110086407977 DEANVILLE	34.52
		711-313-00	VICKSBURG	110086525471 SYCAMORE	581.69
		711-413-00	EAST MAIN ST	110084766556 E MAIN	531.53
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	18.30
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	18.19
		711-713-00	DEANVILLE	110086407977 DEANVILLE	52.30
		711-313-00	VICKSBURG	110086525471 SYCAMORE	910.99
		711-913-00	MADISON STREET	110087327497 RANDOLPH	63.21
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	157.45
		711-413-00	EAST MAIN ST	110084766556 E MAIN	307.91
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	25.85
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	52.32
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	4,959.19
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,872.35
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	103.88
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	269.01
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	18.07
		711-915-00	WESTON ROAD	110087676356 WESTON RD	47.63
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	46.03
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	19.31
		711-920-00	PLANT VEHICLES-2,3,8	110 088 984 965 RT 20	2,192.17
	LYKINS OIL COMPANY	711-920-00	PLANT VEHICLES-2,3,8	SAN JUNE FUEL BILL	

JULY 2021 SANITARY PAYMENT OF BILLS

\$2,900.90 – WV. MUNICIPAL WATER QUALITY – ANNUAL DUES

\$1,528.30- C.I. THORNBURG- POLYMER

\$32,500.00 – DISBURSEMENT ACCT- 2021 PAYFLEX HSA CONTRIBUTION

\$8,963.98 – TYLER TECHNOLOGIES – UTILITY BILLING & PAYMENT
YEARLY MAINTENANCE FEES

\$5,500.00 – LESLIE EQUIP. – TRACKHOE RENTAL N. SPRING ST.

\$2,660.98 – UNITED RENTALS – EXCAVATOR RENTAL N. SPRING ST

\$2,526.75 – BRUFFEY TRUCKING – STONE FOR N. SPRING ST PROJECT

08-06-2021 02:57 PM

disbursements 07/01/2021- 7/31/21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-713-00	DEANVILLE	110086407977 DEANVILLE	34.52
		711-313-00	VICKSBURG	110086525471 SYCAMORE	581.69
		711-413-00	EAST MAIN ST	110084766556 E MAIN	531.53
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	18.30
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	18.19
		711-713-00	DEANVILLE	110086407977 DEANVILLE	52.30
		711-313-00	VICKSBURG	110086525471 SYCAMORE	910.99
		711-913-00	MADISON STREET	110087327497 RANDOLPH	63.21
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	157.45
		711-413-00	EAST MAIN ST	110084766556 E MAIN	307.91
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	25.85
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	52.32
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	4,959.19
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,872.35
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	103.88
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	269.01
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	18.07
		711-915-00	WESTON ROAD	110087676356 WESTON RD	47.63
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	46.03
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	19.31
		711-920-00	PLANT VEHICLES-2,3,8	110 088 984 965 RT 20	2,192.17
	LYKINS OIL COMPANY	711-920-00	PLANT VEHICLES-2,3,8	SAN JUNE FUEL BILL	

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TENNERTON PUBLIC SERVICE DIS	711-920-01	TENNERTON INTERCEPTO	WESTON RD BILLING JUN 2021	384.38
	GREYLOCK PIPELINE, LLC	711-920-02	NATURAL GAS	SALES FOR JULY 2021	9.90
				TOTAL:	12,676.18
LINES	ZEP MANUFACTURING COMPANY	713-243-00	SUPPLIES LINES	SEWER AID	365.76
	FISHER AUTO PARTS INC	713-443-00	EQUIPMENT & MAINTENA	GEAR OIL	9.98
		713-443-00	EQUIPMENT & MAINTENA	MOTOR OIL	92.32
	SOUTHERN STATES COOP INC	713-243-00	SUPPLIES LINES	DRINKING WATER	75.80
		713-143-00	FACILITIES MAINTENAN	20 CS DRINKING WATER	75.80
	RITE-WAY HEATING & PLUMBING	713-243-00	SUPPLIES LINES	PIPE;CPLNGS	150.51
	C.I. THORNBURG CO., INC.	713-243-00	SUPPLIES LINES	MISC. FITTINGS-RESTO	736.80
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	OIL AND FUEL FILTER	87.46
		713-443-00	EQUIPMENT & MAINTENA	OIL AND OIL FILTER	40.16
		713-443-00	EQUIPMENT & MAINTENA	AIR FILTER	47.15
		713-443-00	EQUIPMENT & MAINTENA	FILTERS	104.96
		713-443-00	EQUIPMENT & MAINTENA	FILTERS	19.30
		713-443-00	EQUIPMENT & MAINTENA	FILTERS	180.08
		713-443-00	EQUIPMENT & MAINTENA	FILTERS	104.96
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	LOCATES AUG 2011	32.55
	STATE EQUIPMENT INC.	713-443-00	EQUIPMENT & MAINTENA	BAR NUTS	10.96
		713-443-00	EQUIPMENT & MAINTENA	BOLT WASHER AND SPACER	18.32
	JOHN BOGGESS dba VJG ASSOCIA	713-143-00	FACILITIES MAINTENAN	GLOVES;EARPLUGS SAFE	340.50
	DLT SOLUTIONS LLC	713-143-00	FACILITIES MAINTENAN	AUTOCAD RENEW SOFTWARE	1,172.23
	CLEVELAND BROTHERS EQUIPMENT	713-443-00	EQUIPMENT & MAINTENA	CYLINDER REPAIR	980.73
				TOTAL:	4,646.33
PLANT	LYKINS OIL COMPANY	714-343-00	EQUIPMENT MAINTENANC	GREASE RAGS	403.20
	SOUTHERN STATES COOP INC	714-243-00	LAB EXPENSE PLANT	SOIL SAMPLE	75.00
		714-643-00	OPERATION PLANT EXPE	LIME-FOR PLANT PH	120.89
	WARE'S GLASS AND AWNING, LLC	714-343-00	EQUIPMENT MAINTENANC	GLASS FOR GARAGE DOOR	10.00
	RITE-WAY HEATING & PLUMBING	714-343-00	EQUIPMENT MAINTENANC	BALL VALVE NIPPLE ELBOW	22.80
	AIRGAS USA, LLC	714-643-00	OPERATION PLANT EXPE	DRILL BIT SET AND RODS	176.34
	WV MUNICIAPL WATER QUALITY A	714-243-00	LAB EXPENSE PLANT	ANNUAL DUES	2,900.90
	DAVE CURRENCE	714-143-00	FACILITIES MAINTENAN	REIMB JOURNEYMAN LIC RENEW	50.00
	C.I. THORNBURG CO., INC.	714-643-00	OPERATION PLANT EXPE	POLYMER	1,528.30
	NAPA-AMTOWER AUTO SUPPLY	714-643-00	OPERATION PLANT EXPE	TOGGLE SWITCHES	30.26
		714-143-00	FACILITIES MAINTENAN	SWTCH;TERMNL VEH ELE	20.37
		714-343-00	EQUIPMENT MAINTENANC	GREASE FITTINGS	5.68
		714-343-00	EQUIPMENT MAINTENANC	SHOP SUPPLIES	155.13
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	PRINTER RENTAL	50.00
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	PLANT MONTHLY SAMPLES	184.00
	LOWES BUSINESS ACCOUNTS	714-643-00	OPERATION PLANT EXPE	250 FT. SPEAKER WIRE	49.80
		714-343-00	EQUIPMENT MAINTENANC	PLUMBING SUPPLIES	21.80
	BRUFFEY TRUCKING INC	714-443-00	PUMP STATION REPAIR	STONE-33W NORTH	490.80
	CRISS SALES & SERVICE	714-443-00	PUMP STATION REPAIR	2 CYCLE OIL	14.00
	SYLVESTER W. LOWTHER	714-343-00	EQUIPMENT MAINTENANC	HYD. OIL AND LUCAS	113.98
	WV ENVIRONMENTAL TRAINING CE	714-243-00	LAB EXPENSE PLANT	LAB-CHIEF OPERATOR CLASS	75.00
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 931-0814 439	368.15
	ST JOSEPH HOSPITAL OF BUCKHA	714-643-00	OPERATION PLANT EXPE	LAB TEST ETHAN CROSTON	50.00
		714-643-00	OPERATION PLANT EXPE	LAB TEST JAMES MITCHELL	50.00
		714-643-00	OPERATION PLANT EXPE	LAB TEST JARED HOLLEN	50.00
		714-643-00	OPERATION PLANT EXPE	LAB TEST ETHAN CROSTON	50.00
		714-643-00	OPERATION PLANT EXPE	LAB TEST MARTIN RIFFLE	50.00
	WALMART STORES INC -BUCKHANN	714-643-00	OPERATION PLANT EXPE	MISC PLANT SUPPLIES	136.31

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	87.90
		714-543-00	TELEPHONE	472-5459-101515-4 SAN	87.90
SALARIES PLANT/LINES	**PAYROLL EXPENSES			7/01/2021 - 7/31/2021	58,067.05
				TOTAL:	65,495.56
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			7/01/2021 - 7/31/2021	12,453.27
				TOTAL:	12,453.27
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN JULY 2021 HEALTH INS	9,074.15
		718-105-00	HEALTH INSURANCE	SAN JULY 2021 RETIREE'S	2,204.00
	DISBURSEMENTS ACCOUNT-ALL DE	718-105-00	HEALTH INSURANCE	2021 PAYFLEX HSA CONTRIBUT	32,500.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,169.04
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,219.82
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	507.31
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	519.15
	RELIANCE INSURANCE - CRITICAL	718-105-00	HEALTH INSURANCE	SAN JUL WITHHOLDING DIFF C	4.35
	PAYFLEX	718-105-00	HEALTH INSURANCE	SAN JULY 2021 HSA FEES	58.50
				TOTAL:	49,256.32
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,669.19
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,910.34
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	476.31
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	470.77
				TOTAL:	6,526.61
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 4-2-21 TO 7-1-2	2,397.09
				TOTAL:	2,397.09
BILLING/COMPUTER/DEP I	PITNEY BOWES INC	783-341-00	BILLING & COLLECTING	JUL 2020 PERMIT POSTAGE	1,044.01
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	JULY 2021 METER READS	300.00
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	MCON MNTHLY MAINT	76.00
		783-341-00	BILLING & COLLECTING	MCON MNTHLY MAINT	76.00
	TOSHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE	139.03
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	CAMERA'S WORK ON JAY'S LAP	155.63
		783-341-00	BILLING & COLLECTING	JUL 2021 SERVICE CONTRACT	212.50
		783-341-00	BILLING & COLLECTING	SAFETY CLIMB GEAR TOWERS	374.75
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	ACCT#771901071 AUG COMP SR	385.84
		783-342-00	NEW COMPUTER CAPITAL	ACCT#771901071 JUL COMP SR	385.84
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	UTILITY BILLING NOTIFICATI	51.85
		783-341-00	BILLING & COLLECTING	2 THERMAL RECEIPT PRINTER	626.50
		783-341-00	BILLING & COLLECTING	JUL 1-2021-6-30-2022 YRLY	6,577.19
		783-341-00	BILLING & COLLECTING	AUTO PAY,IVR, BILLING SITE	1,708.44
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	DEBT COLLECTION	9.61
	SUDDENLINK	783-341-00	BILLING & COLLECTING	JULY 2012 INTERNET	32.11
				TOTAL:	12,155.30
OFFICE EXPENSE	RECORD-DELTA NEWSPAPER	793-341-00	OFFICE SUPPLIES & EX	AD FOR ENGINEERING FIRMS	54.99
		793-341-00	OFFICE SUPPLIES & EX	BIDS FOR SURVEYING	60.73
	GATES SUPPLY	793-341-00	OFFICE SUPPLIES & EX	YELLOW INK FOR PLOTTER	21.14
	CITY OF BUCKHANNON GENERAL F	793-341-00	OFFICE SUPPLIES & EX	JULY 2021 LETTER OF CREDIT	57.19
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	JUNE 2021 AA FEES	204.86
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	JUN 2021 CREDIT CARD FEES	916.22
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	51.17
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT JULY GEOTAB	220.24

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	DAYTON ASSOCIATES OF W.R. HA FRONTIER	793-341-00	OFFICE SUPPLIES & EX	HARDWARE MAINT AGREEMENT	483.75
		793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	68.60
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.17
		793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	68.52
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
	FORMAX INC	793-341-00	OFFICE SUPPLIES & EX	SERVICE CONTRACT RENEWAL	328.00
			TOTAL:		2,583.76
PSC ASSESS/DNR PERMIT	PUBLIC SERVICE COMMISSION	797-116-00	PSC ASSESSMENTS	SAN INTRASTATE REV ASSESSM	7,573.02
					7,573.02
PROPERTY INSURANCE	LOUDIN INSURANCE AGENCY INC WESTFIELD INSURANCE TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	SURETY BOND DOH WAT&SEW LI	125.00
		798-226-00	PROPERTY INSURANCE	4-1-21 TO 4-1-22 QTRLY PLA	2,775.31
		798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB JUL 202	4,929.07
		798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB JUL 202	2,453.06
			TOTAL:		10,282.44
PROFESSIONAL	WV STATE AUDITOR'S OFFICE EL	896-223-00	PROFESSSIONAL SERVIC	2020 CPA FINANCIAL AUDIT	169.75
					169.75
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN BOND A AUG 2021 PYMT	14,144.97
		970-199-00	BOND ISSUE #A	BUKS109AUP12 21-22 ANNUAL	339.48
		970-199-00	BOND ISSUE #A	SAN BOND A JUL 2021 PYMT	14,144.97
			TOTAL:		28,629.42
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN BOND B AUG 2021 PYMT	2,253.00
		980-199-00	BOND ISSUE #B	SAN BOND B JULY 2021 PYMT	2,253.00
		980-199-00	BOND ISSUE #B	BUKS186BUP12 21-22 ANNUAL	54.06
			TOTAL:		4,560.06
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN SOUTHERN STATES COOP INC LESLIE EQUIPMENT CO UNITED RENTALS BRUFFEY TRUCKING INC	997-451-02	BELT PRESS PROJECT	SAN BELT PRESS JUL 21 FINA	2,203.37
		997-456-00	WESTON ROAD NORTH SI	GRASS SEED	89.99
		997-455-00	SEWER UPGRADE-CAPITA	TRACKHOE RENT-NSPRNG	5,500.00
		997-455-00	SEWER UPGRADE-CAPITA	EXCAVATOR RENTAL-SPRING S	2,660.98
		997-455-00	SEWER UPGRADE-CAPITA	#57 STONE 1 1/2CR N.SPRING	1,015.59
		997-455-00	SEWER UPGRADE-CAPITA	#57 STONE 1 1/2CR N SPRING	1,014.96
		997-456-00	WESTON ROAD NORTH SI	STONE-33W NORTH	905.60
		997-455-00	SEWER UPGRADE-CAPITA	11/2 STONE-NSPRING	496.20
		997-455-00	SEWER UPGRADE-CAPITA	STONE	493.80
		997-455-00	SEWER UPGRADE-CAPITA	PORTABLE TOILER RENTAL	108.00
		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
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTI	354.40
	ZINN'S SEPTIC SERVICE, LLC ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	SAN AUG 2021 CRANE TRK PYM	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN JULY 2021 CRANE TRK PY	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 AUG 2021 PYMT	1,111.32
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 JULY 2021 PYMT	1,111.32
			TOTAL:		21,719.83

Amby also reported that an additional insurance claim has been filed for the 12 Myrna St (Heffley) property.

Superintendent Samples asked for a discussion regarding the installation of check valves for customers asking the Board support the position that the Sanitary Department not install check valves for private residences. That seems to be the consensus of the Board while no formal action could be taken.

Motion to approve the July 2021 Financial Report was made by Frye/Loftis. Motion carried.

D. Department Report – Bryan “Buck” Samples and Ethan Crosten provided the following reports on department activities:

D.1 33 West Extension North – The DEP has contacted us regarding the expired permit for the 33 West North Side Extension. They had previously told us the permit was dead and needed to be renewed, however they told us recently this was a mistake and said the permit is good until 2024.

D.2 33 West Extension South- JF Allen project – Maintenance crew checked the manhole by the WBUC pump station and there was no water in it. When they checked the upper manholes, they found approximately 3” of water in one and 1” in another.

D.3 Plant Operations – The Zinc reading was out of limits. All other tests were normal. Jason is continuing to perform well in the lab.

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 solid: Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amm. Nit. mg/l
7/1/21			0.980	23.0	7.11	2.0					12		7.21	
7/2/21			0.759	23.0	7.15	2.0						8.6	7.26	
7/3/21			0.494			2.0								
7/4/21			0.414			2.0								
7/5/21			0.516	23.0	7.09	2.0						8.0	7.13	
7/6/21			0.500	23.0	7.13	2.0					3	8.1	7.22	
7/7/21	176	186	0.468	23.0	7.07	2.0	22,026	3,086	2.0	2.6		8.1	7.18	<0.120
7/8/21			0.432	23.0	7.14	2.0						8.0	7.24	
7/9/21			0.449	23.0	7.10	2.0						8.2	7.27	
7/10/21			0.449			2.0								
7/11/21			0.730			2.0								
7/12/21			0.734	23.0	7.07	2.0	26,367	3,123			5	8.3	7.18	
7/13/21			0.562	23.0	7.18	2.0	27,771	3,243				8.1	7.29	
7/14/21	160	174	0.554	23.0	7.05	2.0	113,867	16,904	0.5	2.4		8.2	7.21	<0.120
7/15/21			0.548	23.0	7.11	2.0						8.0	7.14	
7/16/21			0.465	23.0	7.08	2.0						7.9	6.96	
7/17/21			0.480			2.0								
7/18/21			0.465			2.0								
7/19/21			0.449	23.0	7.16	2.0	45,551	8,396			10	8.4	7.27	
7/20/21			0.434	23.0	6.96	2.0	50,400	10,088				8.5	7.35	
7/21/21	280	195	0.309	23.0	6.91	2.0	48,370	9,077	10.0	2.3		8.7	7.31	<0.120
7/22/21			0.411	23.0	6.89	2.0	8,855	1,662				8.9	7.27	
7/23/21			0.410	23.0	6.87	2.0						8.8	7.19	
7/24/21			0.358			2.0								
7/25/21			0.401			2.0								
7/26/21			0.474	23.0	6.89	2.0					21	9.0	6.95	
7/27/21			0.390	23.0	6.86	2.0						9.1	7.09	
7/28/21	156	185	0.372	23.0	6.87	2.0			1.5	2.5		9.0	7.07	<0.120
7/29/21			0.445	23.0	6.87	2.0						8.7	7.10	
7/30/21			0.398	23.0	6.97	2.0	30,482	8,237				8.6	7.42	
7/31/21			0.321			2.0								
TOTAL			15.171				373,689	63,816						
AVERAGE	193	185	0.489	23.0	7.02	2.0			3.5	2.5	7	8.4	7.20	<0.120
MAXIMUM	280	195	0.980	23.0	7.18	2.0			10.0	2.6	21	9.1	7.42	<0.120
MINIMUM	156	174	0.309	23.0	6.86	2.0			0.5	2.3	3	7.9	6.95	<0.120
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



Applicant:	BUCKHANNON, CITY OF	Type:	Electronic DMR
Reference ID:	wv0032336July2021 (08/16/2021)	Permit ID:	New/Pending
eDMR Worksheet -- WV0032336 - 001			
Status	New	Printed:	Aug. 16, 2021 11:22 AM

Permit:

Outlet No:

Type:

Lab Performing Analysis:

Report for the Month of: Year:

Retrieve Parameters

eDMR Schedule

Parameter	Permit Limits	Quantity				Other Units						Measurement Frequency		Sample Type	Lab	
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*	Units	Number Exceed.				Test Flag	
50050 (ML-1) RF-A Flow In Conduit Or Treatment Plant	Reported						0.489	0.980		mgd	0	Continuous			153	
	Permit Limits	N/A	N/A			N/A	Rpt Only Avg. Monthl	Rpt Only Max. Daily				Continuous		measured		
00310 (ML-B) RF-A Bod	Reported	8.7	11.1	Lbs/Day	0		2.5	2.6		mg/l	0	1/week		8 hr comp	153	
	Permit Limits	208.5	417			N/A	10	20				1/week				
Summer July 1-Oct 31		Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily								
00530 (ML-A) RF-A Suspended Solids, Total	Reported	10.1	25.8	Lbs/Day	0		3.5	10.0		mg/l	0	1/week		8 hr comp	153	
	Permit Limits	625.8	1251.8			N/A	30	60				1/week				
Year Round		Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily								
51012 (ML-K) RF-A Bod,5day Percent Removal, Dry	Reported						98.7			Percent	0	4/month		Calculated	153	
	Permit Limits	N/A	N/A				Month. Avg.					2/month				
Year Round														Calculated		
51013 (ML-K) RF-A Bod,5day Percent Removal, Wet	Reported									Percent		2/month		Calculated	153	
	Permit Limits	N/A	N/A				Rpt Only Month. Round	N/A	N/A			2/month			CONDITIONAL	
Year Round																
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry	Reported						98.2			Percent	0	4/month		Calculated	153	
	Permit Limits	N/A	N/A				85	N/A	N/A			2/month				
Year Round							Month. Avg.							Calculated		
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet	Reported									Percent		2/month		Calculated	153	
	Permit Limits	N/A	N/A				Rpt Only Month. Avg.	N/A	N/A			2/month			CONDITIONAL	
Year Round																
74053 (ML-A) RF-A Coliform, Fecal	Reported						7	21		Cnts/100ml	0	1/week		Grab	153	
	Permit Limits	N/A	N/A				N/A	200 Mon. Geo. M	400 Max. Daily			1/week				
Year Round																
00400 (ML-A) RF-A Ph	Reported						6.95	7.42		S.U.	0	1/week		Grab	153	
	Permit Limits	N/A	N/A				6	N/A	9			1/week				
Year Round							Inst. Min.	Inst. Max.								
00300 (ML-A) RF-A Dissolved Oxygen	Reported						7.9			mg/l	0	1/week		Grab	153	
	Permit Limits	N/A	N/A				7.25	N/A	N/A			1/week				
Year Round							Inst. Min.									
00610 (ML-A) RF-A Nitrogen, Ammonia Total	Reported	0.45	0.6	Lbs/Day	0		<0.120	<0.120		mg/l	0	1/week		8 hr comp	153	
	Permit Limits	41.7	83.4				2	4				1/week				
Summer July 1-Oct 31		Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily								
00665 (ML-A) RF-A Phosphorus, Total (As P)	Reported						0.99	1.03		mg/l	0	2/month		8 hr comp	157	
	Permit Limits	N/A	N/A				Rpt Only Avg. Monthl	Rpt Only Max. Daily				2/month				
Summer May 1-Oct 31																
01119 (ML-A) RF-A Copper Total Recoverable	Reported						<0.005	<0.005		mg/l	0	1/month		8 hr comp	157	
	Permit Limits	N/A	N/A				0.008	0.015				1/month				
Year Round							Avg. Monthl	Max. Daily								
01094 (ML-A) RF-A Zinc Total Recoverable	Reported						0.1235	.146		mg/l	2	1/month		8 hr comp	157	
	Permit Limits	N/A	N/A				0.075	0.13				1/month				
Year Round							Avg. Monthl	Max. Daily								
74069 (ML-6) RF-A Stream Flow, Estimated	Reported						12.3	39.3		cfs	0	1/daily		Calculated	153	
	Permit Limits	N/A	N/A				Rpt Only Inst. Min.	Rpt Only Avg. Monthl	Rpt Only Inst. Max.			1/daily				
Summer July 1-Oct 31																

D.4 Maintenance Crew - The crew has been completing routine maintenance. They also have rotated the Elias St. Pump station pump and finished filling for the generator pad at the plant. Dave has been working with the electrical contractors as they install transfer switches at the pump stations. The crew also replaced the tracks on P-19.

D.5 Line Crew #1 - Crew completed the sanitary sewer and all connections in the alley beside Buckhannon Family Dentistry. They are currently working on the Storm sewer up that same alley.

D.6 Line Crew # 2- Crew has set the first two manholes for the storm sewer on North Spring Street and completed the sanitary sewer.

E. Stormwater

E.1 Buck’s Report - Working on the Stormwater installation on Spring Street; Buck reviewed work that has taken place at 121 Barbour Street.

F. Correspondence and Information

F.1 Bid Opening Results Professional Surveying Services -Potesta & Associates, Inc.

City of Buckhannon
Professional Survey Services
Multiple FEMA and City-owned Parcels and the
Establishment of Horizontal & Vertical Control Benchmarks

Bid Opening Sign-In and Results Sheet - July 1, 2021 at 1:30 PM EST

Name	Company	Email Address	Contact Phone Number	Addendum No. 1 Questions & Comments Letter No. 1 (Y / N)	Base Bid - Professional Surveying Services	Deductive Alternate No. 1 - Removal of Item Q from the Base Bid	Deductive Alternate No. 2 - Removal of Item B from the Base Bid	Deductive Alternate No. 3 - Removal of Item P from the Base Bid
Jay Hollen	City of Buckhannon, WV	jay.hollen@buckhannonwv.org	304-472-1651, x1006					
Shayla Gowers	City of Buckhannon, WV	shayla.gowers@buckhannonwv.org	304-472-1651, x1015					
Amby Jenkins	City of Buckhannon, WV	amby.jenkins@buckhannonwv.org	304-472-1651, x1016					
	Mountain State Land Surveying			Y	\$37,600.00	\$2,820.00	\$1,650.00	\$1,360.00
Jason Litter	Civil & Environmental Consultants, Inc.		304-933-3119	Y	\$30,800.00	\$8,500.00	\$500.00	\$1,600.00
	Potesta & Associates, Inc.			Y	\$23,850.00	\$4,800.00	\$500.00	\$1,350.00

 = Corrected Bid due to calculation error

Based upon the review of all of the bids received and per the information contained in Addendum No. 1 - Questions and Comments Letter No. 1, the Apparent Low Bidder for the Professional Surveying Services for the City of Buckhannon is Potesta & Associates, Inc. with a Base Bid of \$23,850.00



ADVERTISEMENT FOR BIDS

CITY OF BUCKHANNON
REQUEST FOR PROFESSIONAL SURVEYING SERVICES FOR
MULTIPLE FEMA SITES AND THE
ESTABLISHMENT OF HORIZONTAL & VERTICAL CONTROL BENCHMARKS

The City of Buckhannon (City) will accept sealed bids for the City’s Surveying Services Project, hereinafter referred to as the Project, which includes providing professional surveying services, the physical surveying of fifteen (15) properties, the setting of iron pins at each property corner (where applicable), the preparation and execution of all survey plats, the establishment of three (3) horizontal & vertical control benchmarks and all other tasks identified in the Request for Professional Surveying Services Letter necessary for the completion of the Project, until 1:30 PM EST on July 1, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

At a minimum, the Project shall consist of the following:

1. The successful Bidder shall ensure that all horizontal data shall be provided in NAD83 WV South State Plane Coordinates and the vertical datum, where applicable, shall be provided in NAVD 88, Geoid 12B or the latest Geoid format.
2. The successful Bidder shall prepare, execute and stamp (by a Professional Surveyor) all site surveys plats, which shall include all metes & bounds, that shall be submitted to the City in a format that will allow the City to record the executed & stamped site survey plats at the Upshur County Courthouse.
3. The successful Bidder shall submit all site surveys to the City in an AutoCAD .dwg file format, or other CADD-based file formats acceptable to the City Engineer, for use by the City as detailed in Item No. 4 below. The site surveys of each survey site shall contain the following:
 - a. GPS coordinates of each property corner,
 - b. Northing and Easting coordinates of each property corner,
 - c. The elevation at each property corner.
4. The successful Bidder shall submit the electronic site surveys in a format so that each respective site survey is “situated” in the West Virginia South State Plane Coordinates System so that it can be directly inserted into the City’s existing electronic mapping without additional data manipulation by the City.
5. It is understood that the City hereby grants, or shall obtain written authorization (if the site is not owned by the City) that permission has been duly granted for a Right-of-Entry by the successful Bidder, agents, staff, consultants and subcontractors for the purpose of conducting the field surveying services phase to the Project.

6. The successful Bidder shall provide the necessary office services and Court House research of each property to be surveyed.
7. The successful Bidder shall provide the necessary field services of the property be surveyed.
8. The successful Bidder shall be responsible for the setting of iron pins, to be set in concrete, at all property corners where no iron pins exist.
9. The successful Bidder shall be responsible for the preparation of a Description of Survey for all surveyed sites, complete with metes & bounds.

It should be noted that all fees, including but not limited to hotel costs (upon written approval from the City), mileage, administration fees, equipment fees, per diem and/or any other miscellaneous charges shall be included in the Base Bid (Items A. through Q.).

The Request for Professional Surveying Services Letter may be obtained from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201 upon request and shall be provided in electronic PDF format. The Request for Professional Surveying Services Letter shall be available on June 10, 2021.

All clarifications, questions or comments regarding the contents of the Request for Professional Surveying Services Letter 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 June 21, 2021.

For the purpose of this Project, the Official Bid Form shall be used when submitting a bid. In addition, the Prospective Bidder's Professional Surveyor license (and/or certification) shall be submitted with the Official Bid Form. Failure to use the Official Bid Form or failure to provide the Professional Surveyor License may result in the bid being considered non-responsive and rejected.

Submitted bids received by the City may not be withdrawn for a period of (60) days.

All sealed bids shall have the following information in the lower-left corner for the bid:

*Contract No. 1 – Professional Surveying Services Bid
"Name and Address of Bidder"*

Each sealed bid shall 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

The Director of Public Works and the City Engineer shall evaluate all bids received based upon price, conformance to the Request for Professional Surveying Services Letter, customer satisfaction, service availability and general suitability for the intended use.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the Apparent Low Bidder and to waive any informality in bidding. The City also reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City reserves the right to terminate the Contracts at any time due to noncompliance with the Request for Professional Surveying Services Letter.

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

RD Run 6/10/21 & 6/17/21

F.2 WV Infrastructure & Jobs Development Council Grant Agreement-FEMA Generator
Grant #0035 & #0036

GRANT AGREEMENT
(2021F-116)

This Grant Agreement entered into by and between the WEST VIRGINIA WATER DEVELOPMENT AUTHORITY (the "Authority"), at the direction of the WEST VIRGINIA INFRASTRUCTURE AND JOBS DEVELOPMENT COUNCIL (the "Council"), and the CITY OF BUCKHANNON (the "Governmental Agency").

RECITALS

WHEREAS, the Council has authorized the Authority to make a grant to the Governmental Agency in the amount not to exceed \$285,542 (the "Grant") for the purposes of financing a portion of the acquisition and construction of a project approved by the Council on July 7, 2021, pursuant to the FEMA/WVDHSEM Crisis Situation Funding Assistance Resolution adopted February 5, 2020;

WHEREAS, the Governmental Agency wishes to accept the Grant upon such terms and conditions as are hereinafter set forth for the purposes of designing, acquiring or constructing the project described in Exhibit A attached hereto and incorporated herein by reference (the "Project");

WHEREAS, this Grant Agreement sets forth the Council, the Authority and the Governmental Agency's understandings and agreements with regard to the Grant.

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the Authority and the Governmental Agency hereby agree as follows:

TERMS

1. Prior to the distribution of the Grant, the Governmental Agency shall provide the Authority with a Project budget and an anticipated monthly draw schedule reflecting the receipt dates and amounts from other funding sources. The Project budget shall not be amended unless the Governmental Agency has received the prior written consent of the Council.
2. The Authority shall advance the Council's share of the Project costs from the Grant from time to time upon receipt of evidence of the FEMA/WVDHSEM matching contribution and a requisition evidencing the costs incurred, which requisition must be satisfactory to the Authority.
3. The monthly requisition will also set forth (i) the amounts requested for that requisition period from all other funding agencies, and (ii) the amounts advanced for the Project to date from all other funding agencies.
4. The Governmental Agency will use the proceeds of the Grant only for the purposes specifically set forth in Exhibit A.

5. The Authority shall wire the approved requisition amount using the wiring instructions provided in Exhibit B, unless the Council and Authority are provided replacement instructions in writing.
6. The Governmental Agency shall comply with and is bound by the Council's rules set forth as Title 167, Series 1 and more particularly Section 5.9 with respect to the sale of the Project.
7. The Governmental Agency acknowledges that the Grant may be reduced, from time to time, to reflect actual Project costs and availability of other funding.
8. The Governmental Agency shall list the Grant provided by the Authority and the Council in any press release, publication, program bulletin, sign or other public communication that references the Project, including but not limited to any program document distributed in conjunction with any groundbreaking or dedication of the Project.
9. The Governmental Agency has provided the Authority and Council the verification required by (d)(2)(A) of Chapter 12, Article 4, Section 14 of the West Virginia Code (the "Reporting Act"). The Governmental Agency shall and hereby agrees and covenants to comply with the audit and/or agreed upon procedure requirement of the Reporting Act, Legislative Rule Title 148, Section 18 and State Auditor and Chief Inspector guidance. The Governmental Agency shall and agrees to file with the Authority and Council the reports and sworn statements required by (b)(3) of the Reporting Act within two years of the end of each fiscal year in which disbursements are made under this Grant. The reports shall be made by an independent certified public accountant at the sole cost of the Governmental Agency. NOTICE: The Authority is required to report the failure to timely file the reports and sworn statement of expenditures to the West Virginia Legislative Auditor. The Authority shall maintain copies of the reports and sworn statements and shall make them available for public inspection.
10. The verification form attached as Exhibit C must be completed and returned to the Authority prior to the closing of the Grant.
11. This Grant Agreement will expire 24 months after the date of execution by the Authority unless extended at the direction of Council.
12. This Grant Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one in the same instrument.
13. This Grant Agreement shall be governed by the laws of the State of West Virginia.

Exhibit C
STATE GRANT AWARD
VERIFICATION
(WVIJDC #2021F-116)

Under penalty of law for false swearing (WV Code §61-5-3), the undersigned Robert Neal Skinner III, an authorized representative of the CITY OF BUCKHANNON certifies that by signing this sworn statement, the CITY OF BUCKHANNON and all related parties have filed all reports and sworn statements of expenditure for state grants received as required by West Virginia Code Chapter 12, Article 4, Section 14.

Witness my signature this 19 day of July, 2021.

By: Robert Neal Skinner III
Print Name Robert Neal Skinner III
Print Title Mayor

STATE OF WEST VIRGINIA
COUNTY OF Upshur

The foregoing was instrument was subscribed and sworn to me by Robert Neal Skinner III on this 19 day of July, 2021.

My commission expires: March 22, 2023

[SEAL]



Alice R. Teets
NOTARY PUBLIC

IN WITNESS WHEREOF, the parties hereto have caused this Grant Agreement to be executed by the respective duly authorized officers as of the date executed below by the Authority.



Attest:

[Signature]
Its: Recorder



Attest:

[Signature]
Its: Authorized Officer

CITY OF BUCKHANNON

By: Robert Neal Skinner III
Its: Mayor
Date: July 19th, 2021

WEST VIRGINIA WATER
DEVELOPMENT AUTHORITY

By: Maria D. Payne
Its: Executive Director
Date: July 22, 2021

F.3 WVD OH Childers Run-Kesling Mill Traffic Signal Install Project RE: Water & Sewer existing Facilities

July 20, 2021

RECEIVED JUL 26 2021

Ms. Amberle Jenkins
Buckhannon Municipal (Water & Sewer)
70 E. Main St. City Hall
Buckhannon, WV 26201

State Project: U349-33-0.02 00
Federal Project: HSIP-0033 (437) D
CHILDERS RUN-KESLING SIGNAL+1
Upshur County

Dear Ms. Jenkins:

Enclosed herewith are two (2) copies of the above-proposed signal installation plans for the following intersections in Upshur County:

- US 33 at Childers Run Road (CR 5/9)
- US 33 at Kesling Mill Road (CR 3)

Please plot, verify, or correct, as necessary, any underground facilities you may have for this intersection and return one (1) copy to us. If you have any questions or comments, please contact Tommy Edens of our office at 304-414-7331.

Very truly yours,

Mohammed A. Khan
Mohammed A. Khan, P. E.
Traffic Design Engineer
Traffic Engineering Division

Re: State Project U349-33-02.00 - Childers Run - Kesling Mill Signals in Upshur County

Edens, Tommy E <tommy.e.edens@wv.gov> Mon, Jul 26, 2021 at 3:49 PM
To: Jay Hollen <jay.hollen@buckhannonwv.org>
Cc: Jerry Arnold <jerry.arnold@buckhannonwv.org>, Kelly Arnold <kelly.arnold@buckhannonwv.org>, Buck Samples <bryan.samples@buckhannonwv.org>

Received, thank you.

On Mon, Jul 26, 2021 at 3:48 PM Jay Hollen <jay.hollen@buckhannonwv.org> wrote:
Tom,

It was nice talking to you earlier this morning about the traffic signal project for both the Childers Run and the Kesling Mill / Corridor H intersections.

In response to the July 20, 2021 letter from Mr. Mohammed A. Khan, PE regarding the above-referenced project, I spoke with both the sewer and water superintendents regarding the proposed project and how it relates to the City's existing underground facilities in the area.

At this time, it was determined that the City does not have any existing sanitary sewer systems, storm sewer systems or water distribution systems at either of these locations.

If you have any questions or comments about the contents of this letter, please don't hesitate to contact me.

--
James "Jay" S. Hollen, III, PE, CFM
City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

G. Consent Agenda
G.1 Approval of Minutes 06/17/21 & 07/15/2021

Motion to approve the minutes from 06/17/21 & 07/15/2021 was made by Frye/Loftis.
Motion carried.

H. Strategic Issues for Discussion and/or Vote

H.1- Chief Operator - Dan Baker's last day was the 9th of this month (August). Jason Tenney has been training under Dan and both Buck and Ethan believe that he is best choice to permanently fill the position of Chief Operator.

Motion to approve Jason Tenney as the Chief Operator of the Sanitary Plant with a \$3.00 per hour increase to his current pay was made by Frye/Loftis. Motion carried.

H.2- Assistant to Superintendent - Buck would like to make Ethan his assistant. This allows him to sign papers such, as time sheets and purchase orders, when Buck is away.

Motion to approve Ethan Crosten as the Assistant to Superintendent of the Sanitary Department was made by Frye/Loftis. Motion carried.

H.3- 3 Kent St - Jeff Norris, resident of 3 Kent Street, recently discovered he has a septic tank and is not hooked up to the city sewer. He has paid \$2,250.43 in sewer bills. To connect him to the system would require approximately a 500' extension.

Motion to have City Attorney O'Neill create a MOU outlining an agreement between Jeff Norris, resident of 3 Kent Street, Buckhannon and the City of Buckhannon where he will forfeit all previous payments in exchange for the City of Buckhannon performing a one-time cleaning of his septic system was made by Frye/Loftis. Motion carried.

H.4 Travis Foster Sewer Tap - Travis Foster has not paid a \$2,400 sewer tap bill from months ago for his car detailing shop and Buck is not sure how to go about getting him to pay it. Discussion took place regarding the situation, including an inference from Mr. Foster that the fee may have been waived by Erasmo Rizo, when he was employed by the City. Jerry Arnold later noted that Erasmo Rizo has confirmed with him that he had not granted a tap fee waiver to Mr. Foster. It was agreed that City Attorney O'Neill would write a letter to Mr. Foster demanding payment.

November 10, 2020

Travis B Foster
PO Box 582
Buckhannon, WV 26201

Re: Sewer service 1420 Brushy Fork Rd

Mr. Foster:

In reviewing our sewer projects, and in conversation with our Sanitary Superintendent, we find that the sewer department installed a tap and connection to the address of 1420 Brushy Fork Rd approximately July of this year.

We do not have any record of a sewer tap application for this address.

Please pay to the order of the Sanitary Board-City of Buckhannon the amount of \$2,400.00 for a sewer tap. We will also begin billing this address for sewer service this month.

If you do not agree with this information, please contact my office immediately to discuss this situation.

Respectfully,

Amberle Jenkins
Director of Finance and Administration
City of Buckhannon

No payment
Received as of
4-19-21

3rd Request
8-13-21

H.5- Review of Backup Policy - As requested at the last meeting, a draft of a Sewer Backup Policy has been written and made a part of this meeting packet. Ethan presented a brief overview of the policy and Mayor Skinner recommended that we take the time to review it between now and the next meeting. Board member Frye suggested the property owner filing a complaint should get a copy of any post inspection reports prepared by the City. Board member Loftis offered a suggestion to reword a section regarding admission of fault.

H.6 City Hall Office Staff Operations - Before discussing H.6, Mayor Skinner asked for a motion to enter Executive Session -Personnel Matters Per WV Code § 6-9A-4.

Motion to enter Executive Session at 8:43 AM was made by Frye/Loftis. Motion carried.

Motion to exit Executive Session at 8:50 AM was made by Frye/Loftis. Motion carried.

Motion to accept the recommendations presented by Mayor Skinner and Amby Jenkins concerning City Hall staff pay raises was made by Frye/Loftis. Motion carried.

I. Board Members Comments and Announcements:

- **Board Member Loftis** – Mr. Loftis enjoyed joining remotely as he is in Tennessee visiting family. He wished everyone well.
- **Board Member Frye** – Nothing further.
- **Buck Samples** – Nothing further.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.
- **Amby Jenkins** - Nothing further.
- **City Recorder Sanders** – Nothing further.

- **Mayor Skinner** – Nothing further.

J. Executive Session -Personnel Matters Per WV Code § 6-9A-4 - Previously executed for H.6

K. Adjournment

There being no further business to be transacted, a motion to adjourn was made by Frye/Loftis at 8:53AM. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____